

POLK CITY

October 15, 2018

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

7:00 P.M.

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

1. Polk Vision Smart Communities Proclamation

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

AGENDA

1. Elect Vice Mayor
2. PUBLIC HEARING - Resolution 2018-02 - Loan for Relocation of S.R. 33 Sprayfield (FDEP Project WW53140)
3. Ordinance 2018-12 - Correcting Ordinance readopting FY 2019 Budget
4. Ordinance 2018-13 - Amend FY 2017-18 Budget
5. Resolution 2018-03 – Employee Handbook Sick Leave and Vacation Benefits Updates
6. PUBLIC HEARING Ordinance 2018-07–Amendment of Future Land Use Map – 17.66 acres – Second and Final Reading
7. PUBLIC HEARING Ordinance 2018-08 – Changing the Zoning Map – 17.66 acres – Second and Final Reading
8. Update on Polk City Broadway Trail Connector Update
9. Planning Advisory Services Agreement with Central Florida Regional Planning Council – FY 2019
10. Planning Commission Board Appointment

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Commissioner Blethen
Commissioner Carroll
Commissioner Kimsey
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

CONSENT AGENDA
October 15, 2018

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

A. CITY CLERK

1. Accept minutes – September 17, 2018 – Regular Meeting Minutes
2. Accept minutes – September 18, 2018 – Budget Hearing (2nd Reading)

B. REPORTS

1. Building Report – September 2018
2. Financial Report – September 2018
3. Code Enforcement Report – July, August, September 2018
4. Library Report – August, September 2018
5. Polk Sheriff's Report – September 2018
6. Public Works – September 2018
7. Utilities Report – August, September 2018

C. OTHER

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

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

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

**City Commission Meeting
October 15, 2018**

CONSENT AGENDA ITEM: Accept minutes for:

1. Accept minutes – September 17, 2018 – Regular Meeting Minutes
2. Accept minutes – September 18, 2018 – Budget Hearing (2nd Reading)

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

- September 17, 2018 – Regular Meeting Minutes
- September 18, 2018 – Budget Hearing (2nd Reading)

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

BUDGET HEARING

September 18, 2018

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

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Commissioner Don Kimsey, Commissioner Mike Blethen, Commissioner Randy Carroll and City Manager Jackson

Absent: City Attorney Thomas Cloud

ORDER OF BUSINESS

PUBLIC HEARING

ORDINANCE 2018-09 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2018-2019 AND PROVIDING AN EFFECTIVE DATE. Second and Final Reading.

City Manager Jackson read Ordinance 2018-09 by title only.

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

Motion by Commissioner Kimsey to approve the Ordinance 2018-09; this motion was seconded by Commissioner Carroll.

Commissioner Blethen inquired about the Professional Service line item.

City Manager Jackson responded accordingly.

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

Motion carried 4/0.

ORDINANCE 2018-10 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE BUDGET FOR FISCAL YEAR 2018-2019, PROVIDING FOR THE EXPENDITURE OF FUNDS IN ACCORDANCE WITH THIS BUDGET; PROVIDING FOR AN EFFECTIVE DATE. Second and Final Reading.

City Manager Jackson read Ordinance 2018-10 by title only.

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

Discussed ensued with City Commission regarding the purchase of generators during hurricanes and specific line items on the budget; however there were no changes to the FY 2018-2019 budget as submitted.

City Manager Jackson reiterated that the City Commission receives a monthly statement which reflects the dollar amount spent each month. However, a statement could be printed with all expenses for a particular line item.

Mayor LaCascia reminded the Commissioners that if there were any further questions, they should have come up before this meeting.

Commissioner Kimsey inquired about what was spent in the Public Works Department.

City Manager Jackson suggested Commissioner Kimsey come by her office for a detailed discussion.

Motion by Commissioner Kimsey to approve Ordinance 2018-10; this motion was seconded by Commissioner Carroll.

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

Motion carried 4/0.

The meeting adjourned at 7:30 p.m.

Patricia R Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

September 17, 2018

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

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

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

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

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

Absent: Vice Mayor Wanda Harris

APPROVE CONSENT AGENDA

Motion by Commissioner Kimsey to approve the Consent Agenda; this motion was seconded by Commissioner Blethen. Unanimously approved by voice vote.

PRESENTATIONS AND RECOGNITIONS - None

PUBLIC COMMENT

- 1) Martina Gangleman (13331 Commonwealth Boulevard) – Inquired about the duties and responsibilities of Commissioners. Also inquired about the policy on Commissioners' residency within Polk City.

Mayor LaCascia discussed the duties and responsibilities to set policy for Polk City; however the City Commission does not oversee the day-to-day operations, that is the responsibility of the City Manager.

City Attorney Cloud provided a response regarding the residency of a Commissioner.

After lengthy discussion, Mayor LaCascia read into the record a letter of resignation effective Monday, September 17, 2018 from Vice Mayor Wanda Harris.

Motion by Commissioner Blethen for potential commissioners to provide solid proof of residency; this motion failed for lack of a second.

Motion by Commissioner Kimsey to accept Wanda Harris' letter of resignation effective Monday, September 17, 2018; this motion was seconded by Commissioner Carroll.

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

Motion carried 4/0.

City Attorney Cloud clarified from Polk City's Charter.....terms to fill the vacancy would be until 2020. Need to solicit for an interested person to be appointed by the Commission.

City Manager Jackson reiterated the vacancy will be filled until April 2020, at which time the candidate would have to qualify to run for the remainder of the term ending in 2022.

City Commission requested City Manager Jackson solicit anyone interested in an appointment by the commission.

ORDER OF BUSINESS

Purchase and Install a Flygt 200 HP Pump in the Voyles Loop Lift Station

City Manager Jackson stated in May 2017 the City Commission approved the purchase of one Flygt 20 HP pump for the Voyles Loop Lift Station in FY 2017-18, with the understanding that in FY 2018-19 another Flygt 20 HP pump would need to be purchased due to the growth in the Fountain Park Home Development.

Staff recommended Polk City purchase a 20hp 4" Flygt NP3153 hard iron impeller submersible pump with startup service for the Voyles Loop Lift Station in the amount of \$16,325.00 from Xylem Water Solutions USA Inc.

Motion by Commissioner Blethen to approve the purchase of a 20hp 4" Flygt NP3153 hard iron impeller submersible pump with startup service for the Voyles Loop Lift Station in the amount of \$16,325.00 from Xylem Water Solutions USA Inc., this motion was seconded by Commissioner Carroll.

Commissioner Blethen inquired if this was in this FY 2017-18 budget or the FY 2018-19 budget?

City Manager Jackson stated this purchase was not; however, the budget can be amended to include this purchase in this years' budget.

Commissioner Kimsey inquired about using another brand of pump.

City Manager Jackson responded other brand pumps have been tried with no success since the pumps were designed for Flygt pump use. Therefore, we will remain with the Flygt pump from the manufacturer.

Keith Prestage stated there will be a warranty as with the previous pumps. The pumps are coming directly from Flygt.

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

Motion carried 4/0.

Amendment to Extended Employment Contract – City Manager Patricia Jackson

City Manager Jackson stated at the August 20, 2018 meeting, the City Commission approved the payout to City Manager Jackson for four (4) weeks of vacation by September 15, 2018 in the amount of \$7,470. At which time, City Attorney Cloud expressed the need to amend Mrs. Jackson's employment contract to reflect this change increasing her annual salary, based on a 40-hour work week to \$86,986.00 per year beginning October 1, 2018.

Staff recommended approval of the Amended Employment Contract for City Manager Patricia Jackson.

Motion by Commissioner Kimsey to approve the Amendment to the Extended Employment Contract for City Manager Patricia Jackson; this motion as seconded by Commissioner Carroll.

Commissioner Blethen stated vacations must be taken.

Mayor LaCascia reiterated how the vacation payout came about. Polk City had a lot going on this year and City Manager Jackson was faced with either taking her vacation, get paid out, or in fact, lose it. This item was approved at the August 20 meeting.

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

Motion carried 3/1.

CITY MANAGER ITEMS

Budget Hearing (2nd and Final Hearing) – Tuesday, September 18, 2018 at 7pm.

Special Meeting – Monday, September 24, 2018 at 7pm for the Comp Plan Amendment for Land Use.

Library – The library has received a face lift and new furniture. Looks great!

Public Works Facility – the work is almost finished and they are will be moving in shortly.

40-Hour Work Week – Will begin on Monday, October 8, 2018.

CITY ATTORNEY ITEMS

Attorney Cloud Agreement Amendment – Is requesting an increase to \$225/hour. Original fee was \$200/hour.

Motion by Commissioner Kimsey to approve the fee increase for City Attorney Cloud from \$200/hour to \$225/hour; this motion was seconded by Commissioner Blethen.

Motion carried 4/0.

Commissioner Kimsey stated Attorney Cloud represents Polk City very well.

COMMISSIONER ITEMS

Commissioner Blethen –Thanked everyone for coming.

Commissioner Carroll – Thanked everyone for coming. Polk City is growing.

Commissioner Kimsey – Nothing.

Mayor LaCascia – Thanked everyone for coming. Moving forward to find water alternatives as the rates will be increasing over the next ten years.

ANNOUNCEMENTS - None

ADJOURNMENT – 7:55 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CONSENT AGENDA
August 20 2018

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

A. CITY CLERK

1. Accept minutes – July 16, 2018 – Regular City Commission Meeting

B. REPORTS

1. Building Report –July 2018
2. Library Report – July 2018
3. Polk Sheriff's Report – July 2018

C. OTHER

**City Commission Meeting
October 15, 2018**

CONSENT AGENDA ITEM: Department Monthly Reports

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

- Building Report – September 2018
- Code Enforcement Report – July, August, 2018
- Financial Report – September 2018
- Code Enforcement Report – July, August, 2018
- Library Report – August, September 2018
- Polk Sheriff's Report – September 2018
- Utilities Report – August, September 2018

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added
From: 09/01/18 To: 09/30/2018

GAS

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2018-9026	424 HONEY BEE LN, POLK CITY, FL 33868	2,420.00	09/04/2018
Subtotal:		\$2,420.00	

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2018-9363	131 CARTER BLVD, POLK CITY, FL 33868	6,318.00	09/10/2018
Subtotal:		\$6,318.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2018-9046	432 ROSEWOOD LN, POLK CITY, FL 33868	4,000.00	09/04/2018
BT-2018-9047	617 4TH ST, POLK CITY, FL 33868	8,500.00	09/04/2018
BT-2018-9068	106 OAK AVE, POLK CITY, FL 33868	6,900.00	09/04/2018
BT-2018-9149	7010 BERKLEY RD, POLK CITY, FL 33868	1,500.00	09/05/2018
BT-2018-9187	220 SUNSHINE BLVD, POLK CITY, FL 33868	6,800.00	09/06/2018
BT-2018-9525	481 HONEY BEE LN, POLK CITY, FL 33868	2,475.00	09/12/2018
BT-2018-9574	339 LAKESHORE CT, POLK CITY, FL 33868	42,250.00	09/12/2018
BT-2018-9760	481 HONEY BEE LN, POLK CITY, FL 33868	4,400.00	09/15/2018
Subtotal:		\$76,825.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2018-4809	305 LAKESHORE CT, POLK CITY, FL 33868	26,328.00	09/06/2018
BR-2018-4824	8565 RINDGE RD, POLK CITY, FL 33868	5,130.00	09/06/2018
BR-2018-4836	551 NARROW POND LN, POLK CITY, FL 33868	13,000.00	09/06/2018
BR-2018-4934	5118 CLAREMONT CT, POLK CITY, FL 33868	101,200.00	09/10/2018
BR-2018-4935	8846 CONWAY RD, POLK CITY, FL 33868	96,800.00	09/10/2018
BR-2018-4937	8847 CONWAY RD, POLK CITY, FL 33868	96,800.00	09/10/2018
BR-2018-4938	8814 CONWAY RD, POLK CITY, FL 33868	108,900.00	09/10/2018
BR-2018-4939	8684 RINDGE RD, POLK CITY, FL 33868	127,600.00	09/10/2018
BR-2018-4940	8642 RINDGE RD, POLK CITY, FL 33868	111,100.00	09/10/2018
BR-2018-5026	8576 RINDGE RD, POLK CITY, FL 33868	96,800.00	09/12/2018
BR-2018-5075	625 SAYGE DR, POLK CITY, FL 33868	5,000.00	09/13/2018
BR-2018-5348	5110 CLAREMONT CT, POLK CITY, FL 33868	96,800.00	09/24/2018

BR-2018-5504

7194 BERKLEY RD, POLK CITY, FL 33868

2,000.00

09/28/2018

Subtotal: \$887,458.00

Grand Total: \$973,021.00

80 SFR to Date

Code Enforcement Report

July 2018

DATE	ADDRESS	VIOLATION	STATUS
7/16/2018	423 Marklen Loop	Nuisance property; prohibited conditions	7/16/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance
7/17/2018	7462 Berkley Road	Nuisance property; prohibited conditions	7/17/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance
7/17/2018	745 4th Street	Nuisance property; prohibited conditions	7/17/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance. Compliant 7/25/2018.
7/17/2018	426 Bascom Court	Junk in yard	7/17/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance
7/17/2018	595 Marklen Loop	Nuisance property; prohibited conditions	7/17/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance
7/17/2018	438 Honey Bee Lane	Nuisance property; prohibited conditions	7/17/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance

Code Enforcement Report Aug 2018

DATE	ADDRESS	VIOLATION	STATUS
8/6/2018	726 2nd Street	Nuisance property; prohibited conditions	8/6/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance
8/6/2018	125 Carter Blvd	Nuisance property; prohibited conditions	8/6/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance
8/6/2018	728 N Citrus Grove Blvd	Nuisance property; prohibited conditions	8/6/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance
8/6/2018	120 Commonwealth Av	Nuisance property; prohibited conditions	8/6/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance
8/6/2018	525 Commonwealth Av	Nuisance property; prohibited conditions	8/6/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance
8/9/2018	517 Sunrise Blvd	Nuisance property; prohibited conditions	7/17/2018 Violation letter sent to home owner to cease immediatley and bring property into compliance

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2018 thru Fiscal Month: Sep, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	1,771,150.81	
01-101-800	Cash - GF Police Public Safety Impact Fees	111,693.39	
01-101-801	Cash - GF Fire Public Safety Impact Fees	81,745.84	
01-101-802	Cash - GF Recreation Impact Fees	245,477.60	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	183,944.59	
01-101-911	USDA - Loan Payments - Sinking Fund	0.00	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	53,154.31	
01-115-110	Accounts Receivable - NSF	25.00-	
01-115-120	Accounts Receivable - Local Bus Licenses	1,848.00	
01-115-130	Accounts Receivable - Readiness to Serve	2,476.98	
01-117-100	Allowance for Bad Debt	13,249.30-	
01-117-200	Allowance for Uncollectible A/R	2,476.98-	
01-153-302	Restricted Cash - New Local Opt Gas Tax	58,307.63	
01-153-303	Restricted Cash - Building and Codes	2,000.00	
01-155-100	Prepaid Expenses	9,309.19	
01-160-902	Reserve Account	177,764.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		2,747,479.74
01-202-100	Accounts Payable	162,540.30-	
01-202-900	Customer Deposits	2,700.00	
01-208-300	Due to County - Impact Fees	302,684.68	
01-208-310	Due to DCA - Bldg Permit Surcharge	2,341.30	
01-208-320	Due to Dept of Business - License Fees	2,841.10	
01-208-330	Due to PCSO - Police Education Revenue	263.69	
01-217-200	Accrued Sales Tax	157.84	
01-218-050	Payroll Liabilities	87.80	
01-218-100	Payroll Taxes Payable	5,478.26-	
01-218-200	FRS Retirement Payable	3,892.69	
01-218-300	Health Plan Payable	4,704.10	
01-218-320	Supplemental Insurance Payable	510.68	
01-218-327	CHL- Child Support	635.08	
01-218-400	Dental Plan Payable	1,436.48	
01-218-410	Vision Plan Payable	170.48	
	** TOTAL LIABILITY**		1,544,407.36
01-243-100	Encumbrances Placed	341.20-	
01-245-100	Reserved for Encumbrances	341.20	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	1,881,761.82	
	** TOTAL EQUITY**		1,881,761.82
	** TOTAL REVENUE**		4,196,689.73
	** TOTAL EXPENSE**		3,485,379.17
	TOTAL LIABILITY AND EQUITY		2,747,479.74

Polk City

September 30, 2018

General Fund

Revenue vs Expenditures

General Fund Revenue

Account Number	Description	FY17 Actuals	FY18 Adopted Budget	MTD Amount	YTD Amount	Balance	% REC / EXP
01-311-100	Ad Valorem Taxes	\$ 563,672.48	\$ 588,241.00	\$ 1,283.42	\$ 601,988.16	\$ (13,747.16)	102.34 %
01-312-300	9th Cent Gas Tax	\$ 13,918.64	\$ 13,745.00	\$ 1,248.79	\$ 12,113.08	\$ 1,631.92	88.13 %
01-312-400	Local Option Gas Tax	\$ 77,258.90	\$ 79,379.00	\$ 6,715.79	\$ 73,927.58	\$ 5,451.42	93.13 %
01-312-410	New Local Option Gas Tax	\$ 48,866.24	\$ 48,379.00	\$ 4,133.76	\$ 50,610.36	\$ (2,231.36)	104.61 %
01-314-100	Electric - Utility Tax	\$ 87,830.19	\$ 78,487.00	\$ 11,703.96	\$ 91,330.36	\$ (12,843.36)	116.36 %
01-314-300	Water - Utility Tax	\$ 49,006.12	\$ 44,648.00	\$ 4,636.91	\$ 52,280.10	\$ (7,632.10)	117.09 %
01-314-301	Water - Utility Tax - Readiness to Serve	\$ 3,929.48	\$ 513.00	\$ -	\$ -	\$ 513.00	0
01-314-400	Gas - Utility Tax	\$ 4,012.17	\$ 3,300.00	\$ 417.95	\$ 4,592.64	\$ (1,292.64)	139.17 %
01-315-100	Communications Services Tax	\$ 181,189.70	\$ 172,976.00	\$ 18,113.51	\$ 191,162.05	\$ (18,186.05)	110.51 %
01-316-100	Local Business Licenses	\$ 6,160.86	\$ 11,800.00	\$ 3,137.45	\$ 16,113.47	\$ (4,313.47)	136.55 %
01-322-100	Building Permits	\$ 110,460.32	\$ 71,255.00	\$ 9,823.93	\$ 175,439.07	\$ (104,184.07)	246.21 %
01-322-101	Bldg Permit - Plan Checking	\$ 57,611.12	\$ 37,079.00	\$ 4,906.50	\$ 102,905.22	\$ (65,826.22)	277.53 %
01-322-102	Bldg Permit - Admin Fee	\$ 3,500.00	\$ 2,380.00	\$ 640.00	\$ 5,098.00	\$ (2,718.00)	214.20 %
01-322-103	Bldg Permit - Electrical	\$ 14,390.00	\$ 9,825.00	\$ 2,125.00	\$ 16,770.00	\$ (6,945.00)	170.69 %
01-322-104	Bldg Permit - Plumbing	\$ 13,630.00	\$ 9,325.00	\$ 2,125.00	\$ 14,788.00	\$ (5,463.00)	158.58 %
01-322-105	Bldg Permit - Mechanical	\$ 14,245.00	\$ 8,750.00	\$ 2,375.00	\$ 14,900.00	\$ (6,150.00)	170.29 %
01-322-107	Bldg Permit - Cert of Occupancy	\$ 2,580.00	\$ 1,000.00	\$ 60.00	\$ 3,185.00	\$ (2,185.00)	318.50 %
01-322-108	Bldg Permit - Inspections	\$ 76,580.00	\$ 60,389.00	\$ 2,577.50	\$ 139,603.65	\$ (79,214.65)	231.17 %
01-322-110	Bldg Permit - Sign Fee	\$ 80.88	\$ -	\$ -	\$ -	\$ -	0
01-323-100	Electric	\$ 57,166.38	\$ 57,022.00	\$ -	\$ 50,595.06	\$ 6,426.94	88.73 %
01-323-300	Solid Waste	\$ 28,306.33	\$ 30,800.00	\$ -	\$ 25,657.38	\$ 5,142.62	83.30 %
01-324-100	Police - Public Safety Impact Fee	\$ 59,039.20	\$ 41,924.00	\$ 10,964.83	\$ 62,564.03	\$ (20,640.03)	149.23 %
01-324-110	Fire/Rescue - Public Safety Impact Fee	\$ 32,050.00	\$ 22,432.00	\$ 5,866.87	\$ 33,475.67	\$ (11,043.67)	149.23 %
01-324-310	Transportation Impact Fee	\$ -	\$ 67,510.00	\$ -	\$ -	\$ 67,510.00	0
01-324-610	Parks & Recreation Impact Fee	\$ 95,694.56	\$ 113,621.00	\$ 17,682.72	\$ 100,895.52	\$ 12,725.48	88.80 %
01-324-710	Public Facilities Impact Fee	\$ 160,816.92	\$ -	\$ 29,716.17	\$ 169,556.97	\$ (169,556.97)	0
01-329-220	Site Plan Reviews	\$ 3,650.00	\$ -	\$ -	\$ 1,600.00	\$ (1,600.00)	0
01-331-510	CDBG	\$ 7,659.00	\$ 24,532.00	\$ -	\$ -	\$ 24,532.00	0
01-331-700	FRDAP Grants	\$ 46,748.14	\$ -	\$ -	\$ -	\$ -	0
01-334-201	Justice Assistance Grant (JAG)	\$ 5,110.53	\$ 5,113.00	\$ -	\$ -	\$ 5,113.00	0
01-334-910	DEO GRANT	\$ 12,000.00	\$ -	\$ 17,000.00	\$ 57,000.00	\$ (57,000.00)	0

General Fund Revenue Con't

Account Number	Description	FY17 Actuals	FY18 Adopted Budget	MTD Amount	YTD Amount	Balance	% REC/ EXP
01-335-120	MRS - State Sales Tax	\$ 56,893.13	\$ 57,297.00	\$ 4,765.31	\$ 57,403.00	\$ (106.00)	100.19 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	\$ 17,764.81	\$ 17,888.00	\$ 1,467.02	\$ 17,888.27	\$ (0.27)	100.00 %
01-335-123	MRS - Municipal Fuel Tax	\$ 7.37	\$ 7.00	\$ 4.98	\$ 16.21	\$ (9.21)	231.57 %
01-335-140	Mobile Home License	\$ 5,222.16	\$ 4,383.00	\$ 184.00	\$ 5,485.35	\$ (1,102.35)	125.15 %
01-335-150	Alcoholic Beverage License	\$ 1,199.13	\$ 1,101.00	\$ -	\$ 1,125.71	\$ (24.71)	102.24 %
01-335-180	Half-Cent Sales Tax	\$ 100,745.31	\$ 108,243.00	\$ 9,189.40	\$ 98,928.63	\$ 9,314.37	91.39 %
01-337-100	Library Coop Funding	\$ 36,028.60	\$ 36,029.00	\$ -	\$ 31,990.11	\$ 4,038.89	88.79 %
01-337-800	Municipal Board of Examiners Funds	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	0
01-340-400	Solid Waste	\$ 259,884.38	\$ 257,595.00	\$ 23,834.14	\$ 280,018.50	\$ (22,423.50)	108.70 %
01-340-700	Stormwater Utility Fees	\$ 18,969.49	\$ 19,039.00	\$ 2,445.66	\$ 23,879.67	\$ (4,840.67)	125.43 %
01-340-900	Notary Fees	\$ 10.00	\$ -	\$ -	\$ 25.00	\$ (25.00)	0
01-344-900	FDOT Maintenance Agreement	\$ 15,790.03	\$ 16,303.00	\$ 4,075.96	\$ 16,303.82	\$ (0.82)	100.01 %
01-347-100	Library Income	\$ 5,300.26	\$ 4,500.00	\$ 277.17	\$ 7,257.61	\$ (2,757.61)	161.28 %
01-351-200	Fines, Penalties, and Forfeitures	\$ 5,677.85	\$ 2,000.00	\$ 901.60	\$ 5,573.57	\$ (3,573.57)	278.68 %
01-359-200	Non Sufficient Funds	\$ 30.00	\$ -	\$ -	\$ -	\$ -	0
01-359-300	Late Fees	\$ 157.50	\$ 125.00	\$ -	\$ 466.75	\$ (341.75)	373.40 %
01-361-100	Interest Income	\$ 205.80	\$ 190.00	\$ 43.33	\$ 384.95	\$ (194.95)	202.61 %
01-362-100	Activity Center Rentals	\$ 1,300.00	\$ 1,000.00	\$ 300.00	\$ 2,300.00	\$ (1,300.00)	230.00 %
01-362-200	Donald Bronson Community Center Ren	\$ 2,787.50	\$ 2,000.00	\$ 800.00	\$ 4,000.00	\$ (2,000.00)	200.00 %
01-365-100	Sales of Surplus Property	\$ 1,888.78	\$ 500.00	\$ -	\$ 3,586.39	\$ (3,086.39)	717.28 %
01-366-100	Private Donations	(89.85)	\$ -	\$ -	\$ -	\$ -	0
01-366-101	Private Donations - Christmas	\$ 1,675.00	\$ 1,000.00	\$ -	\$ 1,800.00	\$ (800.00)	180.00 %
01-366-102	Private Donations - Halloween	\$ 1,625.00	\$ 100.00	\$ -	\$ 1,450.00	\$ (1,350.00)	1450.00 %
01-366-104	Private Donations - Music Festival	\$ 2,900.00	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0
01-366-110	Private Donations - Library	\$ 1,230.25	\$ 600.00	\$ -	\$ 836.00	\$ (236.00)	139.33 %
01-369-100	Misc. Income	\$ 228.18	\$ 300.00	\$ 22.00	\$ 5,656.02	\$ (5,356.02)	1885.34 %
01-369-101	Misc Income - Copies and Faxes	\$ -	\$ -	\$ 34.00	\$ 53.50	\$ (53.50)	0
01-369-102	Misc Income - Collection Allowance	\$ 19,453.71	\$ 5,000.00	\$ 4,204.69	\$ 9,337.88	\$ (4,337.88)	186.76 %
01-369-120	Misc Income - Christmas	\$ 100.00	\$ 100.00	\$ -	\$ 160.00	\$ (60.00)	160.00 %
01-369-130	Misc Income - Halloween	\$ 170.00	\$ 100.00	\$ -	\$ 140.00	\$ (40.00)	140.00 %
01-369-150	Misc Income - Music Festival	\$ 506.00	\$ -	\$ -	\$ -	\$ -	0
01-369-400	Insurance Proceeds	\$ 3,790.00	\$ -	\$ -	\$ 4,451.63	\$ (4,451.63)	0
01-369-500	Refund of State Gas Tax	\$ 391.60	\$ -	\$ -	\$ 407.73	\$ (407.73)	0
01-381-400	Transfer From Enterprise Fund	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 158,591.50	\$ (133,591.50)	634.37 %
01-387-100	Loan Proceeds	\$ -	\$ -	\$ -	\$ 1,389,020.56	\$ (1,389,020.56)	0
** GENERAL FUND REVENUE TOTAL		\$ 2,425,095.00	\$ 2,166,325.00	\$ 209,804.32	\$ 4,196,689.73	\$ (2,030,364.73)	193.72%

General Fund Expenditures

Account Number	Description	FY17 Actuals	FY18 Adopted Budget	MTD Amount	YTD Amount	Balance	% REC / EXP
Legislative Department / Budget and Expenses							
01-511-120	Regular Salary - Wages - Legislative	\$ 4,833.00	\$ 5,415.00	\$ 451.25	\$ 5,415.00	\$ -	100.00%
01-511-160	Bonuses and Gift Certificates - Legislat	\$ 2,166.00	\$ 2,331.00	\$ -	\$ 2,165.66	\$ 165.34	92.91%
01-511-210	Fica Taxes - Legislative	\$ 535.00	\$ 600.00	\$ 34.50	\$ 579.92	\$ 20.08	96.65%
01-511-240	Worker's Compensation - Legislative	\$ 12.00	\$ 15.00	\$ -	\$ 15.20	\$ (0.20)	101.33%
01-511-400	Travel and Training - Legislative	\$ 3,879.00	\$ 5,500.00	\$ (90.00)	\$ 2,905.49	\$ 2,594.51	52.83%
01-511-470	Printing and Reproduction - Legislative	\$ 28.00	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
01-511-480	Promo Activities & Legal Ads - Legislati	\$ 704.00	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
01-511-490	Other Current Charges - Legislative	\$ 1,289.00	\$ 1,000.00	\$ -	\$ 86.28	\$ 913.72	8.63%
01-511-510	Office Supplies - Legislative	\$ 269.00	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
01-511-520	Operating Supplies - Legislative	\$ 6,833.00	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
01-511-540	Books, Pub., Sub., & Memberships - Legi	\$ 4,977.00	\$ 5,500.00	\$ -	\$ 2,041.00	\$ 3,459.00	37.11%
01-511-640	Machinery & Equipment - Legislative	\$ 14,294.00	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENT TOTALS		\$ 39,820.00	\$ 23,961.00	\$ 395.75	\$ 13,208.55	\$ 10,752.45	55.13%

Admin Department / Budget and Expenses

01-512-120	Regular Salary - Wages - Executive	\$ 121,269.00	\$ 123,085.00	\$ 9,468.09	\$ 126,119.12	\$ (3,034.12)	102.47%
01-512-130	Other Salaries and Wages - Executive	\$ 4,892.00	\$ 4,800.00	\$ 369.24	\$ 4,707.81	\$ 92.19	98.08%
01-512-140	Overtime - Executive	\$ 5,549.00	\$ -	\$ -	\$ -	\$ -	0.00%
01-512-160	Bonuses and Gift Certificates - Executiv	\$ 13,644.00	\$ 14,350.00	\$ -	\$ 15,538.72	\$ (1,188.72)	108.28%
01-512-210	Fica Taxes - Executive	\$ 11,142.00	\$ 12,153.00	\$ 741.18	\$ 11,092.93	\$ 1,060.07	91.28%
01-512-220	Retirement Contribution - Executive	\$ 21,731.00	\$ 21,326.00	\$ 1,733.46	\$ 22,476.63	\$ (1,150.63)	105.40%
01-512-230	Life & Health Insurance - Executive	\$ 19,387.00	\$ 20,417.00	\$ 1,522.56	\$ 18,201.29	\$ 2,215.71	89.15%
01-512-240	Worker's Compensation - Executive	\$ 288.00	\$ 310.00	\$ -	\$ 233.41	\$ 76.59	75.29%
01-512-310	Professional Services - Executive	\$ 143.00	\$ 300.00	\$ -	\$ -	\$ 300.00	0.00%
01-512-400	Travel and Training - Executive	\$ 2,156.00	\$ 3,800.00	\$ -	\$ 1,983.13	\$ 1,816.87	52.19%
01-512-410	Communication Services - Executive	\$ 324.00	\$ 680.00	\$ 46.42	\$ 511.22	\$ 168.78	75.18%
01-512-470	Printing and Reproduction - Executive	\$ -	\$ 250.00	\$ -	\$ 54.69	\$ 195.31	21.88%
01-512-480	Promo Activities & Legal Ads - Executive	\$ 70.00	\$ 800.00	\$ -	\$ -	\$ 800.00	0.00%
01-512-490	Other Current Charges - Executive	\$ 1,654.00	\$ 2,500.00	\$ -	\$ 1,191.19	\$ 1,308.81	47.65%
01-512-510	Office Supplies - Executive	\$ 761.00	\$ 800.00	\$ -	\$ 463.67	\$ 336.33	57.96%
01-512-520	Operating Supplies - Executive	\$ 1,074.00	\$ 400.00	\$ -	\$ 137.36	\$ 262.64	34.34%
01-512-540	Books, Pub., Sub., & Memberships - Exe	\$ 909.00	\$ 1,500.00	\$ -	\$ 1,189.66	\$ 310.34	79.31%
01-512-640	Machinery & Equipment - Executive	\$ -	\$ 5,000.00	\$ -	\$ 2,719.97	\$ 2,280.03	54.40%
DEPARTMENT TOTALS		\$ 204,993.00	\$ 212,471.00	\$ 13,880.95	\$ 206,620.80	\$ 5,850.20	97.25%

General Fund Expenditures con't

Account Number	Description	FY17 Actuals	FY18 Adopted Budget	MTD Amount	YTD Amount	Balance	% REC / EXP
City Clerk / Budget and Expenses							
01-513-310	Professional Services - City Clerk	\$ -	\$ 800.00	\$ -	\$ 373.00	\$ 427.00	46.63%
01-513-400	Travel and Training - City Clerk	\$ 2,728.00	\$ 2,500.00	\$ -	\$ 1,333.50	\$ 1,166.50	53.34%
01-513-470	Printing and Reproduction - City Clerk	\$ 1,727.00	\$ 3,200.00	\$ -	\$ 1,583.90	\$ 1,616.10	49.50%
01-513-480	Promo Activities & Legal Ads - City Cler	\$ -	\$ -	\$ -	\$ 1,210.16	\$ (1,210.16)	0.00%
01-513-490	Other Current Charges - City Clerk	\$ 550.00	\$ 4,500.00	\$ -	\$ 1,880.80	\$ 2,619.20	41.80%
01-513-492	Recording & Other Fees - City Clerk	\$ 700.00	\$ 700.00	\$ -	\$ -	\$ 700.00	0.00%
01-513-510	Office Supplies - City Clerk	\$ 251.00	\$ 700.00	\$ 105.45	\$ 307.00	\$ 393.00	43.86%
01-513-520	Operating Supplies - City Clerk	\$ 560.00	\$ 400.00	\$ -	\$ -	\$ 400.00	0.00%
01-513-540	Books, Pub., Sub., & Memberships - City	\$ 175.00	\$ 500.00	\$ -	\$ 175.00	\$ 325.00	35.00%
	DEPARTMENT TOTALS	\$ 6,691.00	\$ 13,300.00	\$ 105.45	\$ 6,863.36	\$ 6,436.64	51.60%
Legal Counsel / Budget and Expenses							
01-514-310	Professional Services - Legal Counsel	\$ 52,367.00	\$ 60,000.00	\$ 2,725.25	\$ 40,310.36	\$ 19,689.64	67.18%
01-514-480	Promo Activities & Legal Ads - Legal Cou	\$ 5,565.00	\$ 7,500.00	\$ 1,597.20	\$ 8,156.57	\$ (755.74)	108.75%
	DEPARTMENT TOTALS	\$ 57,932.00	\$ 67,500.00	\$ 4,322.45	\$ 48,466.93	\$ 18,933.90	71.80%
Comprehensive Planning / Budget and Expenses							
01-515-310	Professional Services - Comp Planning	\$ 18,000.00	\$ 20,000.00	\$ -	\$ 74,875.00	\$ (54,875.00)	374.38%
01-515-312	Professional Services-Other- Comp Plan	\$ 3,500.00	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	0.00%
	DEPARTMENT TOTALS	\$ 21,500.00	\$ 22,500.00	\$ -	\$ 74,875.00	\$ (52,375.00)	332.78%
Finance Department / Budget and Expenses							
01-516-120	Regular Salary - Wages - Fin & Acctng	\$ 55,374.00	\$ 65,878.00	\$ 5,067.84	\$ 64,778.54	\$ 1,099.46	98.33%
01-516-140	Overtime - Fin & Acctng	\$ 2,954.00	\$ 593.00	\$ -	\$ -	\$ 593.00	0.00%
01-516-210	Fica Taxes - Fin & Acctng	\$ 4,105.00	\$ 5,085.00	\$ 301.96	\$ 4,642.87	\$ 442.13	91.31%
01-516-220	Retirement Contribution - Fin & Acctng	\$ 4,427.00	\$ 5,265.00	\$ 418.60	\$ 5,173.42	\$ 91.58	98.26%
01-516-230	Life & Health Insurance - Fin & Acctng	\$ 10,104.00	\$ 10,279.00	\$ 779.78	\$ 9,241.67	\$ 1,037.33	89.91%
01-516-240	Worker's Compensation - Fin & Acctng	\$ 125.00	\$ 310.00	\$ -	\$ 122.40	\$ 187.60	39.48%
01-516-310	Professional Services - Fin & Acctng	\$ 946.00	\$ -	\$ -	\$ -	\$ -	0.00%
01-516-400	Travel and Training - Fin & Acctng	\$ 44.00	\$ 2,500.00	\$ -	\$ 44.19	\$ 2,455.81	1.77%
01-516-420	Education Reimbursement - Fin & Acctn	\$ 2,428.00	\$ 3,500.00	\$ -	\$ 3,500.00	\$ -	100.00%
01-516-470	Printing and Reproduction - Fin & Acctng	\$ 471.00	\$ 700.00	\$ -	\$ 180.39	\$ 519.61	25.77%
01-516-510	Office Supplies - Fin & Acctng	\$ 1,088.00	\$ 1,300.00	\$ -	\$ 742.71	\$ 557.29	57.13%
01-516-520	Operating Supplies - Fin & Acctng	\$ 1,196.00	\$ 3,000.00	\$ -	\$ 180.92	\$ 2,819.08	6.03%
01-516-540	Books, Pub., Sub., & Memberships - Fin	\$ 70.00	\$ 250.00	\$ -	\$ 35.00	\$ 215.00	14.00%

General Fund Expenditures con't

Account Number	Description	FY17 Actuals	FY18 Adopted Budget	MTD Amount	YTD Amount	Balance	% REC / EXP
01-516-640	Machinery & Equipment - Fin & Acctng	\$ -	\$ 2,500.00	\$ -	\$ 1,099.99	\$ 1,400.01	44.00%
DEPARTMENT TOTALS		\$ 83,332.00	\$ 101,160.00	\$ 6,568.18	\$ 89,742.10	\$ 11,417.90	88.71%

Debt Services / Budget and Expenses

01-517-710	Principal - CB&T Debt Service Pmts	\$ 43,700.00	\$ 60,282.00	\$ 6,004.22	\$ 46,613.43	\$ 13,668.57	77.33%
01-517-711	Principal - USDA Pay Off	\$ -	\$ -	\$ -	\$ 1,371,789.00	\$ (1,371,789.00)	0.00%
01-517-720	Interest - CB&T Debt Service Pmts	\$ 58,389.00	\$ 56,586.00	\$ 3,979.99	\$ 33,260.25	\$ 23,325.75	58.78%
01-517-721	Interest - USDA Pay Off	\$ -	\$ -	\$ -	\$ 17,231.56	\$ (17,231.56)	0.00%
01-517-734	Principal - Debt Srvc Public Works Prop	\$ -	\$ 28,500.00	\$ -	\$ -	\$ 28,500.00	0.00%
DEPARTMENT TOTALS		\$ 102,089.00	\$ 145,368.00	\$ 9,984.21	\$ 1,468,894.24	\$ (1,323,526.24)	1010.47%

Law Enforcement / Budget and Expenses

01-521-305	Contract Labor - Law Enf	\$ 95,454.00	\$ 97,363.00	\$ -	\$ 97,363.00	\$ -	100.00%
01-521-440	Rentals and Leases - Law Enf	\$ 536.00	\$ -	\$ -	\$ -	\$ -	0.00%
01-521-460	Repairs and Maintenance - Law Enf	\$ -	\$ 300.00	\$ -	\$ 598.95	\$ (298.95)	199.65%
01-521-490	Other Current Charges - Law Enf	\$ 22.00	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
01-521-510	Office Supplies - Law Enf	\$ -	\$ 100.00	\$ -	\$ 168.00	\$ (68.00)	168.00%
01-521-649	Machinery & Equip - JAG Grant - Law En	\$ 5,111.00	\$ 5,113.00	\$ -	\$ -	\$ 5,113.00	0.00%
DEPARTMENT TOTALS		\$ 101,123.00	\$ 102,976.00	\$ -	\$ 98,129.95	\$ 4,846.05	95.29%

Building and Zoning / Budget and Expenses

01-524-120	Regular Salary - Wages - Bldg & Zoning	\$ 46,145.00	\$ 46,988.00	\$ 3,614.50	\$ 46,071.78	\$ 916.22	98.05%
01-524-140	Overtime - Bldg & Zoning	\$ 2,760.00	\$ -	\$ -	\$ -	\$ -	0.00%
01-524-210	Fica Taxes - Bldg & Zoning	\$ 3,686.00	\$ 3,595.00	\$ 267.14	\$ 3,419.14	\$ 175.86	95.11%
01-524-220	Retirement Contribution - Bldg & Zoning	\$ 3,807.00	\$ 3,722.00	\$ 298.56	\$ 3,679.53	\$ 42.47	98.86%
01-524-230	Life & Health Insurance - Bldg & Zoning	\$ 9,114.00	\$ 10,127.00	\$ 801.05	\$ 9,050.69	\$ 1,076.31	89.37%
01-524-240	Worker's Compensation - Bldg & Zoning	\$ 583.00	\$ 583.00	\$ -	\$ 1,121.16	\$ (538.16)	192.31%
01-524-310	Professional Services - Bldg & Zoning	\$ 146,250.00	\$ 60,388.00	\$ -	\$ 149,785.49	\$ (89,397.49)	248.04%
01-524-311	Engineering Services - Bldg & Zoning	\$ -	\$ 1,000.00	\$ -	\$ 440.15	\$ 559.85	44.02%
01-524-400	Travel and Training - Bldg & Zoning	\$ 161.00	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
01-524-410	Communication Services - Bldg & Zoning	\$ 165.00	\$ -	\$ -	\$ 46.45	\$ (46.45)	0.00%
01-524-510	Office Supplies - Bldg & Zoning	\$ 409.00	\$ 200.00	\$ -	\$ 229.29	\$ (29.29)	114.65%
01-524-520	Operating Supplies - Bldg & Zoning	\$ 2,698.00	\$ 100.00	\$ -	\$ 417.04	\$ (317.04)	417.04%
01-524-640	Machinery & Equipment - Bldg & Zoning	\$ -	\$ 2,500.00	\$ -	\$ 2,499.99	\$ 0.01	100.00%
DEPARTMENT TOTALS		\$ 215,778.00	\$ 129,703.00	\$ 4,981.25	\$ 216,760.71	\$ (87,057.71)	167.12%

General Fund Expenditures con't

Account Number	Description	FY17 Actuals	FY18 Adopted Budget	MTD Amount	YTD Amount	Balance	% REC / EXP
Code enforcement / Budget and Expenses							
01-529-310	Professional Services - Code Enf	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00%
01-529-400	Travel and Training - Code Enf	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
01-529-464	Vehicle Fuel - Code_Enf	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	0.00%
01-529-480	Promo Activities & Legal Ads - Code Enf	\$ -	\$ 150.00	\$ -	\$ -	\$ 150.00	0.00%
01-529-492	Recording & Other Fees	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
01-529-510	Office Supplies - Code Enf	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
01-529-520	Operating Supplies - Code Enf	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
	DEPARTMENT TOTALS	\$ -	\$ 2,200.00	\$ -	\$ -	\$ 2,200.00	0.00%
Refuse/Sanitation / Budget and Expenses							
01-534-341	Refuse Disposal - Residential - Refuse/S	\$ 119,773.00	\$ 126,336.00	\$ 12,367.08	\$ 129,576.20	\$ (3,240.20)	102.56%
01-534-342	Refuse Disposal - Commercial - Refuse/S	\$ 89,894.00	\$ 79,740.00	\$ -	\$ 72,039.20	\$ 7,700.80	90.34%
	DEPARTMENT TOTALS	\$ 209,667.00	\$ 206,076.00	\$ 12,367.08	\$ 201,615.40	\$ 4,460.60	97.84%
Storm Water / Budget and Expenses							
01-538-311	Engineering Services - Stormwater	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%
01-538-315	Inmate Labor - Stormwater	\$ 5,750.00	\$ 5,750.00	\$ -	\$ 5,749.68	\$ 0.32	99.99%
01-538-400	Travel and Training - Stormwater	\$ 219.00	\$ 500.00	\$ -	\$ 1,377.41	\$ (877.41)	275.48%
01-538-460	Repairs and Maintenance - Stormwater	\$ 15,301.00	\$ 14,000.00	\$ -	\$ 16,627.51	\$ (2,627.51)	118.77%
01-538-492	Recording & Other Fees - Stormwater	\$ 100.00	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
01-538-540	Books, Pub., Sub., & Memberships - Stor	\$ 500.00	\$ 366.00	\$ -	\$ 500.00	\$ (134.00)	136.61%
	DEPARTMENT TOTALS	\$ 21,870.00	\$ 26,116.00	\$ -	\$ 24,254.60	\$ 1,861.40	92.87%
Gen Gov't Buildings / Budget and Expenses							
01-539-310	Professional Services - Gen Gov't Bldgs	\$ 24,528.00	\$ 16,000.00	\$ -	\$ 22,204.75	\$ (6,204.75)	138.78%
01-539-312	Professional Services - Other - Gen Gov	\$ 300.00	\$ 1,000.00	\$ -	\$ 330.00	\$ 670.00	33.00%
01-539-315	Inmate Labor - Gen Gov't Bldgs	\$ 5,750.00	\$ 6,750.00	\$ -	\$ 5,749.68	\$ 1,000.32	85.18%
01-539-411	City Hall - Communication - Gen Gov't Bld	\$ 13,864.00	\$ 15,500.00	\$ 9.99	\$ 12,085.93	\$ 3,414.07	77.97%
01-539-412	Activity Center - Communication - Gen C	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	0.00%
01-539-413	Public Works - Communication - Gen Go	\$ -	\$ -	\$ 82.24	\$ 198.63	\$ (198.63)	0.00%
01-539-414	Community Center-Communication-Gen	\$ 1,962.00	\$ -	\$ -	\$ 1,519.15	\$ (1,519.15)	0.00%
01-539-431	City Hall - Utilities - Gen Gov't Bldgs	\$ 16,597.00	\$ 13,500.00	\$ -	\$ 17,241.86	\$ (3,741.86)	127.72%
01-539-432	Activity Center - Utilities - Gen Gov't	\$ 2,196.00	\$ 3,000.00	\$ -	\$ 2,233.08	\$ 766.92	74.44%
01-539-433	Public Works - Utilities - Gen Gov't Bld	\$ 2,182.00	\$ 5,000.00	\$ -	\$ 2,251.93	\$ 2,748.07	45.04%
01-539-434	Community Center-Utilities-Gen Gov't B	\$ 5,041.00	\$ 5,500.00	\$ -	\$ 4,074.77	\$ 1,425.23	74.09%

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2018 thru Fiscal Month: Sep, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	607,002.09	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	1,217,161.88	
05-101-900	Cash - Water Impact Fee Account	262,552.55	
05-101-915	Tax Exempt Leasing - Sinking Fund	46,969.58	
05-101-916	US Bank - Sink Fund	100,145.59	
05-101-920	Cash - Customer Deposits	291,787.43	
05-101-934	Fifth Third Bank - Reserves	610,967.73	
05-101-935	Fifth Third Bank - Renewal & Replacement	150,000.00	
05-115-100	Accounts Receivable - Utilities	198,620.87	
05-115-105	Accounts Receivable - Invoicing	505.68	
05-115-130	Accounts Receivable - Readiness to Serve	57,398.98	
05-117-100	Allowance for Bad Debt	46,609.45-	
05-117-200	Allowance for Uncollectible A/R	66,034.72-	
05-155-100	Prepaid Expenses	5,765.66	
05-159-100	Deferred Outflows - Related to Pension	25,662.51	
05-160-902	Reserve Account	225,392.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-160-904	Reserve Acct - CIP Purchases	25,778.78	
05-160-905	Reserve Acct - CIP Service Truck	5,000.00	
05-161-900	Fixed Assets - Land	2,730,735.50	
05-164-100	Utility Plant in Service	12,077,204.12	
05-164-900	Improvements Other than Buildings	33,331.74-	
05-164-910	Improvements Other than Buildings - MOSN	33,331.74	
05-165-900	Acc.Dep. - Improvements Other than Build	316,892.74-	
05-166-900	Equipment & Furniture	314,396.69	
05-167-900	Accumulated Depreciation - Equipment	3,196,588.95-	
	** TOTAL ASSET**		15,427,864.23
05-202-100	Accounts Payable	5,266.44	
05-202-900	Customer Deposits	291,787.43	
05-203-100	Accumulated Interest Payable	71,583.17	
05-203-600	SRF Loan	2,301,486.71	
05-203-710	US Bank 2017 Bond Note	8,555,000.00	
05-203-750	Tax Exempt Leasing Loan	87,735.83	
05-203-900	Unamortized Bond Premiums	124,778.15-	
05-203-910	Unamortized Bond Premiums - US Bank	530,870.86-	
05-208-100	Taxes Payable	16,467.90	
05-225-100	Deferred Inflows - Related to Pension	3,598.03	
05-234-100	L-T-D - Current Portion	365,494.72	
05-234-901	Less: Current Portion of LTD	365,494.72-	
05-235-900	Net Pension Liability	53,149.24	
	** TOTAL LIABILITY**		10,730,425.74
05-243-100	Encumbrances Placed	1,548.81	
05-245-100	Reserved for Encumbrances	1,548.81-	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	2,259,283.07	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		3,618,994.26
	** TOTAL REVENUE**		3,382,052.44

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2018 thru Fiscal Month: Sep, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
	** TOTAL EXPENSE**		2,303,608.21
	TOTAL LIABILITY AND EQUITY		15,427,864.23

Polk City

September 30, 2018

Enterprise Fund

Revenue vs Expenditures

Enterprise Fund Revenue

Account Number	Description	FY17 Actuals	FY Adopted Budget	MTD Amount	YTD Amount	Balance	% REC / EXP
05-324-210	Water Impact Fees	\$ 102,499.00	\$ 43,656.00	\$ 29,699.00	\$ 222,302.01	\$ (178,646.01)	509.21 %
05-324-220	Sewer Impact Fees	\$ 346,980.00	\$ 145,166.00	\$ 75,055.00	\$ 616,545.00	\$ (471,379.00)	424.72 %
05-325-111	Connection Fees - Water - Cas	\$ 79,670.00	\$ 40,000.00	\$ 14,790.00	\$ 94,787.56	\$ (54,787.56)	236.97 %
05-325-112	Connection Fees - Water - Acc	\$ 1,305.00	\$ -	\$ -	\$ 435.00	\$ (435.00)	0
05-325-210	Readiness to Serve Charge - Se	\$ 67,352.84	\$ 42,056.00	\$ -	\$ 51,286.41	\$ (9,230.41)	121.95 %
05-325-211	Readiness to Serve Charge - W	\$ 37,893.28	\$ 26,865.00	\$ -	\$ -	\$ 26,865.00	0
05-329-200	Other Lic./Fees/Permits	\$ 5,200.91	\$ 1,000.00	\$ -	\$ 1,839.80	\$ (839.80)	183.98 %
05-331-350	Sewer/Wastewater Grants	\$ -	\$ -	\$ 32,078.00	\$ 160,000.00	\$ (160,000.00)	0
05-340-300	Water Utility Revenue	\$ 1,039,673.47	\$ 1,020,000.00	\$ 89,384.36	\$ 1,093,710.80	\$ (73,710.80)	107.23 %
05-340-500	Sewer Utility Revenue	\$ 942,893.96	\$ 952,382.00	\$ 80,575.17	\$ 982,047.76	\$ (29,665.76)	103.11 %
05-359-100	Other Fines and/or Forfeitures	\$ 30,360.00	\$ 25,000.00	\$ 2,015.00	\$ 20,095.50	\$ 4,904.50	80.38 %
05-359-200	Non Sufficient Funds	\$ 870.00	\$ 500.00	\$ 135.00	\$ 1,285.00	\$ (785.00)	257.00 %
05-359-300	Late Fees	\$ 25,693.50	\$ 30,000.00	\$ 2,247.00	\$ 26,460.00	\$ 3,540.00	88.20 %
05-369-100	Misc. Income	\$ 1,577.64	\$ 350.00	\$ -	\$ 9.67	\$ 340.33	2.76 %
05-369-111	Cash Drawer Overage	\$ (54.37)	\$ -	\$ -	\$ -	\$ -	0
05-369-400	Insurance Proceeds	\$ 6,304.07	\$ -	\$ -	\$ -	\$ -	0
05-369-700	Misc Income - Reimbursement	\$ 784.54	\$ -	\$ 525.15	\$ 781.42	\$ (781.42)	0
05-385-100	Bond Proceeds	\$ -	\$ -	\$ -	\$ 110,466.51	\$ (110,466.51)	0
** ENTERPRISE FUND REVENUE TOTAL		\$ 2,689,003.84	\$ 2,326,975.00	\$ 326,503.68	\$ 3,382,052.44	\$ (1,055,077.44)	145.34%

Enterprise Fund Expenditures

Account Number	Description	FY17 Actuals	FY Adopted Budget	MTD Amount	YTD Amount	Balance	% REC / EXP
Water Department / Budget and Expenses							
05-533-120	Regular Salary - Wages - Water	\$ 59,952.00	\$ 106,329.00	\$ 8,703.12	\$ 94,036.32	\$ 12,292.68	88.44%
05-533-140	Overtime - Water Oper	\$ 1,961.00	\$ 2,045.00	\$ 161.19	\$ 837.90	\$ 1,207.10	40.97%
05-533-210	Fica Taxes - Water Oper	\$ 4,557.00	\$ 8,741.00	\$ 662.88	\$ 7,152.35	\$ 1,588.65	81.83%
05-533-220	Retirement Contribution - Water	\$ 8,106.00	\$ 9,049.00	\$ 732.18	\$ 7,642.13	\$ 1,406.87	84.45%
05-533-230	Life & Health Insurance - Water	\$ 19,878.00	\$ 37,558.00	\$ 2,657.99	\$ 27,597.54	\$ 9,960.46	73.48%
05-533-240	Worker's Compensation - Water	\$ 143.00	\$ 7,705.00	\$ -	\$ 124.26	\$ 7,580.74	1.61%
05-533-305	Contract Labor - Water Oper	\$ 231,356.00	\$ 58,969.00	\$ -	\$ 59,148.75	\$ (179.75)	100.30%
05-533-310	Professional Services - Water	\$ 3,879.00	\$ 15,000.00	\$ 2,746.50	\$ 114,201.04	\$ (99,201.04)	761.34%
05-533-311	Engineering Services - Water	\$ 325.00	\$ 25,000.00	\$ -	\$ 14,870.00	\$ 10,130.00	59.48%
05-533-312	Professional Services - Other	\$ 4,283.00	\$ 20,000.00	\$ -	\$ 3,441.17	\$ 16,558.83	17.21%
05-533-313	Professional Services - Polk Re	\$ -	\$ -	\$ 233.21	\$ 233.21	\$ (233.21)	0.00%
05-533-315	Inmate Labor - Water Oper	\$ 11,499.00	\$ 11,499.00	\$ -	\$ 11,499.40	\$ (0.40)	100.00%
05-533-400	Travel and Training - Water Oper	\$ -	\$ 500.00	\$ -	\$ 280.00	\$ 220.00	56.00%
05-533-410	Communication Services - Water	\$ 927.00	\$ 1,500.00	\$ 236.26	\$ 1,555.95	\$ (55.95)	103.73%
05-533-430	Utilities - Water Oper	\$ -	\$ -	\$ -	\$ 146.76	\$ (146.76)	0.00%
05-533-431	Mt. Olive WTP - Utilities - Water	\$ 4,635.00	\$ 6,900.00	\$ -	\$ 3,820.97	\$ 3,079.03	55.38%
05-533-432	Commonwealth WTP - Utilities	\$ 349.00	\$ 4,620.00	\$ -	\$ 1,409.27	\$ 3,210.73	30.50%
05-533-433	V.Matt Williams WTP - Utilities	\$ 10,114.00	\$ 12,000.00	\$ -	\$ 10,271.92	\$ 1,728.08	85.60%
05-533-460	Repairs and Maintenance - Water	\$ 208,313.00	\$ 40,000.00	\$ 650.00	\$ 21,916.83	\$ 17,808.16	54.79%
05-533-461	Mt. Olive WTP - Repairs and M	\$ 584.00	\$ -	\$ -	\$ 6,320.07	\$ (6,320.07)	0.00%
05-533-462	Commonwealth WTP - Repairs	\$ 7.00	\$ 8,000.00	\$ -	\$ 6,560.56	\$ 1,439.44	82.01%
05-533-463	V.Matt Williams WTP - Repairs	\$ 640.00	\$ 8,000.00	\$ -	\$ 3,983.04	\$ 4,016.96	49.79%
05-533-464	Vehicle Fuel - Water Oper	\$ 1,613.00	\$ 6,600.00	\$ -	\$ 3,880.51	\$ 2,839.70	58.80%
05-533-465	Vehicle Maintenance - Water	\$ 3,481.00	\$ 6,000.00	\$ -	\$ 12,559.15	\$ (6,559.15)	209.32%
05-533-466	Public Works/Utilities Facility	\$ -	\$ -	\$ -	\$ 2,181.46	\$ (2,181.46)	0.00%
05-533-470	Printing and Reproduction - Water	\$ -	\$ 600.00	\$ -	\$ -	\$ 600.00	0.00%
05-533-490	Other Current Charges - Water	\$ -	\$ -	\$ -	\$ 100.00	\$ (100.00)	0.00%
05-533-492	Recording & Other Fees - Water	\$ 4,300.00	\$ 2,500.00	\$ 1,190.00	\$ 5,490.00	\$ (2,990.00)	219.60%
05-533-493	Equipment Rental - Water Oper	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0.00%
05-533-510	Office Supplies - Water Oper	\$ 400.00	\$ 575.00	\$ -	\$ 413.60	\$ 161.40	71.93%
05-533-520	Operating Supplies - Water Oper	\$ 78,188.00	\$ 30,000.00	\$ 2,503.01	\$ 13,878.08	\$ 16,121.92	46.26%
05-533-521	Mt.Olive WTP - Operating Sup	\$ -	\$ -	\$ -	\$ 155.56	\$ (155.56)	0.00%

Enterprise Fund Expenditures con't

Account Number	Description	FY17 Actuals	FY Adopted Budget	MTD Amount	YTD Amount	Balance	% REC / EXP
05-533-522	Commonwealth WTP - Operat	\$ -	\$ -	\$ -	\$ 155.55	\$ (155.55)	0.00%
05-533-523	V.Matt Williams WTP - Operat	\$ -	\$ -	\$ -	\$ 155.55	\$ (155.55)	0.00%
05-533-524	Chemicals - Water Oper	\$ -	\$ 9,000.00	\$ -	\$ 3,275.91	\$ 5,724.09	36.40%
05-533-525	Uniforms - Water Oper	\$ -	\$ 1,500.00	\$ -	\$ 910.44	\$ 589.56	60.70%
05-533-526	Meter Supplies - New Installs -	\$ -	\$ 40,000.00	\$ 358.90	\$ 113,898.27	\$ (73,898.27)	284.75%
05-533-540	Books, Pub., Sub., & Members	\$ 771.00	\$ 3,000.00	\$ -	\$ 1,098.92	\$ 1,901.08	36.63%
05-533-605	Depreciation Expense - Water	\$ 114,608.00	\$ -	\$ -	\$ -	\$ -	0.00%
05-533-620	Buildings - Water Oper	\$ -	\$ -	\$ -	\$ 50,910.00	\$ (50,910.00)	0.00%
05-533-630	Improvements Other than Buil	\$ -	\$ -	\$ -	\$ 11,953.60	\$ (11,953.60)	0.00%
05-533-640	Machinery & Equipment - Wat	\$ 53.00	\$ 2,500.00	\$ -	\$ 28,688.77	\$ (26,188.77)	1147.55%
05-533-641	Mt. Olive WTP - Machinery & I	\$ 2,675.00	\$ -	\$ -	\$ -	\$ -	0.00%
05-533-660	Other Capital Assets - Water C	\$ -	\$ -	\$ -	\$ 3,452.23	\$ (3,452.23)	0.00%
05-533-710	Principal - Water Oper	\$ -	\$ 72,382.00	\$ -	\$ 50,703.06	\$ 21,678.94	70.05%
05-533-720	Interest - Water Oper	\$ 100,966.00	\$ 98,923.00	\$ -	\$ 46,872.24	\$ 52,050.76	47.38%
05-533-920	Transfer to General Fund - Wa	\$ -	\$ -	\$ -	\$ 79,295.75	\$ (79,295.75)	0.00%
05-533-999	Other Non-Operating Charges	\$ -	\$ -	\$ -	\$ 5,000.00	\$ (5,000.00)	0.00%
DEPARTMENT TOTALS		\$ 878,563.00	\$ 660,995.00	\$ 20,835.24	\$ 832,078.09	\$ (171,237.89)	125.88%

Sewer Department / Budget and Expenses

05-535-120	Regular Salary - Wages - Sewe	\$ -	\$ 91,718.00	\$ 9,631.07	\$ 78,703.51	\$ 13,014.49	85.81%
05-535-130	Other Salaries and Wages - Sei	\$ -	\$ -	\$ 4.37	\$ 4.37	\$ (4.37)	#DIV/0!
05-535-140	Overtime - Sewer Oper	\$ -	\$ 653.00	\$ 17.38	\$ 923.00	\$ (270.00)	141.35%
05-535-210	Fica Taxes - Sewer Oper	\$ -	\$ 7,066.00	\$ 723.60	\$ 5,714.39	\$ 1,351.61	80.87%
05-535-220	Retirement Contribution - Sew	\$ -	\$ 7,316.00	\$ 671.54	\$ 6,136.78	\$ 1,179.22	83.88%
05-535-230	Life & Health Insurance - Sewe	\$ -	\$ 24,169.00	\$ 2,456.49	\$ 21,169.34	\$ 2,999.66	87.59%
05-535-240	Worker's Compensation - Sew	\$ -	\$ 11,243.00	\$ -	\$ -	\$ 11,243.00	0.00%
05-535-305	Contract Labor - Sewer Oper	\$ 231,250.00	\$ 58,969.00	\$ -	\$ 59,148.75	\$ (179.75)	100.30%
05-535-310	Professional Services - Sewer C	\$ 4,170.00	\$ 26,000.00	\$ -	\$ 68,850.02	\$ (42,850.02)	264.81%
05-535-311	Engineering Services - Sewer C	\$ 24,212.00	\$ 20,000.00	\$ -	\$ 18,070.00	\$ 1,930.00	90.35%
05-535-312	Professional Services - Other -	\$ 6,238.00	\$ 14,000.00	\$ -	\$ 2,190.00	\$ 11,810.00	15.64%
05-535-315	Inmate Labor - Sewer Oper	\$ 11,499.00	\$ 11,499.00	\$ -	\$ 11,499.40	\$ (0.40)	100.00%
05-535-400	Travel and Training - Sewer Op	\$ -	\$ 500.00	\$ -	\$ 1,686.96	\$ (1,186.96)	337.39%
05-535-410	Communication Services - Sew	\$ 754.00	\$ 900.00	\$ 151.86	\$ 1,458.31	\$ (558.31)	162.03%

Enterprise Fund Expenditures con't

Account Number	Description	FY17 Actuals	FY Adopted Budget	MTD Amount	YTD Amount	Balance	% REC / EXP
05-535-411	Cardinal Hill WWTP - Comm Sr	\$ 855.00	\$ 1,200.00	\$ 118.61	\$ 1,396.78	\$ (196.78)	116.40%
05-535-412	Mt. Olive WWTP - Comm Srvc	\$ 2,580.00	\$ 2,500.00	\$ -	\$ 2,180.40	\$ 319.60	87.22%
05-535-430	Utilities - Sewer Oper	\$ 3,296.00	\$ 3,500.00	\$ -	\$ 15,576.76	\$ (12,076.76)	445.05%
05-535-431	Cardinal Hill WWTP - Utilities	\$ 20,213.00	\$ 19,800.00	\$ -	\$ 17,756.34	\$ 2,043.66	89.68%
05-535-432	Mt. Olive WWTP - Utilities - Se	\$ 9,995.00	\$ 11,000.00	\$ -	\$ 7,692.27	\$ 3,307.73	69.93%
05-535-440	Rentals and Leases - Sewer Op	\$ 4,033.00	\$ -	\$ -	\$ -	\$ -	0.00%
05-535-460	Repairs and Maintenance - Sew	\$ 68,632.00	\$ 90,000.00	\$ 812.59	\$ 94,410.61	\$ (6,815.51)	104.90%
05-535-461	Cardinal Hill - Repairs and Mai	\$ 1,701.00	\$ 38,000.00	\$ -	\$ 52,129.78	\$ (14,129.78)	137.18%
05-535-464	Vehicle Fuel - Sewer Oper	\$ 1,965.00	\$ 2,000.00	\$ -	\$ 2,243.88	\$ (123.61)	112.19%
05-535-465	Vehicle Maintenance - Sewer (\$ 5,324.00	\$ 3,400.00	\$ -	\$ 12,490.89	\$ (9,090.89)	367.38%
05-535-466	Public Works/Utilities Facility -	\$ -	\$ -	\$ -	\$ 1,870.55	\$ (1,870.55)	0.00%
05-535-470	Printing and Reproduction - Se	\$ -	\$ -	\$ -	\$ 54.69	\$ (54.69)	0.00%
05-535-490	Other Current Charges - Sewer	\$ -	\$ -	\$ -	\$ 113.09	\$ (113.09)	0.00%
05-535-492	Recording & Other Fees - Sewer	\$ -	\$ 1,500.00	\$ -	\$ 100.00	\$ 1,400.00	6.67%
05-535-493	Equipment Rental - Sewer Oper	\$ 14,750.00	\$ 4,000.00	\$ -	\$ 337.00	\$ 3,663.00	8.43%
05-535-510	Office Supplies - Sewer Oper	\$ 208.00	\$ 1,550.00	\$ 132.96	\$ 257.86	\$ 1,292.14	16.64%
05-535-520	Operating Supplies - Sewer Op	\$ 2,622.00	\$ 2,000.00	\$ 1,181.47	\$ 10,804.12	\$ (8,804.12)	540.21%
05-535-524	Chemicals - Sewer Oper	\$ -	\$ 8,000.00	\$ -	\$ 22,424.71	\$ (14,424.71)	280.31%
05-535-525	Uniforms - Sewer Oper	\$ -	\$ 1,000.00	\$ -	\$ 709.04	\$ 290.96	70.90%
05-535-540	Books, Pub., Sub., & Members	\$ -	\$ -	\$ -	\$ 469.57	\$ (469.57)	0.00%
05-535-605	Depreciation Expense - Sewer	\$ 209,885.00	\$ -	\$ -	\$ -	\$ -	0.00%
05-535-620	Buildings - Sewer Oper	\$ -	\$ -	\$ -	\$ 80,363.00	\$ (80,363.00)	0.00%
05-535-630	Improvements Other than Buil	\$ -	\$ 2,500.00	\$ -	\$ 43,373.47	\$ (40,873.47)	1734.94%
05-535-640	Machinery & Equipment - Sew	\$ 53.00	\$ -	\$ -	\$ 34,424.75	\$ (34,424.75)	0.00%
05-535-641	Cardinal Hill - Mach & Equip -	\$ -	\$ 27,000.00	\$ -	\$ -	\$ 27,000.00	0.00%
05-535-650	Construction In Progress - Sew	\$ -	\$ 32,000.00	\$ -	\$ 149,783.00	\$ (117,783.00)	468.07%
05-535-710	Principal - Sewer Oper	\$ -	\$ 293,113.00	\$ 60,086.54	\$ 219,791.66	\$ 73,321.34	74.99%
05-535-720	Interest - Sewer Oper	\$ 396,463.00	\$ 381,045.00	\$ 27,017.50	\$ 204,999.14	\$ 176,045.86	53.80%
05-535-920	Transfer to General Fund - Sev	\$ -	\$ -	\$ -	\$ 79,295.75	\$ (79,295.75)	0.00%
DEPARTMENT TOTALS							110.96%
		\$ 1,020,698.00	\$ 1,199,141.00	\$ 103,005.98	\$ 1,330,603.94	\$ (133,747.57)	

Enterprise Fund Expenditures con't

Account Number	Description	FY17 Actuals	FY Adopted Budget	MTD Amount	YTD Amount	Balance	% REC / EXP
Non-Departmental / Budget and Expenses							
05-590-310	Professional Services - Non-De	\$ 11,322.00	\$ 24,300.00	\$ 1,567.56	\$ 21,891.06	\$ 2,408.94	90.09%
05-590-312	Professional Services - Other -	\$ 11,090.00	\$ 18,500.00	\$ -	\$ 8,240.00	\$ 10,260.00	44.54%
05-590-320	Accounting and Auditing - Nor	\$ 27,048.00	\$ 27,306.00	\$ 1,025.10	\$ 33,055.84	\$ (5,749.84)	121.06%
05-590-440	Rentals and Leases - Non-Dept	\$ 3,749.00	\$ 4,074.00	\$ 250.60	\$ 3,858.68	\$ 215.32	94.71%
05-590-450	Liability Insurance - Non-Dept	\$ 35,043.00	\$ 48,400.00	\$ -	\$ 36,702.00	\$ 11,698.00	75.83%
05-590-492	Recording & Other Fees - Non-	\$ 2,300.00	\$ 2,300.00	\$ -	\$ -	\$ 2,300.00	0.00%
05-590-520	Operating Supplies - Non-Dept	\$ -	\$ -	\$ -	\$ 179.88	\$ (179.88)	0.00%
05-590-528	Postage - Non-Dept	\$ -	\$ 3,000.00	\$ -	\$ 1,000.00	\$ 2,000.00	33.33%
05-590-630	Improvements Other than Bldg	\$ 31,478.00	\$ 27,413.00	\$ -	\$ 20,275.16	\$ 7,137.84	73.96%
05-590-920	Transfer to General Fund - Noi	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	0.00%
05-590-930	Transfer to Water Impact Fee	\$ -	\$ 43,656.00	\$ -	\$ -	\$ 43,656.00	0.00%
05-590-931	Transfer to Sewer Impact Fee	\$ -	\$ 103,166.00	\$ -	\$ -	\$ 103,166.00	0.00%
05-590-940	Reserves - Unrestricted Reser	\$ -	\$ 71,674.00	\$ -	\$ -	\$ 71,674.00	0.00%
05-590-941	Reserves - Emergencies & Con	\$ 21,271.00	\$ -	\$ -	\$ 255.70	\$ 634.92	0.00%
05-590-942	Reserves - Capital Outlay Purc	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	0.00%
05-590-992	Unemployment Claims - Non-f	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.00%
05-590-994	Bank Fees - Non-Dept	\$ -	\$ 1,550.00	\$ -	\$ -	\$ 1,550.00	0.00%
05-590-996	Bad Debt - Non-Dept	\$ (22,960.00)	\$ 40,000.00	\$ -	\$ 14,743.26	\$ 25,256.74	36.86%
05-590-999	Other - Non-Operating Charge	\$ (493.00)	\$ -	\$ 232.00	\$ 1,252.16	\$ (1,252.16)	0.00%
DEPARTMENT TOTALS		\$ 144,848.00	\$ 466,839.00	\$ 3,075.26	\$ 141,453.74	\$ 326,275.88	30.30%

** ENTERPRISE FUND REVENUE TOTAL	\$ 2,689,003.84	\$ 2,326,975.00	\$ 326,503.68	\$ 3,382,052.44	\$ (1,055,077.44)	145.34%
** ENTERPRISE FUND EXPENDITURE TOTAL	\$ 2,044,109.00	\$ 2,326,975.00	\$ 126,916.48	\$ 2,304,135.77	\$ 21,290.42	99.02%
	\$ 644,894.84	\$ -	\$ 199,587.20	\$ 1,077,916.67		

Library Reports 10/2017 - 09/2018

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18 * Aug-18	Sep-18	Totals
Circulation												
Adult Books	913	822	846	986	924	967	862	982	981	947	951	10,181
Juvenile Books	898	853	608	826	719	826	745	827	1421	1127	897	9,747
DVD'S	875	762	733	903	844	742	727	820	895	873	1042	9,216
Total Circulation	2686	2437	2187	2715	2487	2535	2334	2629	3297	2947	2890	29,144
New Borrowers												
In City	8	11	12	16	7	11	26	15	17	12	17	152
In County	10	5	2	8	3	6	18	6	5	3	3	69
Total New Borrowers	18	16	14	24	10	17	44	21	22	15	20	221
Number of Programs												
Adult	2	1	1	1	1	1	2	1	1	0	0	11
Juvenile	1	2	4	3	3	4	3	6	6	7	0	39
Young Adult	1	1	1	1	1	2	1	1	1	1	0	11
Total Programs	4	4	6	5	5	7	6	8	8	8	0	61
Program Attendance												
Adult	10	8	23	19	30	25	41	63	320	331	0	870
Juvenile	18	20	113	23	25	48	86	441	538	588	0	1,900
Young Adult	5	8	27	5	3	11	10	5	88	77	0	239
Total Attendance	33	36	163	47	58	84	137	509	946	996	0	3,009
Reference Questions												
Phone Calls	176	223	220	258	242	215	203	205	238	251	202	2,433
Number of Computer Users												
	393	314	250	309	271	277	305	278	261	260	223	3,141
Total Patrons												
	1509	1486	1307	1483	1326	1507	1369	1584	2397	2311	1082	17,361

* Library Closed a few days for Inventory and Remodeling

Library Reports 10/2017 - 09/2018

	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sept-18	Totals
Circulation													
Adult Books	913	822	846	986	924	967	862	982	981	947	951	759	10,940
Juvenile Books	898	853	608	826	719	826	745	827	1421	1127	897	596	10,343
DVD'S	875	762	733	903	844	742	727	820	895	873	1042	821	10,037
Total Circulation	2686	2437	2187	2715	2487	2535	2334	2629	3297	2947	2890	2176	31,320
New Borrowers													
In City	8	11	12	16	7	11	26	15	17	12	17	2	154
In County	10	5	2	8	3	6	18	6	5	3	3	4	73
Total New Borrowers	18	16	14	24	10	17	44	21	22	15	20	6	227
Number of Programs													
Adult	2	1	1	1	1	1	2	1	1	0	0	2	13
Juvenile	1	2	4	3	3	4	3	6	6	7	0	2	41
Young Adult	1	1	1	1	1	2	1	1	1	1	0	1	12
Total Programs	4	4	6	5	5	7	6	8	8	8	0	5	66
Program Attendance													
Adult	10	8	23	19	30	25	41	63	320	331	0	15	885
Juvenile	18	20	113	23	25	48	86	441	538	588	0	17	1,917
Young Adult	5	8	27	5	3	11	10	5	88	77	0	3	242
Total Attendance	33	36	163	47	58	84	137	509	946	996	0	35	3,044
Reference Questions													
Phone Calls	176	223	220	258	242	215	203	205	238	251	202	142	2,575
Number of Computer Users													
	393	314	250	309	271	277	305	278	261	260	223	120	3,261
Total Patrons													
	1509	1486	1307	1483	1326	1507	1369	1584	2397	2311	1082	971	18,332

* Library Closed a few days in each month for inventory and Remodeling

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

STATISTICAL DATA

West **Division**

October 10, 2018

Northwest District

To: Patricia Jackson , City Manager
From: Deputy Christina Poindexter #7376
Subject: Statistical report for September, 2018.

ACTIVITY	
FELONY ARREST	2
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	6
AFFIDAVITS MISDEMEANOR	1
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	9
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	18
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	\$0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	37
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	21
FOXTROT REPORTS	30
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	1600
TRAFFIC STOPS	43
TOTAL DISPATCHED CALLS FOR SERVICE	67

In September 2018, there were six (6) PROCAP captured crimes as compared to one (1) in 2017. During the month four (4) Burglaries occurred at which point all suspects were known/identified. During the month one (1) Grand Theft and one (1) Petit Theft occurred suspects were know/identified. In all cases there are listed suspects with the exception of one case. That particular case in question, the victim is unable to determine where the crime took place.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	PRINTS	CASE STATUS	DET
BURGLARY BUSINESS								
PCSO-180043625	2018-09-13 / 1600hrs	2018-09-15 / 1250hrs	Sat	303 BROADWAY BLVD SE FAMILY FOODS COMPANY	rear entrance to the busin found open; Unk susp entered victs busin, ransacked the inside, drilled into the front door with attempts to get into busin / At this time victs in unsure of what items are missing <i>spoke with Jerry Cannonn wm 030284 advised he was not involved. nothing from prints, no video</i>	Yes	NFL	Thomas
BURGLARY CONVEAYNCE								
PCSO-180044936	2018-09-20 / 1300hrs	2018-09-22 / 1300hrs	Sat	222 CARTER BLVD	Unk location of theft; attempted burglary Punched out door lock on passenger side; Vict advised he rec'd a bonus check at his place of busin and drove to several location during the incident time frame including the Bank of America to cash the \$2000 bonus check / nothing was removed, entry was not made			not assigned
BURGLARY STRUCTURE								
PCSO-180044705	2018-09-15 / 1200hrs	2018-09-21 / 1730hrs	Fri	240 SUNSHINE BLVD	pried open shed doos & locks damaged; Unk susp entered victs shed & removed a Garmin Echo 500c fish finder, Makita 18v impact drill with 2 batteries, Black & Decker 20v drill, 18" Pole & Pro chain saw, Roto-Zip saw, Ridgit jig saw, 2 Wagner paint sprayers, 50 ratchet wrenches, Motorola babby monitor, Dremel 4000, Echo weed wacker, & 2 Ryobi expandable trimmers / Vict stated she was told an ex-friend Kevin Tipper WM 040572 was seen on her yard while she was on vacation, DS located & interviewed him, he stated he was on her yard, but didnt take any of her stuff // NO PRINTS RECOVERED FROM SCENE, LPWO FOR PRY BAR SENT TO CRIMESCENE FOR PROCESSING	No		Kara kash
PCSO-180045194	2018-09-25 / 0930hrs	2018-09-25 / 1900hrs	Tues	230 SUNSHINE BLVD	unsecured shed; Possibly known susp came to resid to pick up belongings & removed a Graco x7 Magnum paint sprayer & a Chicago Electric nail gun Susp: Cody Higby WM 080896	No		Karkash
GRAND THEFT								
PCSO-180046093	2018-09-30 / 1550hrs	2018-09-30 / 1555hrs	Sun	644 COMMONWEALTH AVE SW	knwon susp/store clerk removed \$1000 from the victs wallet <i>by 12:45pm Comments: W/ 1001187</i>		Ca	patrol
PETIT THEFT								
PCSO-180043774	2018-09-16 / 1450hrs	2018-09-16 / 1458hrs	Sun	125 CARTER BLVD DOLLAR GENERAL	Unk susp removed the victs wallet which was accidentally left at checkout #5 / Vict has conversation with HM 30-40's who was behind him in line & he denied taking wallet <i>Suspect: Luis Andres Rivera Roman H/M DOB-1/9/1984</i>	No	pending	LeBlanc

Department of Law Enforcement																														
Polk City - 2017-2018																														
	Jan		Feb		Mar		Apr		May		June		July		Aug		Sept		Oct		Nov		Dec		YTD Totals		Monthly Change		YTD Average	
	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18	17	18
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burg. Business	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	1	2	100%	0.1	0.2	
Burg. Residence	2	2	0	0	0	0	0	0	2	6	0	0	0	0	0	0	0	0	0	0	1	0	0	0	4	8	0%	0.4	0.9	
Burg. Structure	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	1	2	200%	0.1	0.2	
Burg. Conveyance	1	0	0	0	1	0	0	0	0	1	3	0	0	0	0	0	1	0	0	0	0	0	0	0	2	5	100%	0.2	0.6	
Vehicle Theft	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	0%	0.1	0.2	
Grand Theft	0	0	2	0	2	0	1	0	3	1	0	1	3	0	2	0	1	1	1	0	0	0	1	0	14	3	100%	1.6	0.3	
Petit Theft	0	0	1	0	1	0	1	0	0	0	0	2	0	0	0	0	0	1	2	0	1	0	1	0	3	3	100%	0.3	0.3	
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
Retail Theft	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0%	0.0	0.1	
Criminal Mischief	0	0	1	0	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	1	3	-100%	0.1	0.3	
Totals	3	3	6	1	4	2	2	1	5	8	1	6	3	1	2	1	1	6	3	0	3	0	2	0	27	29	500%	3.0	3.2	
% Change	0%	0%	-83%	-50%	-50%	-50%	60%	500%	500%	-67%	-50%	500%	N/A	N/A	N/A	N/A	N/A	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%

August 2018 MONTHLY REPORT

UTILITY DEPARTMENT

- *Maintained and met DEP requirements on Water/ Wastewater plants*
- *Pulled monthly samples and Lead and Copper*
- *Did monthly DEP required DMR/MOR reports*
- *Monthly meter readings*
- *104 monthly no reads*
- *Work orders*
- *Maintained and cleaned lift stations*
- *Repaired 3 major breaks*
- *Lift station repairs*
- *Worked on WWTF sludge system, repaired packing, and did preventive maintenance*
- *Preventative maintenance at the lift stations*
- *Replaced Cl2 line at Commonwealth WTP*
- *Replaced 6 inch fire system for Best Buy*
- *13 installs for Fountain Park Phase 2*
- *Changed out TCUs on the lift station call boxes*
- *Had generators serviced*
- *Fire Hydrant flushing*
- *New check valve installed at Mt. Olive*
- *Fixed water leak at Mt. Olive Shores*
- *Dug up reuse line and 33 and Lake Margaret to find 90 degree connection for new reuse line*
- *Pulled and clean cl2 injectors*
- *Replaced sight glasses at Mt. Olive Plant*
- *Storm Water*

September 2018 MONTHLY REPORT

UTILITY DEPARTMENT

- *Maintained and met DEP requirements on Water/ Wastewater plants*
- *Water break at 205 Honeybee, helped with repairs, did boil water notices, pulled samples, after samples cleared stopped boil water notices.*
- *Did monthly DEP required DMR/MOR reports*
- *Turned in Monthly Swiftmud report*
- *Monthly meter readings*
- *81 monthly no reads*
- *Work orders*
- *Maintained and cleaned lift stations*
- *Lift station repairs*
- *Mowed and weeded wastewater and water plants*
- *Preventative maintenance at the lift stations*
- *Replaced Cl2 line at Commonwealth WTP*
- *Worked on getting all Verbatim/Auto dialers up and running properly*
- *24 installs for Fountain Park Phase 2*
- *Changed out TCUs on the lift station call boxes*
- *House Keeping at the Wastewater/Water plants*
- *Fire Hydrant flushing*
- *Locates*
- *Storm Water*
- *Replaced all floats at the Wastewater surge tank, and surge tank back on line*

**City Commission Meeting
October 15, 2018**

PRESENTATIONS: **Proclamation for Polk Vision Smart Communities**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: This proclamation is in recognition of Polk Vision Smart Communities

ATTACHMENTS: Yes

ANALYSIS: N/A

STAFF RECOMMENDATION: Recognize Polk Vision Smart Communities



Proclamation

Declaration of Support for *the Polk Vision Smart Communities Team and the Vision Statement of the Polk County Broadband Plan and a Call to Action*

WHEREAS, closing the digital divide is vital to the economic prosperity and quality of life for residents in Polk City and throughout Polk County, Florida.

WHEREAS, Polk City recognizes an immediate need to improve the standing of Polk County and its 17 municipalities as the 7th lowest share of households with a broadband internet subscription in the nation.¹

WHEREAS, Polk City finds and declares that high-speed internet access—referred to generically as “broadband” and including both wireline and wireless technologies—is essential 21st Century infrastructure in a digital world and global economy.

WHEREAS, Polk City is committed to helping students obtain the highest-quality education possible and understands that high-speed Internet connectivity and the availability of computing devices both at school and at home are critical teaching and learning tools for academic achievement in the 21st Century. This is especially important since Polk County is home to six major colleges and universities, satellite campuses and technical schools that provide a wellspring of innovative, creative and technology-savvy students.

WHEREAS, Polk City acknowledges that, according to the Polk County Broadband Plan, broadband utilization survey (2012-2013), 73.4% of Polk businesses indicate that, “A fast internet connection is **critical** for maintaining their company’s competitiveness” and 71.4% of Polk businesses indicate that, “A fast internet connection is **critical** for producing and delivering the services or products their company provides to customers.”

NOW, THEREFORE, BE IT RESOLVED that Polk City hereby joins with Polk Vision, the Polk Vision Smart Communities Team and other partners, working collaboratively to further the vision of the Polk County Broadband Plan, which is “to facilitate opportunity, innovation, and efficiency by ensuring that every individual, corporation, non-profit, visitor, government entity, and community partner in Polk County has access to affordable high-speed internet service”

BE IT FURTHER RESOLVED that the Polk City Commission will encourage future planning activities take into consideration broadband access and needs, making broadband a strategic priority in planning.

BE IT FURTHER RESOLVED that the Polk City Commission authorizes the use of their names as champions of increased broadband deployment and adoption in printed materials and other media pertaining to the efforts of the Polk Vision Smart Communities Team to achieve the vision of the Polk County Broadband Plan.

APPROVED AND ADOPTED this _____ day of _____, 2018

¹ (Tomer & Kane, *Broadband Adoption Rates and Gaps in U.S. Metropolitan Areas (Brookings)*, 2015)

POLK CITY, FLORIDA

By: _____
Joe LaCascia , Mayor

ATTEST:

Patricia R Jackson, City Manager/Clerk

**City Commission Meeting
October 15, 2018**

AGENDA ITEM #1: Election of Vice Mayor

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

On September 17, 2018, Vice Mayor Wanda Harris submitted her resignation to the City Commission. As a result, the Commission will need to select a replacement as Vice Mayor.

ATTACHMENTS: None

ANALYSIS:

As a result of the resignation of Vice Mayor Wanda Harris, the City Commission will need select a replacement Vice Mayor. The Vice Mayor shall be elected by a majority vote of the Commission.

STAFF RECOMMENDATION:

Approve Vice Mayor to serve the remainder of the one year.

**City Commission Meeting
October 15, 2018**

AGENDA ITEM #2: RESOLUTION 2018- 02 - A RESOLUTION OF POLK CITY, FLORIDA, RELATING TO THE FLORIDA STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE EXECUTION AND FILING OF A LOAN APPLICATION; APPROVING AND AUTHORIZING EXECUTION OF THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Resolution 2018-02 designated for the relocation of SR 33 Sprayfield FDEP Project WW53140 and will authorize the execution and filing of a loan application, approving and authorizing the loan agreement, establishing pledged revenues designating authorized representatives.

ATTACHMENT:

Resolution 2018-02

ANALYSIS:

The City Commission unanimously adopted Resolution 2017-08 at the City Commission Meeting on October 30, 2017, which was the original loan authorization which authorized Polk City to apply for a State Revolving Loan. Polk City has since issued a Refunding Revenue Bond and wishes to update the original loan authorization.

This FDEP loan will provide funding for Polk City to finance the construction of wastewater treatment facilities and the City Manager will be authorized to represent the City in carrying out the City's responsibilities under the loan agreement.

STAFF RECOMMENDATION: Adopt Resolution 2018-02.

RESOLUTION 2018-02

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

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the construction of wastewater treatment facilities; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and to enter into a loan agreement; and

WHEREAS, the State Revolving Fund loan priority list designates Project No. WW53140 as eligible for available funding; and

WHEREAS, Polk City, Florida, intends to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for project financing.

WHEREAS, Polk City, Florida, previously approved Resolution No. 2017-08 (the "Original Loan Authorization Resolution") which, among other things, authorized the City to apply for a State Revolving Loan for the design of the project; and,

WHEREAS, Polk City now wishes to apply for a loan under the State Revolving Loan program for the construction of the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF POLK CITY, FLORIDA, AS FOLLOWS:

SECTION 1. FINDINGS OF THE COMMISSION. The Commission hereby declares that the foregoing findings are true and correct, incorporated herein by reference, and made a part of this Resolution.

SECTION 2. APPROVAL AND AUTHORIZATION. The City Commission hereby approves the filing, execution, and prosecution of any and all documents necessary to apply for a loan with the State Revolving Fund program and Florida Department of Environmental Protection to finance the construction of the Project.

SECTION 3. PLEDGED REVENUES. The revenues pledged for the repayment of the loan are all water and sewer system revenues after payment of debt service on the City's Series 2017, Water and Sewer System Refunding Revenue Bonds. The pledged revenues do not include impact fees or capital charges, but include all other rates, fees, and charges of the Water and Sewer System.

SECTION 4. DESIGNATION AND DELEGATION OF POWERS TO CITY MANAGER. The City Commission hereby delegates authority and power to the City Manager to complete, file, execute, and prosecute any and all documents necessary to apply for a loan with the State Revolving Fund program and the Florida Department of Environmental Protection to prosecute the construction of the project. The City Manager is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application, and delegated to take such actions as are necessary and appropriate to complete, file, and prosecute the loan application. The City Manager is hereby designated as the authorized representative to execute the loan agreement which will become a binding obligation in accordance with its terms when signed by both parties. The City Manager is authorized to represent the City in carrying out the City's responsibilities under the loan agreement. The City Manager is authorized to delegate responsibility to appropriate City staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION 5. CITY LEGAL AUTHORITY. The City's legal authority to borrow moneys to construct this Project, that is, \$362,931.00, is contained in Article VII, § 12 and Article VIII, § 2(b), Florida Constitution, and §§ 159.03, 166.121, and 180.08, Florida Statutes, and § C-13.D(6), Polk City Charter.

SECTION 6. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 7. EFFECTIVE DATE. This Resolution shall become effective immediately upon its passage and adoption.

RESOLVED, PASSED, AND CERTIFIED AS TO PASSAGE THIS 15th day of October, 2018.

POLK CITY, FLORIDA

By: Joseph LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Clerk/City Manager

APPROVED AS TO FORM AND LEGALITY:

Thomas A. Cloud, City Attorney

Thomas A. Cloud, Esquire

407-244-5624

THOMAS.CLOUD@GRAY-ROBINSON.COM

October __, 2018

Ms. Angela Knecht
Program Administrator
State Revolving Fund Management
3900 Commonwealth Blvd., Mail Station 3505
Tallahassee, Florida 32399-3000

Re: Project Number WW53140
Project Name (Wastewater Facilities)

Dear Ms. Knecht:

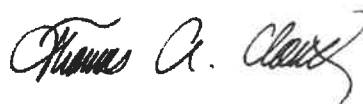
I am the duly appointed City Attorney for the City of Polk City. The City proposes to borrow \$362,931 from the State Revolving Fund for design and permitting of City wastewater facilities. The loan will be secured by the net revenues of the City's water and sewer system and the pledged revenues are legally available to pledge. The City of Polk City has the legal authority to increase rates to ensure repayment of the loan.

The pledge on revenues is subject to a prior lien with the following issues:

(1) City of Polk City, Florida, Water and Sewer System Revenue Bonds, Series 2017. Note that these bonds can be refunded and if the market rates are favorable a refunding may occur. Nonetheless, the terms and conditions are expected to be substantially the same.

The rates, charges and fees of the water and wastewater system are pledged for repayment.

Very truly yours,



Thomas A. Cloud, Esquire

GrayRobinson, P.A.

[Signed in Mr. Cloud's absence to prevent delay]

TAC/jg

**City Commission Meeting
October 15, 2018**

AGENDA ITEM #3: **PUBLIC HEARING – ORDINANCE 2018-12 – AN ORDINANCE OF POLK CITY, POLK COUNTY, FLORIDA, CORRECTING ORDINANCE NO. 2018-09; READOPTING THE (TENTATIVE/FINAL) LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2018-2019; PROVIDING AN EFFECTIVE DATE. First Reading**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2018-12 will correct Ordinance 2018-09 readopting the (tentative/final) levying of Ad Valorem Taxes for Polk City for Fiscal Year 2018-2019.

ATTACHMENTS:

Ordinance 2018-12

ANALYSIS:

Polk City received notice from the Property Appraiser's office that the ordinance contained an error in the calculation of the difference between the Final Millage Rate and the Rollback Millage Rate; therefore the Property Appraiser has requested that Polk City correct the ordinance to accurately reflect the percentage change from the rollback rate.

STAFF RECOMMENDATION: Approve Ordinance 2018-12 on First Reading.

ORDINANCE 2018-12

AN ORDINANCE OF POLK CITY, POLK COUNTY, FLORIDA, CORRECTING ORDINANCE NO. 2018-09; READOPTING THE (TENTATIVE/FINAL) LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2018-2019; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of Polk City, Florida, on September 6, 2018, adopted a tentative Fiscal Year 2018-2019 millage rate following a public hearing as required by § 200.088, Fla. Stat.; and,

WHEREAS, the City Commission of Polk City, Florida, held a public hearing as required by § 200.065, Fla. Stat. on September 18, 2018, to establish the final millage rate for Fiscal Year 2018-2019; and,

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Polk City has been certified by the County Property Appraiser to Polk City as \$106,726,060; and,

WHEREAS, the City Commission set the millage pursuant to Ordinance No. 2018-09; and

WHEREAS, following adoption of the ordinance, the City received notice from the Property Appraiser's office that the ordinance contained an error in the calculation of the difference between the Final Millage Rate and the Rollback Millage Rate; and,

WHEREAS, the Property Appraiser has requested that the City correct the ordinance to accurately reflect the percentage change from the rollback rate; and,

WHEREAS, the City Commission is by this act correcting a scrivener's error in the original ordinance.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF POLK CITY, FLORIDA, THAT:

SECTION 1. CORRECTION OF ORDINANCE NO. 2018-09. Section 1 of Ordinance No. 2018-09 is hereby corrected to read as follows:

"SECTION 1. LEVY OF MILLAGE. The Fiscal Year 2018-2019 operating millage rate for Polk City is 7.2500 mills. The rolled back millage rate computed by Polk City for the Fiscal Year 2018-2019 is 6.6497 mills. The percentage by which the above specified final millage rate to be levied by Polk City is ~~8.43~~ 9.19 % of the rolled-back rate.

SECTION 2. EFFECTIVE DATE; RATIFICATION OF PRIOR ORDINANCE. This Ordinance shall take effect immediately upon its adoption. Except as modified by Section 1 of this Ordinance, Ordinance No. 2018-09 shall remain in effect, and is hereby ratified and confirmed.

INTRODUCED AND PASSED on First Reading the ____ day of _____, 2018

Polk City

Joseph LaCascia, Mayor

Attest:

Patricia Jackson, City Manager

PASSED AND DULY ADOPTED, on Second Reading with a quorum present and voting, by the City Commission of Polk City, Florida, this ____ day of _____, 2018

Polk City, Florida

Joe LaCascia, Mayor

Attest with Seal:

Patricia Jackson, City Manager

Approved as to Correctness and Form:

Thomas A. Cloud, City Attorney

ORDINANCE 2018-13

**AN ORDINANCE OF POLK CITY, FLORIDA;
AMENDING THE FINAL BUDGET; REALLOCATING
AND REAPPROPRIATING MONIES WITHIN THE
BUDGET FOR FISCAL YEAR 2017-2018;
PROVIDING FOR ALL OTHER ITEMS IN THE
BUDGET OF EXPENSES TO REMAIN
UNCHANGED; PROVIDING FOR SEVERABILITY;
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Commission of Polk City did on October 2, 2017 adopt a final budget for Polk City through and by Ordinance 2017-03; and,

WHEREAS, Polk City Code of Ordinances (the "Code") sets the level of budgetary control at the fund level; and,

WHEREAS, in order to comply with the Code, it is necessary to amend the final budget for fiscal year 2017-2018;

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF POLK CITY, FLORIDA:

SECTION 1. REAPPROPRIATED REVENUE; MODIFIED BUDGET.

The final budget for Polk City for the fiscal year 2017-2018 shall be set forth in the Budgeted Revenues and Expenditures, which is attached hereto and incorporated herein as "Exhibit A", with any modifications adopted at the public hearing held on the 20th day of November, 2017 as shown by the changed figures for any such items changed. If there are no changes to the figures in the proposed columns, then the figures and the budget adopted for fiscal year 2017-2018 shall stand as the final budget for that fiscal year. The revenue received by the Polk City, Florida, from the sources of revenue identified in Exhibit A are not otherwise allocated or pledged are hereby re-appropriated and re-designated for the payment of general governmental expenditures and other municipal expenditures incident to the operation of the City in all governmental functions and capacities, as the same are designated, adjusted and set forth in the reallocation of funds for the fiscal year 2017-2018, attached as Exhibit A.

SECTION 2. CONFLICTS. All other provisions of Ordinance No. 2017-03 and the 2017-2018 budget of expenses which are not in conflict with this or any part of the Ordinance shall remain unchanged and in full force and effect.

SECTION 3. SEVERABILITY. If any provision of this Ordinance or the application thereof is held invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect without the

invalid provisions or applications, and to this end, the provisions of this Ordinance are hereby declared severable.

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its adoption as a non-emergency ordinance in accordance with chapter 166, Florida Statutes.

INTRODUCED AND PASSED on first reading in regular session of the City Commission of Polk City this the ____ day of _____, 2018

ATTEST:

APPROVED:

Patricia R. Jackson, City Manager

Joe LaCascia, Mayor

PASSED AND CERTIFIED AS TO PASSAGE on the second reading by the City Commission of the City of Polk City, Florida, at regular session this ____ day of _____, 2018

ATTEST:

APPROVED:

Patricia R. Jackson, City Manager

Joe LaCascia, Mayor

APPROVED AS TO FORM & LEGALITY

Thomas A. Cloud, City Attorney

EXHIBIT "A-1"

FY 2018 Budget Amendment Summary

Funds	Original Total Budget	Change In Amount to Budget	Amended Budget Amount
General Fund	\$2,166,325.00	\$1,868,034.00	\$4,034,359.00
Enterprise Fund	\$2,326,975.00	\$1,577,487.00	\$3,904,462.00
Total	\$4,493,300.00	\$3,445,521.00	\$7,938,821.00

EXHIBIT "A-2"

**Polk City Budget Amendment FY 2018
General Fund**

Revenues:

_G.L. Account Number	Account Description	Original Budget	Chance In Amount	Amended Budget Amount
01-322-108	Building Inspections	\$60,389.00	\$109,151.00	\$169,540.00
01-334-910	DEO Grant	\$0.00	\$61,000.00	\$61,000.00
01-381-400	Transfer from Enterprise Fund	\$25,000.00	\$158,591.00	\$183,594.00
01-381-900	Cash Carry Forward	\$0.00	\$150,271.00	\$190,151.00
01-387-100	Loan Proceeds--USDA	\$0.00	\$1,389,021.00	\$1,389,021.00
Total		\$85,389.00	\$1,868,034.00	\$1,993,306.00

Expenditures

_G.L. Account Number	Account Description	Original Budget	Chance In Amount	Amended Budget Amount
01-515-320	DEO Grants	\$0.00	\$61,000.00	\$61,000.00
01-517-711	Principal - USDA Pay-off	\$0.00	\$1,371,789.00	\$1,371,789.00
01-524-310	Professional Services - Bldg	\$60,388.00	\$109,152.00	\$169,540.00
01-539-640	Public Works--Bldgs/Property	\$0.00	\$326,093.00	\$326,093.00
Total		\$60,388.00	\$1,868,034.00	\$1,928,422.00

EXHIBIT "A-3"

**Polk City Budget Amendment FY 2018
Enterprise Fund**

Revenues:

_G.L. Account Number	Account Description	Original Budget	Chance In Amount	Amended Budget Amount
05-325-111	Connection Fees	\$40,000.00	\$54,787.00	\$94,787.00
05-340-300	Water Utility Revenue	\$1,020,000.00	\$73,710.00	\$1,093,710.00
05-340-500	Sewer Utility Revenue	\$952,382.00	\$29,665.00	\$982,047.00
05-369-701	Miscellaneous -- DEP Grant	\$0.00	\$160,000.00	\$160,000.00
05-385-100	Bond Proceeds	\$0.00	\$110,466.00	\$110,466.00
05-381-900	Cash Carry Forward	\$0.00	\$1,148,859.00	\$1,148,859.00
Total		\$2,012,382.00	\$1,577,487.00	\$3,589,869.00

Expenditures

_G.L. Account Number	Account Description	Original Budget	Chance In Amount	Amended Budget Amount
Water				
05-533-310	Professional Services -Wtr	\$15,000.00	\$110,000.00	\$125,000.00
05-533-526	Professional Services - Bldg	\$60,388.00	\$109,152.00	\$169,540.00
05-533-711	2011 Bond Pay-down - Water	\$0.00	\$235,244.00	\$235,244.00
05-533-920	Transfer to the General Fund -Wtr	\$0.00	\$79,296.00	\$79,296.00
Sewer				
05-535-630	Improv. Other than Bldgs - Swr	\$2,500.00	\$40,873.00	\$43,373.00
05-535-650	Construction in Progress	\$32,000.00	\$128,000.00	\$160,000.00
05-535-711	2011 Bond Pay-down Sewer	\$0.00	\$795,626.00	\$795,626.00
05-535-920	Transfer to General Fund -- Sewer	\$0.00	\$79,296.00	\$79,296.00
Total		\$109,888.00	\$1,577,487.00	\$1,687,375.00

**City Commission Meeting
October 15, 2018**

AGENDA ITEM #5: **RESOLUTION 2018-03 - A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING SECTION 313 SICK LEAVE BENEFITS AND SECTION 317 VACATION BENEFITS OF POLK CITY EMPLOYEE HANDBOOK; PROVIDING AN EFFECTIVE DATE.**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Resolution 2018-03 designated for amending Section 313 Sick Leave Benefits and Section 317 Vacation Benefits

ATTACHMENT:

Resolution 2018-03

ANALYSIS:

In preparation for a 40-hour work week, it was imperative that the Personnel Policy be updated. The Labor Attorney found discrepancies that needed to be corrected. Therefore, the policy for sick and vacation time was updated.

STAFF RECOMMENDATION: Adopt Resolution 2018-03.

RESOLUTION 2018-03

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING SECTION 313 SICK LEAVE BENEFITS AND SECTION 317 VACATION BENEFITS OF POLK CITY EMPLOYEE HANDBOOK; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of Polk City have reviewed Polk City Personnel handbook and requested that certain sections be updated; and

WHEREAS, the City Commission of Polk City have found certain benefits which require clarification, and

WHEREAS, the City Commission of Polk City finds it necessary and in the public good to amend the Employee Handbook in order to attract and retain quality employees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF POLK CITY, FLORIDA:

SECTION 1. AMENDMENT TO EMPLOYEE HANDBOOK. The City Commission hereby amends Polk City Employee Handbook, Section 313 Sick Leave Benefits and Section 317 Vacation Benefits as set forth in Exhibit A attached to and incorporated in this Resolution. All sections or text of prior resolutions in conflict with these amendments are hereby repealed and amended consistent with this resolution.

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

INTRODUCED AND PASSED by Polk City Commission on this the 15th day of October, 2018

POLK CITY

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Clerk/City Manager

APPROVED AS TO CORRECTNESS AND FORM:

Thomas A. Cloud, Esquire, City Attorney

313 Sick Time and Sick Leave Bank

Effective: 1/10/01

Revised: 3/01/07

Revised 10/___/18

The City of Polk City provides paid sick time to all eligible employees for legitimate health/medical purposes. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Eligible full-time employees can accrue sick time at the rate of 12 days per anniversary year (accrued each payroll period). Eligible part-time employees will accrue sick time on a pro-rata basis per anniversary year (accrued each payroll period on a pro-rata basis which is determined by the employee's regular part-time base schedule).

Beginning on the first day of employment, sick time is accrued and earned over time during periods of active service. When an employee is on an extended unpaid leave of absence sick time will not continue to accrue as the benefits are earned based on active employment. Active employment includes when the employee is out on paid sick time or vacation time but not when the employee is using any sick leave bank or other banked leave (see vacation policy). Sick time will be pro-rated in any anniversary year where the employee does not work his or her assigned schedule on a continuous active basis.

Paid sick time can be used in minimum increments of one hour. Eligible employees may use sick time for an absence due to their own illness or injury or that of a family member who resides in the employee's household and to meet medical or dental appointments or other sickness prevention measures. The City can require an employee to use available sick time, including those from the sick leave bank for any medically related absences.

If an employee has contracted a contagious disease which may be passed on or carried from one person to another such as H1N1 (swine flu), meningitis, chicken pox, etc., then for the health and safety of all employees and customers, the City has the right to condition the employee's ability to remain at work or to return to work from an absence, on the receipt of a statement from the employee's physician that the employee is no longer contagious/communicable and is able to reenter the workplace.

If a non-exempt employee exhausts all available earned sick time, unless they have available vacation benefits, or any sick or other leave bank benefits, the employee will be paid only for actual hours worked. Exempt employees will be paid, and deductions from pay made, as required and allowed by the Fair Labor Standards Act. A request for time off without pay will not be authorized unless the employee has used all earned paid time (sick time, vacation time, sick bank or other leave bank benefits).

Employees who are unable to report to work due to illness or injury must notify their supervisor before the scheduled start of their workday as soon as possible. For emergency and other unexpected situations the employee must notify the direct supervisor of the absence as soon as possible. The direct supervisor must also be

contacted on each additional day of absence, unless the employee has been approved advance for an extended sick leave absence (such as for pre-scheduled surgery, etc.) . If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the reason for the absence and its beginning and expected ending dates. Such verification may be requested for any other sick leave absences as well and may be required as a condition to receiving sick leave time. Before returning to work from a sick leave absence of three (3) or more consecutive working days, an employee must provide a physician's verification that he she has been released to return to work, and if there are any work restrictions those be explained as well, including the expected duration of the restrictions. To maintain the confidentiality of the medical information, for anyone outside of Administration, any documentation containing medical information must be provided to the Assistant to the City Manager or to the City Manager and is not to be provided to the direct supervisor.

Sick time and time in the sick leave bank will be calculated based on the employee's base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Earned unused sick time at the end of an employee's anniversary year will be allowed to carry into a sick leave bank until the employee has accrued a maximum of 720 hours of banked sick leave, If the employee's sick leave bank reaches this maximum, no further accrual of any sick time will be allowed until the employee has reduced the employee's sick leave bank balance below the limit.

Sick time and the sick leave bank are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick time and sick leave bank has no cash value and unless the time is used, the sick leave benefits will not otherwise be paid to employees while they are employed or upon termination of employment.

317 Vacation Time and Leave Bank

Effective: 1/10/01

Revised: 2/2/07

Revised 10/___/18

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time employees

Except for the first year of employment, vacation time for the benefit year is credited to an employee on the employee's anniversary date and in advance of the vacation being accrued and earned for the current (upcoming) benefit year. Vacation time is accrued and earned incrementally each payroll period to be used during the employees current benefit year. The amount of paid vacation time employees are eligible to receive each year increases with the length of employment as shown in the following schedule:

- Employees will begin accruing vacation on their first payroll and employees may request the use of vacation after it is earned, so long as the employee has completed six (6) months of continuous service (full-time or part-time as applicable). In the first year of service an employee is eligible to earn up to five (5) vacation days, to be used after 6 months of service.
- After one (1) year of eligible service, the employee is eligible to earn up to ten (10) vacation days each year.
- After five (5) years of eligible service, the employee is eligible to earn up to fifteen (15) vacation days each year.
- After ten (10) years of eligible service, the employee is eligible to earn up to twenty (20) vacation days each year.

The City of Polk City is aware that exempt positions ordinarily work over and above the normal forty (40) hour workweek. In recognition of this, exempt positions within the City earn five (5) vacation days in addition to those prescribed above.

The length of eligible service is calculated based on the employee's anniversary date which is also referred to as a "benefit year." An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.) Vacation time will be pro-rated in any benefit year where the employee does not work his or her assigned schedule on a continuous active basis. example, when an employee is on an extended unpaid leave of absence vacation time will not continue to accrue as the benefits are earned based on active employment. Active employment includes when the employee is out on paid sick time or vacation but not when the employee is using any sick leave bank or other leave bank (see The City can require an employee to use available vacation time or leave bank time, for

any absence from work.

Employees earn paid vacation time according to their employment classification and the above schedule and so long as they remain in their employment classification as an active employee. Employees can request use of vacation time after it has been credited even if not yet earned and so long as they have completed six (6) months of continuous service (full-time or part-time as applicable)

Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees must request advance approval from the direct supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. No vacation time shall be approved if doing so adversely affects the essential services of the department.

Vacation time as well as the banked time is paid at the employee's base pay rate at the time of its use. The pay does not include overtime or special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

If a non-exempt employee exhausts all available earned vacation time, unless the employee has available leave bank benefits, the employee will be paid only for actual hours worked. Exempt employees will be paid, and deductions from pay made, as required and allowed by the Fair Labor Standards Act. A request for time off without pay will not be authorized unless the employee has used all earned paid time (vacation time and leave bank benefits).

In the event that earned unused vacation time is not used by the end of the employee's benefit year, employees may carry over earned unused time to a leave bank up to a maximum of maximum of 240 hours. If the employee reaches the maximum of 240 hours in the leave bank then no further time can be added to the leave bank until the employee has reduced the leave bank below the hour limit. If at the end of the benefit year the employee has unused vacation time and the leave bank is at the maximum hours then any vacation time not taken in that benefit year is lost and has no cash or other value. Time in the leave bank can be used by the employee for vacation, sick (including that of an ill family member), extended leave of absence, or military leave.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work at 100%, and will be paid for any leave bank time at 50%, with all sums being paid at the base pay rate at the time of termination.

For any vacation time taken by an employee before the time has been accrued and earned, the payment of the vacation is considered a cash advance against future wages and is subject to repayment if the employee's employment ends and they have taken more vacation than has been earned as of the date of termination. At the time of termination the City will deduct from the employee's wages some or all of the balance remaining in the amounts as allowed by law, including the Fair Labor Standards Act (applicable to exempt and non-exempt employees) and the Florida Minimum Wage laws

(applicable to non-exempt employees). Any deduction(s) made by the City will not an employee's pay below any statutorily-required minimum wage or overtime premium that is due to a non-exempt employee. For exempt employees, deductions from salary, or other monies owed to the exempt employee, will be made only as allowed by law.

**City Commission Meeting
October 15, 2018**

AGENDA ITEM #6: PUBLIC HEARING – ORDINANCE 2018-07 - Providing for the Amendment of The Future Land Use Map – Changing the Land Use of approximately 17.66 acres of City-owned Property being annexed into the city limits. Second and Final Reading

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2018-07, Providing for the Amendment of the Future Land Use Map – Changing the Land Use of approximately 17.66 acres of City-owned property being annexed into the city limits.

ATTACHMENTS:

Ordinance 2018-07 with attachments and memorandum from Central Florida Regional Planning Council

ANALYSIS:

Polk City purchased several parcels of property known as the “Bryant Property”, which has been annexed into the corporate limits of Polk City. There was also a parcel of land donated to the City that is contiguous to the “Voyles Loop Lift Station” that is also being annexed into the corporate limits of Polk City (Ordinance 2018-06).

Ordinance 2018-07 is a City-initiated request for a large-scale amendment to the Future Land Use Map for both properties from Polk County Residential Suburban–X to Polk City Institutional in the Green Swamp Area of Critical State Concern, and Transmitting said Amendment to the Florida Department of Economic Opportunity for finding of compliance.

Please refer to the memorandum provided by Central Florida Regional Planning Council.

STAFF RECOMMENDATION: Approve Ordinance 2018-07 on Second and Final Reading.

ORDINANCE 2018-07

AN ORDINANCE OF POLK CITY, FLORIDA, PROVIDING FOR THE AMENDMENT OF THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN OF POLK CITY, FLORIDA, SPECIFICALLY, CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 17.66 ACRES LOCATED AT 0 VOYLES LOOP, 0 STATE ROAD 33, AND 9835 NORTH STATE ROAD 33 (PARCEL NUMBERS 25-26-31-000000-032140, 25-26-31-000000-032010, 25-26-31-000000-041010) FROM POLK COUNTY RESIDENTIAL SUBURBAN-X TO POLK CITY INSTITUTIONAL-X IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; AND TRANSMITTING SAID AMENDMENT TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR FINDING OF COMPLIANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF POLK CITY, FLORIDA:

SECTION 1. FINDINGS AND INTENT. In adopting this Ordinance and amending the City's Future Land Use Map, the City Commission of Polk City, Florida, hereby makes the following findings:

(1) Chapter 163, Part II, Florida Statutes, establishes the Community Planning Act ("Act"), which empowers and mandates Polk City, Florida ("City"), to plan for future development and growth and to adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the City.

(2) Pursuant to the Act, the City has adopted a comprehensive plan ("Comprehensive Plan").

(3) The Act authorizes a local government desiring to revise its comprehensive plan to prepare and adopt comprehensive plan amendments.

(4) The City has prepared an amendment to the Future Land Use Map of the Comprehensive Plan to designate certain property within the City with a Future Land Use classification of "Institutional-X" in the Green Swamp Area of Critical State Concern.

(5) Pursuant to Section 163.3187, Florida Statutes, the City Commission held a meeting and hearing on this Map Amendment, with due public notice having been provided, to obtain public comment, and considered all written and oral comments received during public hearings, including support documents.

(6) In exercise of its authority the City Commission has determined it

necessary to adopt the proposed amendment to the Future Land Use Map contained herein and as shown as Exhibit "A" to encourage the most appropriate use of land, water and resources consistent with the public interest; and deal effectively with future problems that may result from the use and development of land within the City; and to ensure that the Comprehensive Plan is in full compliance with State law.

(7) The City Commission finds that the proposed amendment to the Future Land Use Map contained herein furthers the purposes of, and is consistent with, the City's Comprehensive Plan, and is consistent with and compliant with State law, including, but not limited to, Chapter 163, Part II, Florida Statutes.

SECTION 2. FUTURE LAND USE AMENDMENT. The Future Land Use Map of the City's Comprehensive Plan is hereby amended to include the map amendment set forth in Exhibit "A," attached hereto and incorporated herein by reference, which applies the "Institutional-X" Future Land Use designation to the property as designated on such Exhibit.

SECTION 3. SEVERABILITY. If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

SECTION 4. CONFLICTS. All existing ordinances or parts of existing ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5. CODIFICATION. This Ordinance shall be codified in the Code of Ordinances of Polk City, Florida. A certified copy of this enacting ordinance shall be located in the Office of the City Clerk of Polk City. The City Clerk shall also make copies available to the public for a reasonable publication charge.

SECTION 6. TRANSMITTAL. Within ten (1) days of final passage and adoption of this Ordinance, Polk City shall forward a copy hereof, and all supporting data and analysis, to the Florida Department of Economic Opportunity and any other agencies or local governments that provided timely comments to the City, as required by Section 163.3184(3)(c) d, Florida Statutes.

SECTION 7. EFFECTIVE DATE. This effective date of the plan amendment adopted by this Ordinance shall be thirty-one (31) days after the Florida Department of Economic Opportunity notifies Polk City that the plan amendment package is complete, or, if the plan amendment is timely challenged, the date on which the Florida Department of Economic Opportunity or the Administration Commission, whichever is applicable, enters a final order finding the amendment to be compliance in accordance with Section 163.3184(3)(c)4, *Florida Statutes*.

PASSED ON FIRST READING this 18th day of June, 2018.

PASSED ON SECOND READING this _____ day of _____, 2018.
POLK CITY, FLORIDA

Joseph LaCascia, Mayor

ATTEST:

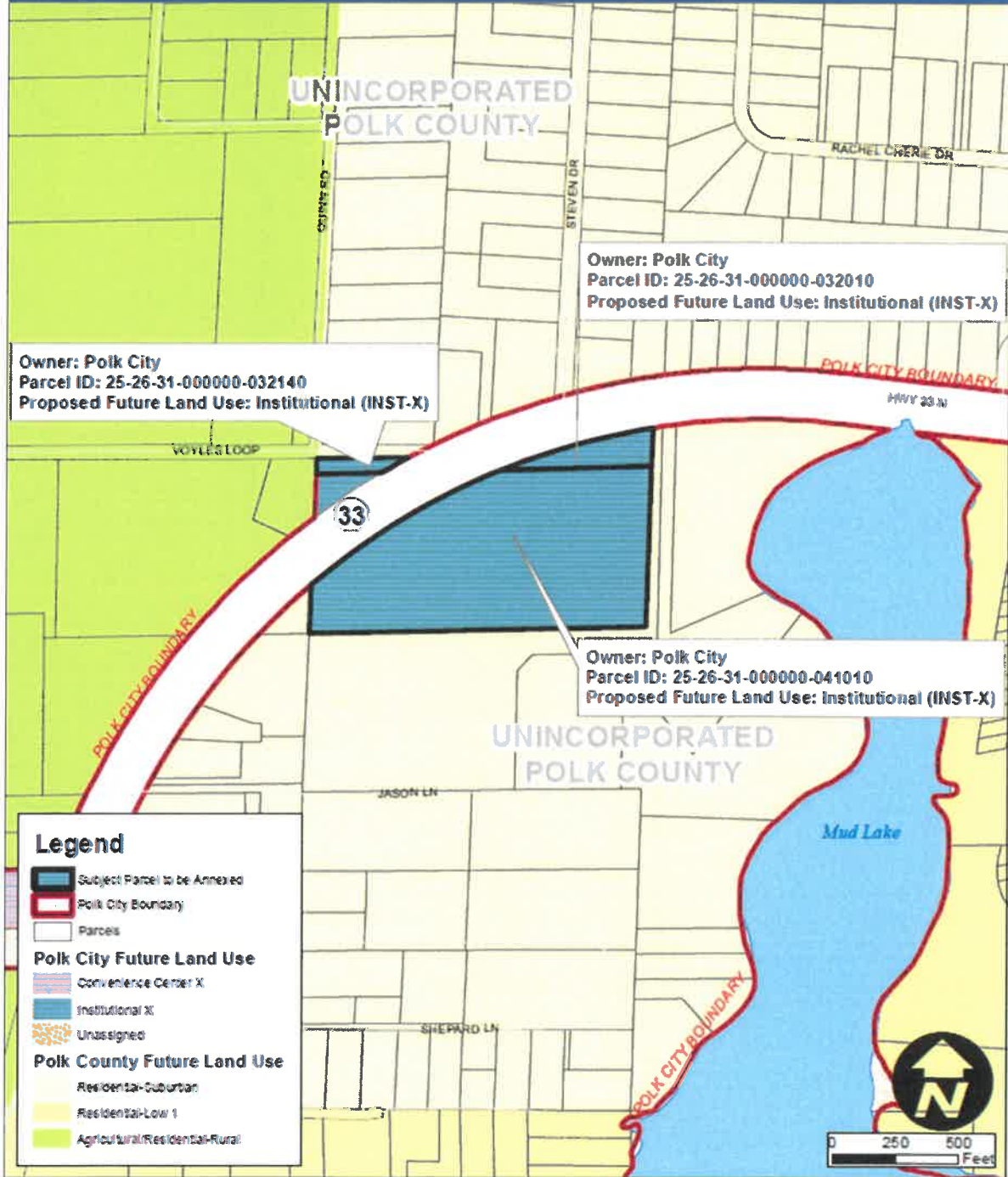
Patricia Jackson, City Clerk

**APPROVED AS TO FORM AND
LEGALITY:**

Thomas A. Cloud, Esquire
City Attorney

**ORDINANCE 2018-07
EXHIBIT "A"**

**POLK CITY
PROPOSED FUTURE LAND USE MAP
ORDINANCE 2018-07**





**POLK CITY - ADOPTION HEARING
LARGE SCALE FUTURE LAND USE MAP AMENDMENT & REZONING
OCTOBER 15, 2018**

TO: POLK CITY COMMISSION

FROM: CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

SUBJECT: **Ordinance 2018-07:** A City-initiated request for a **large-scale Future Land Use map amendment** to change the Future Land Use designation of ±17.66 acres from Polk County Residential Suburban to Polk City Institutional at 0 US Highway 33 N, Polk City, 33868 (Parcel ID: 25-26-31-000000-032010), 9835 N State Road 33, Polk City, FL 33868 (Parcel ID: 25-26-31-000000-041010), and 0 Voyles Loop, Polk City, FL 33868 (Parcel ID: 25-26-31-000000-032140)

Ordinance 2018-08: A City-initiated request for a **rezoning** of ±17.66 acres from Polk County Residential Suburban (RSX) to Polk City Institutional-2 (INST-2) at 0 US Highway 33 N, Polk City, 33868 (Parcel ID: 25-26-31-000000-032010), 9835 N State Road 33, Polk City, FL 33868 (Parcel ID: 25-26-31-000000-041010), and 0 Voyles Loop, Polk City, FL 33868 (Parcel ID: 25-26-31-000000-032140)

AGENDA & HEARING DATES:

Planning Commission Public Hearing: June 18, 2018 at 6:00 PM
City Commission Transmittal Public Hearing: June 18, 2018 at 7:00 PM
City Commission Adoption Public Hearing: October 15, 2018

APPLICANT/OWNER: Polk City

PAST ACTIONS:

On June 18, 2018, the **Planning Commission** held a public hearing and unanimously voted to forward the proposed Future Land Use Amendment and Rezoning to the City Commission with a recommendation of approval.

On June 18, 2018, the **City Commission** held a public hearing and unanimously voted to forward Ordinances 2018-07 and 2018-08 to the Florida Department of Economic Opportunity for review.

On September 7, 2018, the **Florida Department of Economic Opportunity** issued a letter of no objections to the proposed amendments.

Attached Maps

Overview Report | Aerial Photo Map | Existing Future Land Use Map | Proposed Future Land Use Map | Existing Zoning Map | Proposed Zoning Map

OVERVIEW REPORT

PROJECT DESCRIPTION/REQUEST:

Property Location/Request:

The first property is located at 0 US Highway 33 N, Polk City, 33868 A second adjacent property is located at 9835 N State Road 33, Polk City, 33868. A third property on the north side of the first two properties is located at 0 Voyles Loop, Polk City, 33868.

The applicant proposes to amend the Future Land Use of ±17.66 acres from Polk County Residential Low to Polk City Residential Medium and to rezone the ±17.66 acres from Polk County Residential Low – 4 (RL) to Polk City Mixed Residential Use (R-4). Please see the attached Proposed Future Land Use Map and Proposed Zoning Map.

FUTURE LAND USE AMENDMENT AND REZONING	
Applicant/Owner	Polk City
Property Size	Total of ±17.66 acres
Previous Hearing Dates	None
Parcel IDs	25-26-31-000000-032010 (1.2 acres) 25-26-31-000000-041010 (16.03 acres) 25-26-31-000000-032140 (0.43 acres)
Future Land Use	Existing: County Residential Suburban Proposed: City Institutional (INST-X)
Zoning	Existing: County Residential Suburban Proposed: City Institutional 2 (INST-2)

SITE ANALYSIS:

Description of Property:

The lot at 0 US Highway 33 N Polk City, Florida and its existing use is Vacant Municipal – vacant land. The adjacent lot at 9835 N State Road 33 has an existing use of Municipal (Other than Colleges, Parks & Rec).

Future Land Use:

Currently, the properties have a Future Land Use designation of County Residential Suburban. This request is to change the Future Land Use on the ±17.66 acres from County Residential Suburban to City Institutional.

A description of each Future Land Use designation as defined in the Polk City 2030 Comprehensive Plan is provided below.

Polk County – Residential Suburban: Densities up to, and including, 1 dwelling unit per 5-acre permitted. The Residential-Suburban classification is characterized by single-family dwelling units and duplex units.

Polk City -Institutional – Densities up to, and including, 3.00 dwelling units per acre. The Residential Low classification is characterized by private and public service structures. These commonly include public and private educational facilities; government-administration buildings; public-safety structures cultural; healthcare facilities and churches.

Zoning:

Currently, the property is zoned as Polk County Residential Suburban. The request is to rezone the ±17.66 acres from Polk County Residential Suburban to Polk City Institutional -2 (INST -2)

A description of each Zoning designation as defined in Polk County and City of Polk City's Land Development Code is provided below.

Section 2.120-C: Polk County Residential Suburban.

Densities up to, and including, 1 dwelling unit per 5-acre permitted. The Residential-Suburban classification is characterized by single-family dwelling units and duplex units.

Section 2.04.02.06: Polk City Institutional -2 (INST-2)

The purpose of the INST-2 district is to provide for the use and development of lands for private and public service structures which are characterized primarily by outdoor activities such as high schools, government vehicle maintenance facilities, Class III utilities, solid waste management facilities, and prisons.

Surrounding Existing Uses:

<p><u>Northwest:</u></p> <p>FLU: City PUB-X, U.S. Highway 33</p> <p>ZONING: City INST-X, U.S. Highway 33</p> <p>EXISTING USE: Vacant Municipal, U.S. Highway 33</p>	<p><u>North:</u></p> <p>FLU: County Residential Suburban, U.S. Highway 33</p> <p>ZONING: County Residential Suburban, U.S. Highway 33</p> <p>EXISTING USE: Mobile Homes (RP) up to 2.49 Acre and vacant residential, U.S. Highway 33</p>	<p><u>Northeast:</u></p> <p>FLU: County Residential Suburban, U.S. Highway 33</p> <p>ZONING: County Residential Low</p> <p>EXISTING USE: Mobile Homes (RP) up to 2.49 Acre, U.S. Highway 33</p>
<p><u>West:</u></p> <p>FLU: County Residential Suburban, U.S. Highway 33</p> <p>ZONING: County Residential Low, U.S. Highway 33</p> <p>EXISTING USE: Vacant residential, U.S. Highway 33</p>	<p><u>Subject Property</u></p> <p>FLU: County Residential Suburban</p> <p>ZONING: County Residential Suburban</p> <p>EXISTING USE: Municipal (Other than Colleges, Parks & Rec) and Vacant Municipal - vac land or misc impr of some value</p>	<p><u>East:</u></p> <p>FLU: County Residential Suburban</p> <p>ZONING: County Residential Suburban</p> <p>EXISTING USE: Pasture</p>
<p><u>Southwest:</u></p> <p>FLU: County Residential Suburban</p> <p>ZONING: County Residential Suburban</p> <p>EXISTING USE: Mobile Homes (RP) up to 2.49 Acre.</p>	<p><u>South:</u></p> <p>FLU: County Residential Suburban</p> <p>ZONING: County Residential Suburban</p> <p>EXISTING USE: Pasture w/Undev. w/Residential and Modular Home 2.50 - 9.99 acres</p>	<p><u>Southeast:</u></p> <p>FLU: County Residential Suburban</p> <p>ZONING: County Residential Suburban</p> <p>EXISTING USE: Modular Home 2.50 - 9.99 acres</p>

PUBLIC FACILITIES AND SERVICES ANALYSIS

Any future development of the subject property will be required to undergo concurrency review during the site plan approval process. The following is an analysis of current conditions and capacity of public facilities that would be impacted by maximum development of the site.

Potable water

Additional development resulting from this change can be adequately served by the Polk City potable water delivery system.

Wastewater

Additional development resulting from this change can be adequately served by the Polk City current wastewater system.

Traffic Circulation

The proposed Future Land Use Map Amendment and Rezoning will not have a substantial impact on traffic on U.S. Highway 33. The developer will be required to obtain concurrency approval prior to additional development of these properties.

Drainage:

Stormwater LOS is based on each new development project meeting the standards as reviewed and permitted by Southwest Florida Water Management District (SWFWMD). The LOS standard is consistent with SWFWMD standard and met on a project by project basis. There are no current deficiencies noted. New development will have to meet SWFWMD standards during the site plan approval process.

Recreation:

The proposed commercial Future Land Use and Zoning would not require any additional acres of recreation/open space.

Solid Waste:

Polk County plans solid waste capacity for all municipalities in Polk County as well as unincorporated Polk County. It has been determined by Polk County that there is sufficient capacity for Polk City to meet LOS standards for approximately 65 years. Solid waste within Polk City is collected by a private company.

School Concurrency:

The proposed non-residential Future Land Use and Zoning would not impact school concurrency.

Emergency Services:

The County provides police protection, EMS, and fire protection. A volunteer fire department also serves the area.

COMPREHENSIVE PLAN COMPATIBILITY AND ZONING COMPATIBILITY:

The proposed Future Land Use designation of Institutional (City) is compatible with the existing development in the area. The land use request is consistent with the Goals, Objectives, and Policies of the City's Comprehensive Plan.

The proposed zoning classifications of Institutional 2 (INST-2) is compatible with the existing development in the area.

CITY COMMISSION MOTIONS:

ORDINANCE 2018-07: Large Scale Future Land Use map amendment to change the Future Land Use designation of ±17.66 acres from Residential Suburban (County) to Institutional (City).

1. I move the City Commission **adopt** Ordinance 2018-07 on second reading.
2. I move the City Commission adopt Ordinance 2018-07 **with changes** on second reading.
3. I move the City Commission **not adopt** Ordinance 2018-07 on second reading.

ORDINANCE 2018-08: Rezoning to change the zoning designation of ±17.66 acres from Residential Suburban (County) to Institutional 2 Inst-2 (City).

1. I move the City Commission **adopt** Ordinance 2018-08 on second reading.
2. I move the City Commission **adopt** Ordinance 2018-08 **with changes** on second reading.
3. I move the City Commission **not adopt** Ordinance 2018-08 on second reading.

**City Commission Meeting
October 15, 2018**

AGENDA ITEM #7: **PUBLIC HEARING – ORDINANCE 2018-08 – An Ordinance Amending the Official Zoning Map of Polk City – Changing the Zoning of approximately 17.66 Acres of City-owned Property annexed into the city limits. Second and Final Reading**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2018-08, Providing for the Amendment of the Future Land Use Map – Changing the Zoning Map of Polk City – Changing the Zoning approximately 17.66 acres of City-owned property being annexed into the city limits.

ATTACHMENTS:

Ordinance 2018-08 with attachments and memorandum from Central Florida Regional Planning Council

ANALYSIS:

Polk City purchased several parcels of property known as the “Bryant Property”, which has been annexed into the corporate limits of Polk City. There was also a parcel of land donated to the City that is contiguous to the “Voyles Loop Lift Station” that is also being annexed into the corporate limits of Polk City (Ordinance 2018-06).

Ordinance 2018-08 is a City-initiated request for rezoning of approximately 17.66 acres from Polk County Residential Suburban-X to Polk City Institutional-2X in the Green Swamp Area of Critical State Concern.

Please refer to the memorandum provided by Central Florida Regional Planning Council.

STAFF RECOMMENDATION: Approve Ordinance 2018-08 on Second and Final Reading.

ORDINANCE 2018-08

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF POLK CITY, FLORIDA TO CHANGE THE ZONING FOR APPROXIMATELY 17.66 ACRES LOCATED AT 0 VOYLES LOOP, 0 STATE ROAD 33, AND 9835 NORTH STATE ROAD 33 (PARCEL NUMBERS 25-26-31-000000-032140, 25-26-31-000000-032010, 25-26-31-000000-041010) FROM POLK COUNTY RESIDENTIAL SUBURBAN-X TO POLK CITY INSTITUTIONAL-2X IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF POLK CITY, FLORIDA:

SECTION 1. FINDINGS AND INTENT. In adopting this Ordinance and amending the City's Future Land Use Map, the City Commission of Polk City, Florida, hereby makes the following findings:

(1) The City prepared and adopted by Ordinance No. 2018-07 an amendment to the Future Land Use Map of the Comprehensive Plan to designate certain property depicted on Exhibit "A" attached to and incorporated in this Ordinance with a Future Land Use classification of "Residential Medium."

(2) The City Commission of Polk City then held meetings and hearings regarding the parcels show on Exhibit "A", with due public notice having been provided, to obtain public comment, and considered all written and oral comments received during public hearings, including supporting documents.

(3) In the exercise of its authority, the City Commission has determined it necessary to amend the Official Zoning Map to change the City zoning classification assigned to this property so that it is consistent with the new comprehensive plan designation.

SECTION 2. ZONING AMENDMENT. The official zoning map of Polk City is amended so as to assign the City Zoning Classification of INST-2X (Institutional-2X) in the Green Swamp Area of Critical State Concern to approximately 17.66 acres of the property located at 0 Voyles Loop, 0 State Road 33, and 9835 North State Road 33, as shown on Exhibit "A" attached hereto.

SECTION 3. SEVERABILITY. If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

SECTION 4. EFFECTIVE DATE. This ordinance shall not take effect unless and until Ordinance 2018-07 adopting the companion future land use map amendment

to this rezoning becomes final and non-appealable. Upon Ordinance No. 2018-07 taking effect, this Ordinance No. 2018-08 shall take effect on the same date.

SECTION 5. CODIFICATION. This Ordinance shall be codified in the Code of Ordinances of Polk City, Florida. A certified copy of this enacting ordinance shall be located in the Office of the City Clerk of Polk City. The City Clerk shall also make copies available to the public for a reasonable publication charge.

PASSED ON FIRST READING this 18th day of June, 2018.

PASSED ON SECOND READING this ____ day of _____, 2018.

POLK CITY, FLORIDA

Joseph LaCascia, Mayor

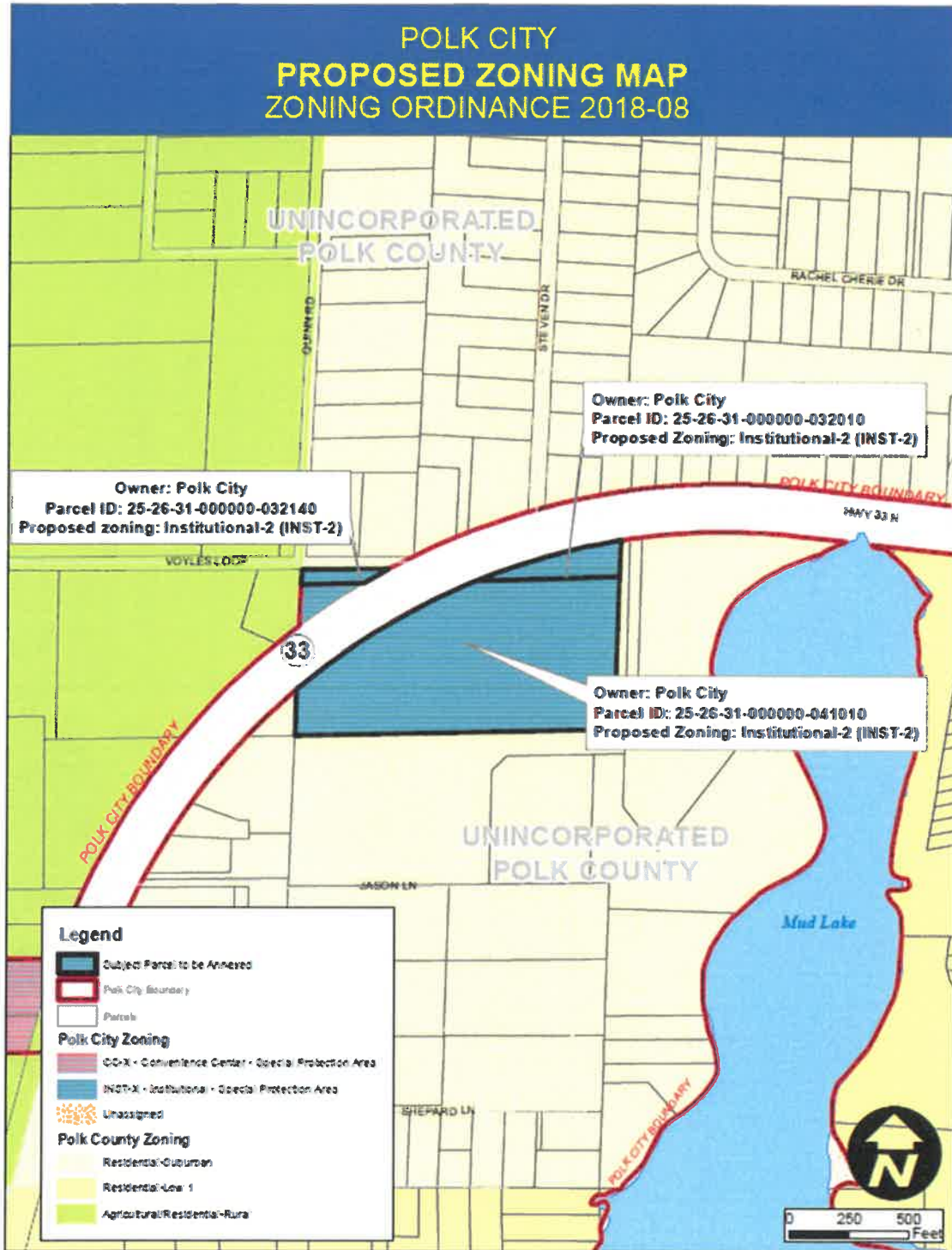
ATTEST:

Patricia Jackson, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Thomas A. Cloud, Esquire
City Attorney

**ORDINANCE 2018-08
EXHIBIT "A"**



**City Commission Meeting
October 15, 2018**

AGENDA ITEM #8: Broadway Trail Connector Trail Update

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Broadway Trail Connector Trail Update

ATTACHMENTS:

Polk Transportation Planning Organizations Transportation Improvement Program - Broadway Trail Connector Trail Update Packet adopted June 14, 2018.

ANALYSIS:

By approval of the City Commission, the City applied for a grant to build a Trail Connector on Broadway Blvd., from Lake Shore Drive to S.R. 33; this was approved and put into action. Central Florida Regional Planning Council and FDOT staff did a site visit with City Staff to evaluate the Broadway Trail Connector.

The proposed Polk City Broadway Boulevard Trail Connector consists of a 10-foot wide multi-use trail along Broadway Boulevard (SR 559) from Lakeshore Drive to Commonwealth Avenue (SR 33), approximately 4000 feet in a northwest direction. This project will connect residential areas, Polk City Elementary School, and Polk City Hall to the existing sidewalk network leading to Van Fleet Trail. A seamless pedestrian network from Broadway Boulevard at Lakeshore Drive to the Van Fleet Trail will be provided. The Connector will provide a safe connection system for school children living in and around the Polk City downtown area, provide for an extended walking/biking system that would allow for increased recreation opportunities for residents and visitors, and enhance mobility by connecting the existing Polk City sidewalk system. This connector is a short portion of the Lake Alfred-Polk City Connector corridor between Polk City and Lake Alfred and is shown as the preferred alignment for Segment 3 in the North Ridge to Van Fleet Trail Report.

The County is requesting the crosswalks be repainted, trail lighting be installed that would be complementary to the existing downtown lighting, and the installation of a flashing pedestrian crossing sign to allow users to cross Commonwealth Avenue safely and access the connection to the Van Fleet /TECO Auburndale Trail.

Representatives from Central Florida Regional Planning Council and FDOT will be at the meeting give the Commission an extensive update and also to discuss lighting for the trail itself.

STAFF RECOMMENDATION: N/A

POLK CITY BROADWAY TRAIL CONNECTOR TRAIL UPDATE
October 15, 2018

- **Polk Transportation Planning Organization's 2018/19-2022/23 Transportation Improvement Program (adopted June 14, 2018)**
 - Design in 2019/20
 - Construction in 2020/21

- **Includes a 10-foot wide asphalt trail from Lakeshore Drive to Commonwealth Avenue along Broadway Boulevard and crosswalks along Commonwealth Avenue.**

- **Street lighting questions**
 1. Conventional lighting or pedestrian (decorative) lighting
 2. Options for street lighting along the proposed trail (see map)
 - **Option A:** Provide street lighting along the full length of the proposed trail from Commonwealth Avenue to Lakeshore Drive.
 - **Option B:** Provide street lighting along a portion of the proposed trail from Commonwealth Avenue to Bridges Road (ending where the existing housing ends).

Date: 9/26/2018 8:32:50 AM

FDOT Long Range Estimating System - Production
R3: Project Details by Sequence Report

Project: 442401-1-52-01

Letting Date: 07/2020

Description: BROADWAY BLVD TRAIL SR559 FROM LAKESHORE DR TO
COMMONWEALTH AVE (SR33)

District: 01 **County:** 16 POLK **Market Area:** 08 **Units:** English

Contract Class: 1 **Lump Sum Project:** N **Design/Build:** N **Project Length:** 0.800 MI

Project Manager: JMK-

Version 5 Project Grand Total **\$1,901,288.97**

Description: Polk City Broadway Trail Connector. Broadway Boulevard (SR 559) from
Lakeshore Drive to Commonwealth Avenue (SR 33) - 9/25/18 (Decorative
Pedestrian Lighting) - 9/25/18

Sequence: 1 MIS - Miscellaneous Construction **Net 0.821 MI**
Length: 4,335 LF

Description: Construct 10-ft. wide Broadway Trail Connector alongside Broadway
Boulevard (SR 559) from Lakeshore Drive to Commonwealth Avenue (SR 33)

EARTHWORK COMPONENT

User Input Data

Description	Value
Standard Clearing and Grubbing Limits L/R	0.00 / 0.00
Incidental Clearing and Grubbing Area	0.00

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
110-1-1	CLEARING & GRUBBING	3.04	AC	\$33,481.62	\$101,784.12
120-1	REGULAR EXCAVATION	621.00	CY	\$13.49	\$8,377.29
120-6	EMBANKMENT	1,678.00	CY	\$19.11	\$32,066.58
Earthwork Component Total					\$142,227.99

ROADWAY COMPONENT

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
110-4-10	REMOVAL OF EXIST CONC	479.00	SY	\$24.74	\$11,850.46
160-4	TYPE B STABILIZATION	5,694.00	SY	\$9.04	\$51,473.76
285-701	OPTIONAL BASE,BASE GROUP 01	4,340.00	SY	\$17.42	\$75,602.80
327-70-6	MILLING EXIST ASPH PAVT,1 1/2" AVG DEPTH	3,378.00	SY	\$4.18	\$14,120.04
334-1-11	SUPERPAVE ASPHALTIC CONC, TRAFFIC A	503.00	TN	\$157.82	\$79,383.46
337-7-83	ASPH CONC FC,TRAFFIC C,FC-12.5,PG 76-22	418.00	TN	\$140.49	\$58,724.82
527-2	DETECTABLE WARNINGS	365.00	SF	\$29.24	\$10,672.60
711-11-123	THERMOPLASTIC, STD, WHITE, SOLID, 12"	1,027.00	LF	\$2.20	\$2,259.40
711-11-125	THERMOPLASTIC, STD, WHITE, SOLID, 24"	174.00	LF	\$4.57	\$795.18
711-14-125	THERMOPLASTIC, PREFORM, WHITE, SOLID,24"	978.00	LF	\$16.35	\$15,990.30
711-16-201	THERMOPLASTIC, STD-OTH,YELLOW, SOLID, 6"	0.06	GM	\$4,070.24	\$244.21
Roadway Component Total					\$321,117.03

SHOULDER COMPONENT**User Input Data**

Description	Value
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X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
104-10-3	SEDIMENT BARRIER	3,610.00	LF	\$1.39	\$5,017.90
104-18	INLET PROTECTION SYSTEM	7.00	EA	\$102.57	\$717.99
520-1-10	CONCRETE CURB & GUTTER, TYPE F	72.00	LF	\$27.08	\$1,949.76
522-2	CONCRETE SIDEWALK AND DRIVEWAYS, 6"	529.00	SY	\$60.14	\$31,814.06
570-1-2		9,421.00	SY	\$3.66	\$34,480.86

PERFORMANCE TURF,
SOD

Shoulder Component Total \$73,980.57

DRAINAGE COMPONENT

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
425-1-541	INLETS, DT BOT, TYPE D, <10'	4.00	EA	\$3,944.02	\$15,776.08
430-175-118	PIPE CULV, OPT MATL, ROUND, 18"S/CD	320.00	LF	\$73.11	\$23,395.20
Drainage Component Total					\$39,171.28

SIGNING COMPONENT

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
700-1-11	SINGLE POST SIGN, F&I GM, <12 SF	19.00	AS	\$264.82	\$5,031.58
700-1-50	SINGLE POST SIGN, RELOCATE	2.00	AS	\$137.38	\$274.76
Signing Component Total					\$5,306.34

SIGNALIZATIONS COMPONENT

Signalization 1

Description	Value
Type	Miscellaneous
Multiplier	1
Description	

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
654-2-22	RECT RAPID FLASH BCN, F&I SOL, BB SIGN	2.00	AS	\$8,375.00	\$16,750.00
Signalizations Component Total					\$16,750.00

LIGHTING COMPONENT**Conventional Lighting Subcomponent**

Description				Value	
Spacing				MAX	
Pay Items					
Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
630-2-11	CONDUIT, F& I, OPEN TRENCH	3,600.00	LF	\$7.59	\$27,324.00
630-2-12	CONDUIT, F& I, DIRECTIONAL BORE	400.00	LF	\$21.17	\$8,468.00
635-2-11	PULL & SPLICE BOX, F&I, 13" x 24"	87.00	EA	\$699.44	\$60,851.28
715-500-1	POLE CABLE DIST SYS, CONVENTIONAL	80.00	EA	\$576.59	\$46,127.20
Subcomponent Total					\$142,770.48

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
715-1-12	LIGHTING CONDUCTORS, F&I, INSUL,NO.8-6	15,000.00	LF	\$1.32	\$19,800.00
715-7-11	LOAD CENTER, F&I, SECONDARY VOLTAGE	2.00	EA	\$14,177.66	\$28,355.32
715-516-125	LIGHT POLE COMP,F&I, POLE TOP MNT-AL,25'	80.00	EA	\$8,825.42	\$706,033.60
Lighting Component Total					\$896,959.40

Sequence 1 Total	\$1,495,512.61
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Date: 9/26/2018 8:32:50 AM

FDOT Long Range Estimating System - Production
R3: Project Details by Sequence Report

Project: 442401-1-52-01

Letting Date: 07/2020

Description: BROADWAY BLVD TRAIL SR559 FROM LAKESHORE DR TO
COMMONWEALTH AVE (SR33)

District: 01	County: 16 POLK	Market Area: 08	Units: English
Contract Class: 1	Lump Sum Project: N	Design/Build: N	Project Length: 0.800 MI

Project Manager: JMK-

Version 5 Project Grand Total **\$1,901,288.97**

Description: Polk City Broadway Trail Connector. Broadway Boulevard (SR 559) from Lakeshore Drive to Commonwealth Avenue (SR 33) - 9/25/18 (Decorative Pedestrian Lighting) - 9/25/18

Project Sequences Subtotal **\$1,495,512.61**

102-1	Maintenance of Traffic	10.00 %	\$149,551.26
101-1	Mobilization	8.00 %	\$131,605.11

Project Sequences Total **\$1,776,668.98**

Project Unknowns	5.00 %	\$88,833.45
Design/Build	0.00 %	\$0.00

Non-Bid Components:

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
999-25	INITIAL CONTINGENCY AMOUNT (DO NOT BID)		LS	\$35,786.54	\$35,786.54

Project Non-Bid Subtotal **\$35,786.54**

Version 5 Project Grand Total **\$1,901,288.97**

September 2018



Florida Department of Transportation – District One

Technical Scope & LRE

**Technical Scope and Long Range Estimate (LRE) for
Broadway Trail Connector
Polk County, Florida**



September 20, 2018

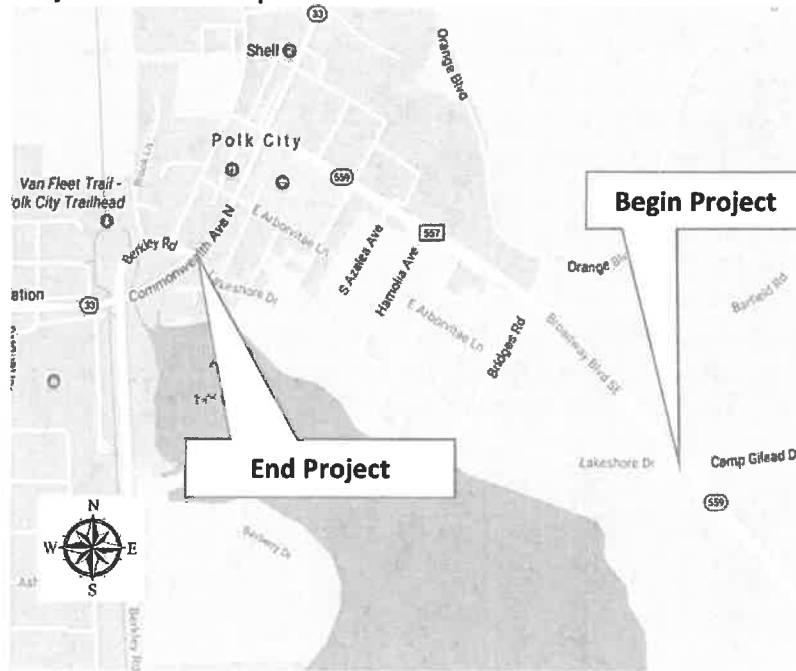
To: Melissa Slater, PE
 From: Felicia Pannell, PE

RE: Broadway Trail Connector TECHNICAL SCOPE

State Road Number: Broadway Boulevard (SR 559)
 County Road Number: CR 655
 Section Number: 16160000
 County: Polk County
 Project Limits: Lakeshore Dr. to Commonwealth Avenue N. (SR 33)
 Begin MP/End MP: 9.247/10.068
 Project Length: 0.821 mile
 FPID No.: 442401-1

1. Existing R/W Map Project Numbers:	100 ft. R/W – Project No. 1629-5537 ROW Maps (1939)
2. Old Construction Project Numbers:	FPID 197641-1
3. Additional R/W Required?	No
4. Level of Community Awareness Plan:	Level 1
5. Are there any bridges within the limits?	No
6. Are there any RR Crossings within the project limits or in the vicinity?	No
7. Are there any Airports within 5-miles?	Yes Cherokee Ranch, Flanders Field, & Orlampa Inc.
8. Storm Water Management Jurisdiction:	Southwest Florida WMD
9. AADT:	4,800 vehicles/day
10. Is the project a significant archeological site?	No
11. Number of Existing Utilities:	7 C/O Auburndale Water & Sewer, Brighthouse Network, Frontier Comm., City of Lakeland Electric, MCI, City of Polk City Water and Sewer, and Tampa Electric
12. Any Special MOT concerns?	No
13. Any Construction concerns?	No
14. Posted/Design Speed Limits:	SR 559 Posted Speed = 55, 45 & 35 mph
15. SIS Facility?/Functional Classification:	No SIS/Urban Minor Art

Project Location Map:



Project Abstract

Pedestrian trail along Broadway Blvd.. from Lakeshore Dr. to Commonwealth Avenue approximately 0.821 mile.

The engineer is responsible for verifying all items in the proposed scope and shall review the project for conformance with all applicable criteria and standards. The Scoping Manager shall be notified of any proposed deviations from the scope. The Scoping Manager shall coordinate the proposed deviations with the scoping team and the District Roadway Design Engineer for approval.

Intent and Nature of Project:

The proposed Polk City Broadway Boulevard Trail Connector consists of a 10-foot wide multi-use trail along Broadway Boulevard (SR 559) from Lakeshore Drive to Commonwealth Avenue (SR 33), approximately 4000 feet in a northwest direction. This project will connect residential areas, Polk City Elementary School, and Polk City Hall to the existing sidewalk network leading to Van Fleet Trail. A seamless pedestrian network from Broadway Boulevard at Lakeshore Drive to the Van Fleet Trail will be provided. The Connector will provide a safe connection system for school children living in and around the Polk City downtown area, provide for an extended walking/biking system that would allow for increased recreation opportunities for residents and visitors, and enhance mobility by connecting the existing Polk City sidewalk system. This connector is a short portion of the Lake Alfred-Polk City Connector corridor between Polk City and Lake Alfred and is shown as the preferred alignment for Segment 3 in the North Ridge to Van Fleet Trail Report.

Project Description:

Construct a ten-foot wide multi-use asphalt trail approximately five-feet from the edge of the southern right-of-way line along Broadway Boulevard from Lakeshore Drive to Commonwealth Avenue, approximately 0.821 mile. Broadway Boulevard is a two-lane rural roadway section with 12-foot lanes and 5-foot paved shoulders. The existing right-of-way width of 100-ft. and the posted speed is 55 mph at the Lakeshore Drive Intersection. The posted speed changes to 45 mph just south of the Bridges Road and changes again to 35 mph just south of the Azalea Avenue. At the intersection of Commonwealth Avenue, the trail connects to an existing sidewalk network leading to the Van Fleet Trail. There are no signalized intersections and the trail only crosses side street intersections under stop control.

The County is requesting the crosswalks be repainted, trail lighting be installed that would be complementary to the existing downtown lighting, and the installation of a flashing pedestrian crossing sign to allow users to cross Commonwealth Avenue safely and access the connection to the Van Fleet / Teco Auburndale Trail.

Roadway Scope Items:

Install 10-foot wide, asphalt trail on the west side of Broadway Blvd (SR 559), from Lakeshore Drive to Commonwealth Avenue. Construction of the trail consists of the following:

- Clearing & Grubbing (total of 3.03 acres).
- Excavation for trail (total of 621 cubic yards).
- Embankment to raise trail 2-foot above existing grade along undeveloped property between Bridges Road and Lakeshore Drive approximately 1600-feet (total of 1,659 cubic yards).
- Type B Stabilization (total of 5,694 square yards).
- Optional Base Group 01 (total of 4,340 square yards).
- Superpave Asphaltic Conc, Traffic A (total of 503 tons).
- Concrete removal at Commonwealth Avenue (total of 19 square yards).
- Concrete at Commonwealth Avenue, 6-inch (total of 27 square yards).

Mill and resurface asphalt side streets and driveways. Construction consist of the following:

- Milling of side streets and driveway along Broadway Boulevard and at the intersection of Commonwealth Avenue and Arborvitae Lane (total of 3,378 square yards).
- Resurfacing of side streets and driveways (total of 418 tons).

Reconstruct concrete driveways. Construction consists of the following:

- Concrete removal driveways (total of 460 square yards).
- Concrete driveway, 6-inch (total of 460 square yards).

Lengthen median along Commonwealth Avenue between Berkley Road and Arborvitae Lane to allow for mid-block crossing. Construction consist of the following:

- Clearing and Grubbing (total of 0.01 acres).
- Embankment (total of 19 cubic yards).
- Concrete ramps, 6-inch (total of 42 square yards).
- Type F Curb and Gutter (total of 72 Linear Feet).

Detectable Warnings (total of 365 square feet):

- Side street crossings (total of 278 square feet).
- Polk City Elementary School driveway (total of 47 square feet).
- Mid-Block crossing location (total of 40 square feet).

Sod/Turf (total of 9,421 square yards):

- Install sod from edge of pavement to face of trail and from back of trail to right-of-way (total of 9,366 square yards).
- Install sod in median at mid-block crossing location (total of 55 square yards).

Drainage Scope Items:

The existing drainage on the west side of Broadway Boulevard (SR 559) consists of very shallow swales with no side drains that sheet flow over the driveways or shallow swales with side drains that outfall to the cross drain between Bignonia Avenue and Callitris Avenue. There are only two side culverts (driveway & side street) along Broadway Boulevard within the trail limits that will be impacted.

Ditch bottom inlets (DBI) (total of 4 each):

- Install Type D DBI's north (2) and south (2) of Bignonia Ave to accommodate removal of existing ditch and side drain culverts. One of the Type D DBI north of Bignonia Avenue will be installed directly the existing cross drain pipe to function as outfall structure. The existing DBI will be removed.

Pipe (total of 320 linear feet):

- Install 18-inch pipe to connect (4) proposed drainage inlets.

Permitting Scope Items:

No Environmental Permits are anticipated but coordination with FDOT for determination is recommended during the design phase.

These improvements should be an "Exempt Activity" under ERP Chapter 62-330.051 (4) (c).

Utility Scope Items:

Utility coordination will be required to ensure there are no conflicts with the proposed construction:

- Existing water main (fire hydrant) appears to be on the west side of Broadway Boulevard for a short portion south of Bridges Road then on the east side north of Bridges Road.
- Overhead utilities appear to be on the east side of Broadway Boulevard avoiding trail alignment on west side.

Vvh locates should be obtained for the following:

- Inlets and pipes.
- Light Poles.

Traffic Scope Items:

Signing and Pavement Markings:

- Install 24-inch wide solid white preformed thermoplastic for special emphasis crosswalks at locations of new/milled pavement (978 linear feet):
 - Install at all side streets that intersect Broadway Boulevard and at the high volume asphalt driveway to the Polk City Elementary School (total of 699 linear feet).
 - Install at intersection of Commonwealth Avenue and Arborvitae Lane (total of 219 linear feet)
 - Install at mid-block crossing location (total of 60 linear feet).
- Install 24-inch wide solid white standard thermoplastic for stop bars at locations on new pavement (total of 174 linear feet):
 - Install at all side streets that intersect Broadway Boulevard (total of 134 linear feet).
 - Install at intersection of Commonwealth Avenue and Arborvitae Lane (total of 40 linear feet).
- Install 12-inch wide solid white thermoplastic crosswalks at locations on new pavement (total of 1,027 linear feet):
 - Install at all side streets that intersect Broadway Boulevard and at the high volume asphalt driveway to the Polk City Elementary School (total of 746 linear feet).
 - Install at intersection of Commonwealth Avenue and Arborvitae Lane (total of 237 linear feet).
 - Install at mid-block crossing location (total of 44 linear feet).

- Install 6-inch wide solid yellow thermoplastic at the intersection of Commonwealth Avenue and Broadway Boulevard and the intersection of Commonwealth Avenue and Arborvitae Lane (total of 0.06 gross mile).
- Install single post signs (total of 19 assemblies):
 - Way Finding Directional Signs located at locations where the trail turns and at the mid-block (total of 4 assemblies).
 - Trail “STOP” signs at all side streets (total of 15 assemblies).
- Relocate single post signs (i.e. stop & street name signs) in conflict with proposed trail (total of 2 assemblies)
- Install Rectangular Rapid Flashing Beacons at the mid-block crossing location on Commonwealth Avenue (total of 2 assemblies).

Lighting Scope Items:

Light fixtures currently exist on the distribution poles along the north side of Broadway Boulevard from Hydrangea Avenue to Commonwealth Avenue. The remainder of the project limits currently has no light poles. The City has requested that the trail have decorative pedestrian lighting similar to existing pedestrian lighting within the downtown area. The City will need to pay the difference between the decorative pedestrian lighting as requested and the conventional FDOT lighting. The existing light poles along Broadway appears to be spaced 150-feet:

- Proposed light poles are quantified as follows (total of 27 each):
 - Broadway Blvd with limited intersection lighting on east side of roadway, trail along west side, approximate length of 4000-feet spaced 150-foot part.
- Conduits, pull & splice boxes, lighting conductors and load centers are quantified as follows:
 - Conduit open trench (total of 3,600 linear feet).
 - Conduit directional bore (total of 400 linear feet).
 - Pull & Splice boxes (total of 34 each).
 - Lighting conductors (total 15,000 linear feet).
 - Load Centers, Secondary Voltage (total of 2 each).

Geotechnical Scope Items:

Geotechnical work is anticipated to be performed via district wide. Contact District Materials to coordinate.

Structural Scope Items:

Per Section 261.7 of the Florida Design Manual, coordinate with the District Structures Design Office (DSDO) to determine if an Ancillary Structures Report is required for the existing sign, signal, lighting and ITS support structures along the project.

Multi-Modal Transportation Scope Items:

The trail installation does not impact the existing multi-modal components:

- Currently bike lanes/key holes do not exist on SR 559 and SR 33 within the project limits.
- Currently there is no transit stops within project limits.

Right-of-Way Scope Items:

All scope items are within the existing right-of-way:

- The existing right-of-way width is 100-feet along Broadway Ave (SR 559).

Design Variation/Exceptions:

Design Variations/Exceptions are not anticipated for the installation of the multi-use trail.

Survey Required:

Obtain 3D Design Survey, collecting data for the entire roadway corridor from right-of-way line to right-of-way line.

Scope Analysis for Social and Environmental Issues

FPID No:	TBD (LAP)	County:	Polk
City:	Polk City		
Project Limits:			
Scope:	Construct a ten-foot wide multi-use trail		
Desktop Review Complete:			
Field Review Complete:			
Anticipated NEPA COA:	Type 1 CE		

Elements with Cost/Schedule Impacts:

- A cultural/historical resources evaluation and State Historic Preservation Officer (SHPO) coordination will be necessary.
- A Design-phase bald eagle field review is recommended.
- The US Fish and Wildlife Service (USFWS) development of survey protocol for the bonneted bat is pending. Preliminary survey of trees, bridge culverts and other structural features is recommended.

Contamination

- The Efficient Transportation Decision Making (ETDM) Environmental Screening Tool (EST) identified the following potential petroleum contamination involvement sites:

Name	Facility ID	Address
Circle K #2709771	9045849	3035 Tamiami Trail
Spike's (Fast Oil) Super Lube	9806325	2725 Tamiami Trail
Circle K #7239	8519110	2517 Tamiami Trail

- The following sites have documented spills:

Name	Eligibility	Status
Circle K #2709771	Eligible	Closed
Circle K #7239	Eligible	Work underway

- The ETDM EST identified the following potential hazardous waste contamination sites within the project area:

Name	Handler ID	Address
Spike's (Fast Oil) Super Lube	FLR000070292	2725 Tamiami Trail
Tire Kingdom LLC #960	FLR000170993	2500 Tamiami Trail

- Spike's (Fast Oil) Super Lube and Tire Kingdom LLC #960 are identified as US Environmental Protection Agency (USEPA) Resource Conservation and Recovery Act (RCRA) facilities.

- Although not identified in the ETDM EST, the field review identified Advance Auto Parts (2445 Tamiami Trail) as a potential source of contamination involvement.
- Further Level 1 evaluation of these facilities may be needed in conjunction with project plans development. Level 2 testing may also be required.

Farmlands

- The project area has no prime farmland soil and the project is located within the North Port – Port Charlotte urban area; therefore, local zoning takes precedence. No farmlands coordination or involvement is expected.

Floodplain

- The entire project is located within the 100-year floodplain (Zone AE). Project activities must not adversely impact (fill) floodplain storage.

Historic/Cultural Resources

- No project-specific Cultural Resource Assessment Survey (CRAS) has been completed.
- The following SHPO survey area is located within the project area:
 - Phase II of the Survey of Historic Resources (2008, Survey #16444, Campbell et. al.)
- US 41/Tamiami Trail (Site ID# CH02061) is identified as a SHPO Linear Resource Group. This site has not been evaluated by SHPO for listing on the National Register of Historic Places (NRHP).
- Although the proposed project will occur within the generally-disturbed right-of-way, a cultural/historical resources evaluation and SHPO coordination will be necessary to address these resources, any areas outside of the existing right-of-way (if applicable), and other possible resources not able to be identified in the desktop or field review.
- Based on work expected within existing right-of-way, impacts to significant historic/cultural resources are not expected.

Section 4(f)

- The desktop and field review identified no potential Section 4(f) resources located within the project vicinity.

Social Resources

- The desktop and field review identified the following social resources within the project area:

Name	Address
Community Eye Center	2825 Tamiami Trail
Seshadri and Seshadri M.D.	2841 Tamiami Trail

- The east side of US 41 is located within the Charlotte County Enterprise Zone.
- No impacts to social/community resources are anticipated as all the work is expected to occur within the existing right-of-way. Standard Specifications will require maintenance of access to adjacent properties.
- Various buried underground and overhead electric utilities present within/adjacent to the project (utility relocations may be necessary pending scope development).

Wetlands

- The project area generally appears dry with no hydric/hydrophytic plant indicators.
- Natural Resources Conservation Service (NRCS)-mapped hydric soils occur from Aqui Esta Drive to 0.16-mile north, and from 250-feet to 150-feet south of Airport Road.
- No wetland or surface water impacts are anticipated. Wetland-related permits are not anticipated.

Threatened and Endangered Species

- Project is within the following USFWS Consultation Areas: Florida scrub-jay, piping plover, red cockaded woodpecker, Southwest Plants, and Florida bonneted bat (within focal area).
- The west side of US 41 within the project area is within the smalltooth sawfish critical habitat. No in-water work is anticipated; therefore, no impacts are expected.
- The project is located within the 18.6-mile core foraging area of seven wood stork colonies (North Port, Morganton North, Morganton Central, Morganton New, Morganton South, Peace River North, and Peace River South). No wetland impacts anticipated.
- Bald eagle nest CH046 occurs approximately 0.76-mile west of the project (outside the 660-foot nest protection radii). It was last surveyed in 2013 and last known active in 2005. It is possible this nest is no longer in this location or may be active in a nearby location. Other bald eagle nests may be located in the general project area. A Design-phase bald eagle field review is recommended.
- The USFWS' development of survey protocol for the bonneted bat is pending. Preliminary survey of trees, bridge culverts and other structural features is recommended.
- There is minimal habitat for Florida scrub-jay, piping plover, and red cockaded woodpecker within the project area. Species reviews are not anticipated at this time.
- Species review is expected to be moderate (bald eagle and bonneted bat).
- Adverse impacts to listed/protected species are not anticipated.

Permits

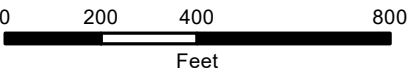
- Permits are possible pending the final scope/design plans developed.

CITY OF POLK CITY - CONNECTOR TRAIL AERIAL MAP



Legend

- State Roads
- County Roads
- Local Roads
- Polk City Boundary
- Parcels
- Planned Trail
- Crosswalk
- Proposed Connector
- Existing Sidewalk
- Existing Trail



City of Polk City
 123 Broadway Blvd. SE
 Polk City, FL 33868
 Phone: 863-984-1375
 www.mypolkcity.org



CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
 555 East Church Street, Bartow, FL 33830-3931
 P.O. Box 2089, Bartow, FL 33831-2089
 (863) 534-7130 - SUNCOM 515-2025
 Fax (863) 534-7138 - Toll Free (800) 297-8041
 www.cfrpc.org

City Boundary Updated per
 Ordinance no. 1238A
 December 9, 2008

DISCLAIMER:
 The information on this map should be considered conceptual and subject to change. This map is not a survey.

Data Sources:
 Central Florida Regional Planning Council
 Florida Department of Transportation
 Polk County Property Appraiser
 City of Polk City

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Date: 10/11/2018
 Document Path: D:\Projects\PolkCity\PolkCityMap\2017\PolkCity_Connector_Tra_AER_101118.mxd



REVISIONS		REVISIONS	
DATE	DESCRIPTION	DATE	DESCRIPTION

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION		
ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	POLK	

PLAN SHEET	
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SHEET NO.
2

SUSERS SDATES STIMES SFILES



REVISIONS	
DATE	DESCRIPTION

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION		
ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	POLK	

<p>PLAN SHEET</p>

SHEET NO.
3



REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION		
ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	POLK	

<i>PLAN SHEET</i>	
4	

SHEET NO.
4

SUSERS SDATES STIMES SFILES



REVISIONS	
DATE	DESCRIPTION

DATE	DESCRIPTION

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION		
ROAD NO.	COUNTY	FINANCIAL PROJECT ID
	POLK	

<p><i>PLAN SHEET</i></p>	
5	

SHEET NO.
5

SUSERS SDATES STIMES SFILES

Date: 9/26/2018 8:23:45 AM

FDOT Long Range Estimating System - Production
R3: Project Details by Sequence Report

Project: 442401-1-52-01

Letting Date: 07/2020

Description: BROADWAY BLVD TRAIL SR559 FROM LAKESHORE DR TO
COMMONWEALTH AVE (SR33)

District: 01 **County:** 16 POLK **Market Area:** 08 **Units:** English

Contract Class: 1 **Lump Sum Project:** N **Design/Build:** N **Project Length:** 0.800 MI

Project Manager: JMK-

Version 4 Project Grand Total **\$1,130,478.84**

Description: Polk City Broadway Trail Connector. Broadway Boulevard (SR 559) from
Lakeshore Drive to Commonwealth Avenue (SR 33) - 9/25/18 (Conventional
Lighting) - 9/25/18

Sequence: 1 MIS - Miscellaneous Construction **Net** 0.821 MI
Length: 4,335 LF

Description: Construct 10-ft. wide Broadway Trail Connector alongside Broadway
Boulevard (SR 559) from Lakeshore Drive to Commonwealth Avenue (SR 33)

EARTHWORK COMPONENT

User Input Data

Description	Value
Standard Clearing and Grubbing Limits L/R	0.00 / 0.00
Incidental Clearing and Grubbing Area	0.00

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
110-1-1	CLEARING & GRUBBING	3.04	AC	\$33,481.62	\$101,784.12
120-1	REGULAR EXCAVATION	621.00	CY	\$13.49	\$8,377.29
120-6	EMBANKMENT	1,678.00	CY	\$19.11	\$32,066.58
Earthwork Component Total					\$142,227.99

ROADWAY COMPONENT

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
110-4-10	REMOVAL OF EXIST CONC	479.00	SY	\$24.74	\$11,850.46
160-4	TYPE B STABILIZATION	5,694.00	SY	\$9.04	\$51,473.76
285-701	OPTIONAL BASE,BASE GROUP 01	4,340.00	SY	\$17.42	\$75,602.80
327-70-6	MILLING EXIST ASPH PAVT,1 1/2" AVG DEPTH	3,378.00	SY	\$4.18	\$14,120.04
334-1-11	SUPERPAVE ASPHALTIC CONC, TRAFFIC A	503.00	TN	\$157.82	\$79,383.46
337-7-83	ASPH CONC FC,TRAFFIC C,FC-12.5,PG 76-22	418.00	TN	\$140.49	\$58,724.82
527-2	DETECTABLE WARNINGS	365.00	SF	\$29.24	\$10,672.60
711-11-123	THERMOPLASTIC, STD, WHITE, SOLID, 12"	1,027.00	LF	\$2.20	\$2,259.40
711-11-125	THERMOPLASTIC, STD, WHITE, SOLID, 24"	174.00	LF	\$4.57	\$795.18
711-14-125	THERMOPLASTIC, PREFORM, WHITE, SOLID,24"	978.00	LF	\$16.35	\$15,990.30
711-16-201	THERMOPLASTIC, STD-OTH,YELLOW, SOLID, 6"	0.06	GM	\$4,070.24	\$244.21
Roadway Component Total					\$321,117.03

SHOULDER COMPONENT**User Input Data**

Description	Value
-------------	-------

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
104-10-3	SEDIMENT BARRIER	3,610.00	LF	\$1.39	\$5,017.90
104-18	INLET PROTECTION SYSTEM	7.00	EA	\$102.57	\$717.99
520-1-10	CONCRETE CURB & GUTTER, TYPE F	72.00	LF	\$27.08	\$1,949.76
522-2	CONCRETE SIDEWALK AND DRIVEWAYS, 6"	529.00	SY	\$60.14	\$31,814.06
570-1-2	PERFORMANCE TURF, SOD	9,421.00	SY	\$3.66	\$34,480.86

Shoulder Component Total \$73,980.57

DRAINAGE COMPONENT

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
425-1-541	INLETS, DT BOT, TYPE D, <10'	4.00	EA	\$3,944.02	\$15,776.08
430-175-118	PIPE CULV, OPT MATL, ROUND, 18"S/CD	320.00	LF	\$73.11	\$23,395.20
Drainage Component Total					\$39,171.28

SIGNING COMPONENT

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
700-1-11	SINGLE POST SIGN, F&I GM, <12 SF	19.00	AS	\$264.82	\$5,031.58
700-1-50	SINGLE POST SIGN, RELOCATE	2.00	AS	\$137.38	\$274.76
Signing Component Total					\$5,306.34

SIGNALIZATIONS COMPONENT

Signalization 1

Description	Value
Type	Miscellaneous
Multiplier	1
Description	

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
654-2-22	RECT RAPID FLASH BCN, F&I SOL, BB SIGN	2.00	AS	\$8,375.00	\$16,750.00
Signalizations Component Total					\$16,750.00

LIGHTING COMPONENT

Conventional Lighting Subcomponent

Description
Spacing
Pay Items

Value
MAX

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
630-2-11	CONDUIT, F& I, OPEN TRENCH	3,600.00	LF	\$7.59	\$27,324.00
630-2-12	CONDUIT, F& I, DIRECTIONAL BORE	400.00	LF	\$21.17	\$8,468.00
635-2-11	PULL & SPLICE BOX, F&I, 13" x 24"	34.00	EA	\$699.44	\$23,780.96
715-4-13	LIGHT POLE COMPLETE, F&I- STD, 40'	27.00	EA	\$5,767.77	\$155,729.79
715-500-1	POLE CABLE DIST SYS, CONVENTIONAL	27.00	EA	\$576.59	\$15,567.93
Subcomponent Total					\$230,870.68

X-Items

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
715-1-12	LIGHTING CONDUCTORS, F&I, INSUL,NO.8-6	15,000.00	LF	\$1.32	\$19,800.00
715-7-11	LOAD CENTER, F&I, SECONDARY VOLTAGE	2.00	EA	\$14,177.66	\$28,355.32

Lighting Component Total **\$279,026.00**

Sequence 1 Total **\$877,579.21**

Date: 9/26/2018 8:23:45 AM

FDOT Long Range Estimating System - Production
R3: Project Details by Sequence Report

Project: 442401-1-52-01

Letting Date: 07/2020

Description: BROADWAY BLVD TRAIL SR559 FROM LAKESHORE DR TO
COMMONWEALTH AVE (SR33)

District: 01 County: 16 POLK Market Area: 08 Units: English

Contract Class: 1 Lump Sum Project: N Design/Build: N Project Length: 0.800 MI

Project Manager: JMK-

Version 4 Project Grand Total **\$1,130,478.84**

Description: Polk City Broadway Trail Connector. Broadway Boulevard (SR 559) from
Lakeshore Drive to Commonwealth Avenue (SR 33) - 9/25/18 (Conventional
Lighting) - 9/25/18

Project Sequences Subtotal **\$877,579.21**

102-1	Maintenance of Traffic	10.00 %	\$87,757.92
101-1	Mobilization	8.00 %	\$77,226.97

Project Sequences Total **\$1,042,564.10**

Project Unknowns	5.00 %	\$52,128.20
Design/Build	0.00 %	\$0.00

Non-Bid Components:

Pay item	Description	Quantity	Unit	Unit Price	Extended Amount
999-25	INITIAL CONTINGENCY AMOUNT (DO NOT BID)		LS	\$35,786.54	\$35,786.54

Project Non-Bid Subtotal **\$35,786.54**

Version 4 Project Grand Total **\$1,130,478.84**

**City Commission Meeting
October 15, 2018**

AGENDA ITEM #9: Planning Advisory Services Agreement with Central Florida Regional Planning Council

INFORMATION ONLY
 ACTION REQUESTED

ISSUE: Contract Renewal for Central Florida Regional Planning Council

ATTACHMENTS:

CFRPC Planning Advisory Services Agreement

ANALYSIS:

Polk City contracts with CFRPC for services to assist the City in complying with the requirements of growth management laws, provide technical assistance to the Planning Commission, assists with Zoning matters, Comp Plan, and assist City staff on the evaluation and processing of land development proposals, website administration, etc.

\$22,000 Planned Advisory Services

\$ 3,000 Website Services

\$25,000 Total Annual Cost (Budgeted)

STAFF RECOMMENDATION: Approve the Planning Advisory Services Agreement with Central Florida Regional Planning Council.



October 8, 2018

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

Via Email and Mail

RE: CFRPC Planning Advisory Services Contract

Dear Ms. Jackson:

Enclosed please find a Planning Advisory Services (PAS) Contract for the CFRPC to provide professional planning services to the City of Polk City for the 2018-2019 Fiscal Year. This contract is consistent with our summer 2018, funding request of \$22,000 to provide PAS and \$3,000 to provide website updates.

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

Please contact me if you have any questions or concerns regarding the enclosed contract. In order for the CFRPC to provide these services in the new fiscal year, we request that the City execute these contracts by November 1, 2018.

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

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

Sincerely,

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

Attachment: Planning Advisory Services (PAS) Contract



PLANNING ADVISORY SERVICES AGREEMENT

with

POLK CITY

THIS AGREEMENT is made and entered into this _____ day of _____, 2018, by and between the **Central Florida Regional Planning Council** (hereinafter referred to as the "COUNCIL") and **Polk City** (hereinafter referred to as the "CITY").

BACKGROUND

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

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

I. GENERAL

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

II. SCOPE OF WORK

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

III. COMPENSATION

This is a fixed fee agreement. The fixed fee for General Planning Services (I-III in Attachment A), the Specialized Planning Service to prepare the Capital Improvement Element Update (IV in Attachment A), and to provide assistance in grant application preparation (V in Attachment A) is **\$22,000 (twenty-two thousand dollars)** and Website Services for website updates (VI-VII in Website Services, Attachment A) is **\$3,000 (three thousand dollars)**. As consideration for performance of all work rendered under this Agreement, the CITY agrees to pay a fixed fee for Generalized and Specialized Planning Services and Website Services of **\$25,000 (twenty-five thousand dollars)** to be paid in four (4) payments, beginning November 1, 2018 with a final payment due July 1, 2019. Payment shall be made upon receipt of an acceptable completed invoice from the COUNCIL, which shall be presented to the CITY. Payments will be due as follows:

November 1, 2018	\$6,250.00
January 1, 2019	\$6,250.00
April 1, 2019	\$6,250.00
July 1, 2019	\$6,250.00

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

IV. PERIOD OF AGREEMENT

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

V. MODIFICATION OF AGREEMENT

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

VI. TERMINATION

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

VII. COMPLIANCE WITH LAWS

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

VIII. PERSONNEL

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

IX. DATA TO BE FURNISHED TO COUNCIL

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

X. RIGHT TO WORK PRODUCTS

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

XI. ASSIGNMENT

This Agreement shall not be assignable.

XII. TERMS AND CONDITIONS

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

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

POLK CITY

**CENTRAL FLORIDA REGIONAL
PLANNING COUNCIL**

By: _____

By: _____
Patricia M. Steed, Executive Director

Witness

Witness

Approved as to legal form and sufficiency:

City Attorney

Council Attorney

Polk City
SCOPE OF WORK FOR FY 2018-2019

GENERAL PLANNING SERVICES

I. GROWTH MANAGEMENT ADMINISTRATION

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

II. ROUTINE MAPPING (ON GIS BASE MAP)

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

III. LARGE SCALE PLAN REVIEW

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

SPECIALIZED PLANNING SERVICES

IV. CAPITAL IMPROVEMENTS ELEMENT (CIE)

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

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

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

V. GRANTS: ASSISTANCE

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

WEBSITE SERVICES

VI. WEBSITE REVISIONS AND ADDITIONS

The COUNCIL shall provide any requested revisions and additions to the City website. This includes minor design changes and added functionality as well as content changes and maintenance, such as text and pictures. Any needed troubleshooting shall also be provided.

VII. CITY STAFF TRAINING ON WORDPRESS

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

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Planning Advisory Services

- I. **GIS Mapping (FLU, Zoning, City limits, special requests, etc.)**
- II. **Responses to Day-to-Day Development Questions**
- III. **Future Land Use Map Amendments**
- IV. **Rezoning**
- V. **Residential Subdivision and Commercial Site Plan Review**
- VI. **Amendments to the Land Development Code**
- VII. **Amendments to the Comprehensive Plan**
- VIII. **Updates to Capital Improvement Element and 5-Year Schedule of Capital Improvements**
- IX. **Coordination with the Office of the Green Swamp Area of Critical State Concern**
- X. **Grant Writing and Application Filing**
 - Polk TPO and FDOT Sidewalk and Trails Grants
 - Department of Economic Opportunity Grants
 - Competitive Florida Grants
- XI. **Compliance with Florida's Growth Management Requirements**
- XII. **Website Design and Updates**
- XIII. **Special Planning Projects**



City Commission Meeting
October 15, 2018

AGENDA ITEM #10:

Planning Commission Board Appointment

INFORMATION ONLY
 ACTION REQUESTED

ISSUE:

The Planning Commission has a vacancy created by the resignation by Warren McKenzie.

ATTACHMENTS:

Volunteer Application for Mike Denico.

ANALYSIS:

This has been advertised for two months and one application was received. Mike Denico has submitted his application for consideration (there were no other applications received during this time period).

This position will be filled until December 31, 2018.

STAFF RECOMMENDATION:



Please return this form to:
City Manager's Office
City of Polk City

Volunteer Program Application

Polk City's volunteer program gives citizens the opportunity to become actively involved with various activities in City government. The program is designed to increase citizen involvement in the day-to-day operations of your city's government. You can use your talents, learn new skills, organize, facilitate, teach and share. Who can volunteer? Just about anyone—professionals, retirees, craftspeople, secretaries or skilled laborers, students, families, singles, and youth. You can volunteer as an individual or in a group. You can give a day, a week, a month, or longer.

I'm ready ... sign me up:

Name: Mike Deniso

Home Phone: 937-0865

Address: 337 Honeybee Ln

Work Phone: _____

City: Polk City FL 33868

Zip: _____

E-mail: wheresfascinating@yahoo.com

Today's Date: 10/2/18

Tell us about yourself:

Work Experience: N/A

Education: N/A

Previous Volunteer Experience: CUB SCOUTS

Age: Over 18 yrs. Under 18 yrs., if checked, please list age: _____

Times Available for Volunteer Work: *(Please check all that are applicable)*

Day	Morning	Afternoon	Evening
Monday	↑ ↓		
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

What do you hope to gain from your volunteer experience? _____

I am interested in volunteering for the following:

(over)

- Parks and Recreation
- General Office Work
- Keep Polk City Beautiful Commission
- Telephone/Office Reception
- City Council Appointed Board or Commission

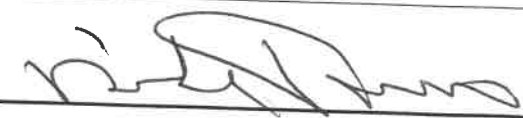
- Purging Files
- Special Projects/Mailings
- Litter Control Program
- Library

Window of Work

Didn't see anything of interest on the list? Completing this simple form will help us to quickly identify your particular skills, knowledge, and capabilities and to match you with a volunteer opportunity to consider.

My Talents	My Quests	No-Nos
Special skills, talents, interests you like to use:	Areas that you would like to learn more about:	Please don't ask me to do any of these:
Examples: • Typing • Talking to people • Working with youth • Administrative duties	Examples: • Computers • Bookkeeping • Chairing a committee • History of organization	Examples: • Public speaking • Working with youth • Work with computers
<i>Things you do well and enjoy doing. Don't hesitate to list something. You'd be surprised how your talents can be utilized.</i>	<i>List areas of interest that you may not have the skills to perform, but you would enjoy learning more about.</i>	<i>List those things that you really don't want to do.</i>

Signature of Applicant: _____



Date: 10/2/18

For Office Use Only

Date received: _____

Placed: _____