

POLK CITY

**City Commission Workshop (6:30 pm)
City Commission Meeting (7pm)**

December 19, 2023

Polk City Government Center
123 Broadway Blvd., SE

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant City Manager Sheandolen Dunn

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

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

AGENDA

- 1. PUBLIC HEARING - Ordinance 2023-07 – AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE CODE OF ORDINANCES OF POLK CITY, FLORIDA (“CITY CODE”); AMENDING §§ 39-4, 74-69, 74-224 AND 74-263, CITY CODE; PROVIDING FINDINGS; PROVIDING A BUSINESS IMPACT ESTIMATE; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE. **Second and Final Reading****
- 2. Resolution 2023-03 – A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; APPROVING & ADOPTING THE POLK CITY VISION PLAN 2023 PREPARED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION; PROVIDING FOR FINDINGS, SEVERABILITY, CONFLICTS, & AN EFFECTIVE DATE.**
- 3. Professional Services Proposal – Citrus Grove Area Environmental Assessment Proposal**

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Commissioner Nichols
Commissioner Blethen
Commissioner Knouff
Vice Mayor Harper
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

Please note: Pursuant to Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the City Commission with respect to any matter considered during this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the American with Disabilities Act, a person with disabilities needing any special accommodations to participate in city meetings should contact the Office of the City Clerk, Polk City Government Center, 123 Broadway, Polk City, Florida 33868, Telephone (863) 984-1375. Polk City may take action on any matter during this meeting, including items that are not set forth within this agenda. Minutes of the City Commission meetings may be obtained from the City Clerk's office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

CONSENT AGENDA
December 19, 2023

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. November 21, 2023 - Regular City Commission Meeting

B. REPORTS

1. Building Permits Report – November 2023
2. Code Enforcement Report – November 2023
3. Financial Report – November 2023
4. Library Report – November 2023
5. Polk Sheriff's Report – November 2023
6. Public Works/Utilities Report – November 2023
7. Utility Billing Report – November 2023

C. OTHER

**City Commission Meeting
December 19, 2023**

CONSENT AGENDA ITEM: Accept minutes for:

1. November 21, 2023 - Regular City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. November 21, 2023 - Regular City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES
November 21, 2023

Vice Mayor Harper called the meeting to order at 7:00 pm.

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

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

ROLL CALL – Assistant City Manager Sheandolen Dunn

Present: Vice Mayor Wayne Harper, Commissioner Charles Nichols, Commissioner Brian Knouff, Commissioner Micheal T. Blethen, City Attorney Thomas Cloud and City Manager Patricia Jackson

Absent: Mayor Joe LaCascia

APPROVE CONSENT AGENDA

Motion by Commissioner Blethen to approve the October 17, 2023 (Regular City Commission Meeting) and the reports and other items on the Consent Agenda; this motion was seconded by Commissioner Knouff.

Motion carried unanimously by Voice Vote.

PRESENTATIONS/PROCLAMATIONS - None

PUBLIC COMMENTS - None

ORDER OF BUSINESS

PUBLIC HEARING – ORDINANCE 2023-07

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE CODE OF ORDINANCES OF POLK CITY, FLORIDA (“CITY CODE”); AMENDING §§ 39-4, 74-69, 74-224 AND 74-263, CITY CODE; PROVIDING FINDINGS; PROVIDING A BUSINESS IMPACT ESTIMATE; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE. First Reading

City Attorney Cloud read the Ordinance by title only. Vice Mayor Harper opened the Public Hearing; no one spoke for or against this Ordinance; therefore, Vice Mayor Harper closed the Public Hearing.

City Attorney Cloud explained that there would be no increase or change in rates. This Ordinance simply clarifies this is actual cost. Water and Sewer Capital Connection Fees.

NO QUESTIONS OR DISCUSSION

Motion by Commissioner Nichols to approve Ordinance 2023-07 Amendment to the Water and Sewer Rates clarifying the actual cost on First Reading; this motion was seconded by Commissioner Blethen.

Roll Call Vote: Vice Mayor Harper – aye, Commissioner Knouff – aye, Commissioner Nichols – aye, Commissioner Blethen – aye

Motion carried unanimously.

CivilSurv – Professional Services Proposal – Voyles Loop Lift Station Maintenance Repairs

City Manager Jackson discussed the Polk City's Voyles Loop Lift Station, which is in need of maintenance repairs due to severe corrosion in and near the valve vault. There is potential infiltration causing apparent settlement from an existing stub-out pipe that is connected to the existing wet well. Total cost to complete this project as indicated on the budget estimate is \$55,105.00.

Craig Fuller, CivilSurv President, stated the significant issues are at Voyles Loop, which is the largest Lift Station Polk City has. This project is included in the new budget.

Staff recommended approval of the Professional Services Proposal for the Voyles Loop Lift Station Maintenance Repairs Project in the amount of \$55,105.00.

Motion by Commissioner Knouff to approve the Professional Services Proposal for the Voyles Loop Lift Station Maintenance Repairs Project in the amount of \$55,105.00; this motion was seconded by Commissioner Nichols.

Motion carried 4/0 by Voice Vote.

Centennial Committee Recommendations

City Manager Jackson discussed that during the last meeting of the Centennial Committee, it was approved to bring forward the above listed items for approval of the City Commission. There will be two different logos for the front of the T-Shirts and one logo for the back of the T-Shirts. There is a logo for the centennial coin and the letterhead. Items for approval are listed below:

- Sponsorship Letter
- Sponsorship Levels
- Fundraising Activities
- Front Logo(s) for T-Shirts
- Back Logo for T-Shirts
- Logo for the Letterhead and the Centennial Coin

Staff recommended approval of the Centennial Committee's recommendations that were submitted.

Motion by Commissioner Blethen to approval the Centennial Committee's Recommendations; this motion was seconded by Commissioner Knouff.

Motion carried 4/0 by Voice Vote.

Commissioner Nichols made a recommendation to amend the letter to remove the addresses and phone numbers of the Committee Members at the bottom of the letter.

Motion by Commissioner Blethen to amend the letter as stated in the abovementioned paragraph; this motion was seconded by Commissioner Knouff.

Motion carried 4/0 by Voice Vote.

Grand Marshal Selection

During the October Meeting, City Manager Jackson asked the Commissioners to bring to the November meeting recommendations of persons to be considered for the 2023 Christmas Parade Grand Marshal.

Vice Mayor Wayne Harper nominated Representative Josie Tomkow; however, in the event her schedule does not allow her to be present, he nominated former Commissioner Mike Blethen; this nomination was seconded by Commissioner Nichols.

Staff will confirm Representative Tomkow's availability on Wednesday morning.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS

Property on Stevens Drive – Did any Commissioners go look at the property.

Water Restrictions – Polk City will be restricted to twice a week until March 1, 2024.

Christmas Parade – Saturday, December 2, 2023 – 2:00 pm.

Pandemic – Met with Polk County Health Department Representative Jenn Brandow to discuss the DBCC being available should vaccines need to be administered in a Pandemic (Covid). The City Commission provided consensus for the DBCC to be available for such an event in the future.

December Meeting – The Regular Meeting will be on December 19, 2023.

Kipe Academy – still gathering information, getting building inspection, information regarding insurance for the building.

COMMISSIONER ITEMS

Commissioner Nichols – None

Commissioner Blethen – None

Commissioner Knouff – None

Vice Mayor Harper – None

Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 7:40 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
December 19, 2023**

CONSENT AGENDA ITEM: **Department Monthly Reports**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

1. Building Permits Report – November 2023
2. Code Enforcement Report – November 2023
3. Financial Report – November 2023
4. Library Report – November 2023
5. Polk Sheriff's Report – November 2023
6. Public Works/Utilities Report – November 2023
7. Utility Billing Report – November 2023

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added

From: 11/01/23 To: 11/30/2023

COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2023-1548	1060 N COMMONWEALTH AVE, POLK CITY, FL 33868	500,000.00	11/30/2023
Subtotal:		\$500,000.00	

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-23137	8722 RINDGE RD, POLK CITY, FL 33868	27,000.00	11/20/2023
BT-2023-23366	209 GREENLEAF LN, POLK CITY, FL 33868	14,000.00	11/27/2023
Subtotal:		\$41,000.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2023-22087	221 TRAIL VIEW WAY, POLK CITY, FL 33868	13,500.00	11/01/2023
BT-2023-22209	267 SUNSET BLVD, POLK CITY, FL 33868	6,500.00	11/02/2023
BT-2023-22453	358 CLEARWATER LAKE DR, POLK CITY, FL 33868	10,300.00	11/07/2023
BT-2023-22954	221 TRAIL VIEW WAY, POLK CITY, FL 33868	3,045.00	11/15/2023
BT-2023-23396	410 NOLANE LN, POLK CITY, FL 33868	30,000.00	11/27/2023
Subtotal:		\$63,345.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2023-10790	502 MARKLEN LOOP, POLK CITY, FL 33868	5,080.00	11/07/2023
BR-2023-10944	305 CLEARWATER AVE, POLK CITY, FL 33868	22,821.00	11/09/2023
BR-2023-11479	409 HONEY BEE LN, POLK CITY, FL 33868-9322	1,000.00	11/24/2023
BR-2023-11554	627 2ND ST, POLK CITY, FL 33868	8,500.00	11/28/2023
Subtotal:		\$37,401.00	

Grand Total: \$641,746.00

14 SFR to date
Kathy Delp

Code Enforcement Report

NOVEMBER 2023

SNIFE SIGNS REMOVED	61
LIEN SEARCHES	9
INSPECTIONS	42
CLOSED OUT CASES	17
SPECIAL MAGISTRATE CASES	6
CLOSED OUT SPECIAL MAGISTRATE CASES	3
CASE SUBJECTS	
REFERRED TO COUNTY	12
DISABLE VEHICLES	2
BUILDING WITHOUT PERMIT	0
OVERGROWTH	1
HOUSE NUMBERS	0
FENCE/INSPECTIONS	2
JUNK AND DEBRIS	4
RV/TRAILER PARKING	1
OPEN STRUCTURE	0
MET WITH CITIZEN	7
NOISE	0
PLACE LIEN	0
CLOSE OUT LIEN	0
YARD SALE	0
ANIMAL	2
POSTINGS	6
EXTENDED CASES	4
ACCESSORY USE	0
POOLS	0

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Nov
Fund: 01 OPERATING FUND

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,533,380.59	
01-101-990	Library Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	40,734.54	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	221,233.17-	
01-117-100	Allowance for Bad Debt	131.83-	
01-133-100	Due From Other Governmental Units	45,258.79	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	57,955.50	
01-151-100	Investments - FL SAFE GF	1,171,541.04	
01-151-902	Investments - FL SAFE GF Reserves	82,821.58	
01-153-302	Restricted Cash - New Local Opt Gas Tax	310,394.38	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		4,188,920.10
01-202-100	Accounts Payable	2,335.90-	
01-202-200	Accounts Payable - Year End	10,258.34-	
01-202-900	Customer Deposits	4,610.00	
01-208-300	Due to County - Impact Fees	21,362.96	
01-208-310	Due to DCA - Bldg Permit Surcharge	64.45	
01-208-320	Due to Dept of Business - License Fees	33.97-	
01-208-330	Due to PCSO - Police Education Revenue	1,557.62	
01-216-100	Accrued Payroll	28,486.41-	
01-217-200	Accrued Sales Tax	9.00	
01-218-100	Payroll Taxes Payable	9,507.95	
01-218-200	FRS Retirement Payable	523.84-	
01-218-300	Health Plan Payable	4,089.09	
01-218-320	Supplemental Insurance Payable	8,950.87	
01-218-400	Dental Plan Payable	818.22-	
01-218-410	Vision Plan Payable	421.76	
01-218-700	ICMA-RC	100.00	
	** TOTAL LIABILITY**		8,217.02
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	4,473,458.35	
	** TOTAL EQUITY**		4,473,458.35
	** TOTAL REVENUE**		312,706.27
	** TOTAL EXPENSE**		605,461.54
	TOTAL LIABILITY AND EQUITY		4,188,920.10

GENERAL FUND REVENUES
16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUES	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
01-311-100	AD VALOREM TAXES	1,200,104.95	1,319,937.00	1,319,937.00	90,309.17	90,309.17	1,229,627.83	6.84 %
01-312-300	9th Cent Gas Tax	18,992.16	18,801.00	18,801.00	0.00	0.00	18,801.00	0.00 %
01-312-400	Local Option Gas Tax	105,866.01	108,748.00	108,748.00	9,226.45	9,226.45	99,521.55	8.48 %
01-312-410	New Local Option Gas Tax	67,120.31	69,118.00	69,118.00	5,450.73	5,450.73	63,667.27	7.89 %
01-314-100	Electric - Utility Tax	150,391.83	129,331.00	129,331.00	12,511.52	12,511.52	116,819.48	9.67 %
01-314-300	Water - Utility Tax	55,470.46	65,399.00	65,399.00	0.00	6,438.56	58,960.44	9.85 %
01-314-400	Water - Utility Tax - Readiness to Se	12,132.76	6,212.00	6,212.00	0.00	0.00	6,212.00	0.00 %
01-314-400	Gas - Utility Tax	23,887.18	23,948.00	23,948.00	1,408.24	1,408.24	22,539.76	5.88 %
01-315-100	Communications Services Tax	231,405.75	228,111.00	228,111.00	17,538.64	17,538.64	210,572.36	7.69 %
01-316-100	Local Business Licenses	13,161.76	7,100.00	7,100.00	270.00	4,646.00	2,454.00	65.44 %
01-316-102	County Business Tax	1,439.41	775.00	775.00	170.28	170.28	604.72	21.97 %
01-316-103	FLC Delinquent Bus. Tax Program	960.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-322-100	Building Permits	31,179.38	35,000.00	35,000.00	2,164.14	2,622.05	32,377.95	7.49 %
01-322-101	Bldg Permit - Plan Checking	62,772.08	15,000.00	15,000.00	534.00	589.00	14,411.00	3.93 %
01-322-102	Bldg Permit - Admin Fee	3,880.00	4,000.00	4,000.00	360.00	520.00	3,480.00	13.00 %
01-322-103	Bldg Permit - Electrical	4,350.00	5,000.00	5,000.00	875.00	1,000.00	4,000.00	20.00 %
01-322-104	Bldg Permit - Plumbing	3,525.00	3,700.00	3,700.00	250.00	250.00	3,450.00	6.76 %
01-322-105	Bldg Permit - Mechanical	4,025.00	4,700.00	4,700.00	125.00	375.00	4,325.00	7.98 %
01-322-107	Bldg Permit - Cert of Occupancy	630.00	480.00	480.00	60.00	150.00	330.00	31.25 %
01-322-108	Bldg Permit - Inspections	25,565.00	212,170.00	212,170.00	2,485.00	6,462.50	205,707.50	3.05 %
01-323-100	Electric	113,213.22	58,000.00	58,000.00	0.00	0.00	58,000.00	0.00 %
01-323-300	Solid Waste	57,563.55	56,699.00	56,699.00	0.00	0.00	56,699.00	0.00 %
01-329-200	Other Lic./Fees/Permits	25.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-329-220	Site Plan Reviews	7,364.70	2,500.00	2,500.00	1,650.00	1,650.00	850.00	66.00 %
01-329-300	Permit - Alcohol Use	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-401	FEMA Federal Reimb. - Ian 2022	5,790.75	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-500	CDBG - Community Development Block Gr	0.00	625,000.00	625,000.00	0.00	0.00	625,000.00	0.00 %
01-334-401	FEMA State Reimb. - Ian 2022	965.13	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-120	MRS - State Sales Tax	106,070.48	102,655.00	102,655.00	8,376.45	16,752.90	85,902.10	16.32 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	25,174.53	22,534.00	22,534.00	1,813.87	3,627.73	18,906.27	16.10 %
01-335-123	MRS - Municipal Fuel Tax	37.58	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-140	Mobile Home License	7,167.67	5,636.00	5,636.00	1,420.24	1,577.99	4,058.01	28.00 %
01-335-150	Alcoholic Beverage License	1,125.71	1,125.00	1,125.00	0.00	0.00	1,125.00	0.00 %
01-335-180	Half-Cent Sales Tax	239,859.89	231,274.00	231,274.00	19,043.21	19,043.21	212,230.79	8.23 %
01-337-100	Library Coop Funding	47,147.33	50,567.00	50,567.00	0.00	0.00	50,567.00	0.00 %
01-340-400	Solid Waste	488,903.64	485,397.00	485,397.00	43,099.40	85,306.24	400,090.76	17.57 %
01-340-700	Stormwater Utility Fees	36,297.92	36,177.00	36,177.00	3,074.66	6,144.82	30,032.18	16.99 %
01-340-900	Notary Fees	20.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-344-900	FDOT Maintenance Agreement	13,486.34	16,304.00	16,304.00	0.00	4,509.06	11,794.94	27.66 %

CITY OF POLK CITY
 NOVEMBER 2023 MONTHLY FINANCIALS

GENERAL FUND REVENUES
 16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
01-347-100	Library Income	10,134.56	5,500.00	5,500.00	172.45	505.75	4,994.25	9.20 %
01-351-200	Police Fines, Penalties, and Forfeitu	8,520.06	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-351-300	Code Enforcement Fines	17,026.35	0.00	0.00	0.00	0.00	0.00	0.00 %
01-359-100	Other Fines and/or Forfeitures	31.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-359-300	Late Fees	394.10	250.00	250.00	0.00	70.50	179.50	28.20 %
01-361-100	Interest Income	2,091.14	7,450.00	7,450.00	0.00	0.00	7,450.00	0.00 %
01-361-200	Interest/Dividends - FL SAFE	56,515.15	30,000.00	30,000.00	5,600.98	11,395.83	18,604.17	37.99 %
01-362-100	Activity Center Rentals	5,800.00	4,400.00	4,400.00	567.50	667.50	3,732.50	15.17 %
01-362-200	Donald Bronson Community Center Renta	8,350.00	5,350.00	5,350.00	900.00	900.00	4,450.00	16.82 %
01-366-101	Private Donations - Christmas	2,125.00	1,000.00	1,000.00	0.00	250.00	750.00	25.00 %
01-366-102	Private Donations - Halloween	1,875.00	1,000.00	1,000.00	0.00	250.00	750.00	25.00 %
01-366-110	Private Donations - Library	181.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-100	Misc. Income	962.54	500.00	500.00	0.00	0.00	500.00	0.00 %
01-369-101	Misc Income - Copies and Faxes	3.57	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-102	Misc Income - Collection Allowance	3,318.48	1,800.00	1,800.00	0.00	386.60	1,413.40	21.48 %
01-369-120	Misc Income - Christmas	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-130	Misc Income - Halloween	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-160	Misc Income - Deputy Rental Coverage	2,205.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-400	Insurance Proceeds	1,295.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-500	Refund of State Gas Tax	1,498.42	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-381-400	Transfer From Enterprise Fund	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		3,389,698.85	4,017,648.00	4,017,648.00	229,456.93	312,706.27	3,704,941.73	7.78 %

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	10,500.00	10,800.00	10,800.00	900.00	1,800.00	9,000.00	16.67 %
01-511-160	Bonuses and Gift Certificates - Legis	8,121.25	2,500.00	2,500.00	0.00	2,707.10	(207.10)	108.28 %
01-511-210	Fica Taxes - Legislative	1,424.50	1,241.00	1,241.00	68.87	344.80	896.20	27.78 %
01-511-240	Worker's Compensation - Legislati	10.94	20.00	20.00	0.00	12.12	7.88	60.60 %
01-511-400	Travel and Training - Legislative	1,072.27	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-511-405	TRAINING - LEGISLATIVE	575.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	812.45	1,000.00	1,000.00	0.00	60.00	940.00	6.00 %
01-511-470	Printing and Reproduction - Legislati	174.50	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	910.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	232.10	2,000.00	2,000.00	0.00	25.20	1,974.80	1.26 %
01-511-510	Office Supplies - Legislative	20.24	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-520	Operating Supplies - Legislative	750.00	2,000.00	2,000.00	0.00	57.76	1,942.24	2.89 %
01-511-525	Uniforms - Legislative	309.68	700.00	700.00	0.00	0.00	700.00	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,564.00	3,800.00	3,800.00	350.00	3,202.00	598.00	84.26 %
DEPARTMENT TOTAL		28,476.93	32,661.00	32,661.00	1,318.87	8,208.98	24,452.02	25.13 %
=====								
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	214,389.88	231,588.00	231,588.00	28,136.71	36,859.30	194,728.70	15.92 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	553.86	923.10	3,876.90	19.23 %
01-512-140	Overtime - Executive	4,719.92	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-160	Premium Pay and Non Merit Pay - Execu	56,930.08	34,700.00	34,700.00	0.00	37,899.32	(3,199.32)	109.22 %
01-512-210	Fica Taxes - Executive	21,557.46	23,832.00	23,832.00	2,166.15	6,400.69	17,431.31	26.86 %
01-512-220	Retirement Contribution - Executive	55,270.61	62,258.00	62,258.00	7,672.09	12,312.09	49,945.91	19.78 %
01-512-230	Life & Health Insurance - Executive	28,054.86	13,986.00	13,986.00	1,099.59	1,187.53	12,798.47	8.49 %
01-512-240	Worker's Compensation - Executive	266.44	371.00	371.00	0.00	257.06	113.94	69.29 %
01-512-400	Travel Expenses - Executive	3,325.32	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-512-405	Training - Executive	2,026.44	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-408	Meeting Expense Allowance - Executive	446.30	1,500.00	1,500.00	0.00	118.77	1,381.23	7.92 %
01-512-410	Communication Services - Executive	1,174.38	1,400.00	1,400.00	57.68	199.36	1,200.64	14.24 %
01-512-470	Printing and Reproduction - Executive	1,175.00	4,000.00	4,000.00	1,689.60	2,864.60	1,135.40	71.62 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-512-490	Other Current Charges - Executive	72.17	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %

CITY OF POLK CITY
 NOVEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-512-510	Office Supplies - Executive	927.55	2,000.00	2,000.00	0.00	27.49	1,972.51	1.37 %
01-512-520	Operating Supplies - Executive	233.46	2,000.00	2,000.00	0.00	149.99	1,850.01	7.50 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,501.60	3,500.00	3,500.00	429.99	759.98	2,740.02	21.71 %
01-512-640	Machinery & Equipment - Executive	1,650.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		398,521.59	401,435.00	401,435.00	41,805.67	99,959.28	301,475.72	24.90 %
=====								
CITY CLERK		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
=====								
DEPARTMENT TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
=====								
LEGAL COUNSEL		44,411.52	65,000.00	65,000.00	3,420.00	9,095.03	55,904.97	13.99 %
01-514-310	Professional Services - Legal Counsel	7,860.40	11,000.00	11,000.00	234.71	2,035.98	8,964.02	18.51 %
01-514-480	Promo Activities & Legal Ads - Legal	52,271.92	76,000.00	76,000.00	3,654.71	11,131.01	64,868.99	14.65 %
DEPARTMENT TOTAL		52,271.92	76,000.00	76,000.00	3,654.71	11,131.01	64,868.99	14.65 %
=====								
COMPREHENSIVE PLANNING		30,000.00	30,000.00	35,000.00	8,750.00	8,750.00	26,250.00	29.17 %
01-515-310	Professional Services - Comp Planning	30,000.00	30,000.00	35,000.00	8,750.00	8,750.00	26,250.00	29.17 %
DEPARTMENT TOTAL		30,000.00	30,000.00	35,000.00	8,750.00	8,750.00	26,250.00	29.17 %
=====								
FINANCE AND ACCOUNTING		104,281.75	112,545.00	112,545.00	12,105.29	16,327.80	96,217.20	14.51 %
01-516-120	Regular Salary - Wages - Fin & Acctng	2,194.88	615.00	615.00	115.31	197.81	417.19	32.16 %
01-516-140	Overtime - Fin & Acctng	5,834.74	8,523.00	8,523.00	636.46	1,094.46	7,428.54	12.84 %
01-516-210	Fica Taxes - Fin & Acctng	13,302.72	15,272.00	15,272.00	1,658.33	2,823.66	12,448.34	18.49 %
01-516-220	Retirement Contribution - Fin & Acctn							

CITY OF POLK COUNTY
NOVEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-516-230	Life & Health Insurance - Fin & Acctn	27,485.56	26,935.00	26,935.00	2,199.18	4,443.75	22,491.25	16.50 %
01-516-240	Worker#39;s Compensation - Fin & Acc	129.55	181.00	181.00	0.00	123.69	57.31	68.34 %
01-516-310	Professional Services - Fin & Acctng	3,780.00	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
01-516-400	Travel Expenses - Fin & Acctng	607.43	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-516-405	Training - Finance	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	663.71	850.00	850.00	28.84	108.50	741.50	12.76 %
01-516-470	Printing and Reproduction - Fin & Acc	78.12	750.00	750.00	0.00	0.00	750.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	725.79	2,000.00	2,000.00	0.00	197.00	1,803.00	9.85 %
01-516-520	Operating Supplies - Fin & Acctng	2,264.61	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	855.71	700.00	700.00	0.00	0.00	700.00	0.00 %
01-516-630	Improvements Other than Building - Fi	3,490.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		165,694.57	181,371.00	181,371.00	16,743.41	25,316.67	156,054.33	13.96 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	85,299.49	88,076.00	88,076.00	0.00	0.00	88,076.00	0.00 %
01-517-720	Interest - CB&T Debt Service Pmts	34,511.03	31,735.00	31,735.00	0.00	0.00	31,735.00	0.00 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	0.00	0.00	119,811.00	0.00 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	107,497.00	109,647.00	109,647.00	0.00	27,411.75	82,235.25	25.00 %
01-521-310	Professional Services - Law Enf	83,460.50	108,000.00	108,000.00	6,388.00	13,836.00	94,164.00	12.81 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-521-520	Operating Supplies - Law Enf	797.70	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		191,755.20	218,147.00	218,147.00	6,388.00	41,247.75	176,899.25	18.91 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	106,159.48	110,812.00	110,812.00	12,785.99	17,047.98	93,764.02	15.38 %

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-524-140	Overtime - Bldg & Zoning	2,178.07	599.00	599.00	0.00	0.00	599.00	0.00 %
01-524-210	Fica Taxes - Bldg & Zoning	8,263.75	8,523.00	8,523.00	961.35	1,594.32	6,928.68	18.71 %
01-524-220	Retirement Contribution - Bldg & Zoni	13,567.15	15,118.00	15,118.00	1,735.05	2,877.69	12,240.31	19.03 %
01-524-230	Life & Health Insurance - Bldg & Zoni	27,665.47	26,937.00	26,937.00	2,199.18	4,457.60	22,479.40	16.55 %
01-524-240	Worker#39;s Compensation - Bldg & Zo	1,390.17	1,876.00	1,876.00	0.00	1,297.19	578.81	69.15 %
01-524-310	Professional Services - Bldg & Zoning	59,377.83	212,170.00	212,170.00	2,635.00	2,635.00	209,535.00	1.24 %
01-524-311	Engineering Services - Bldg & Zoning	1,475.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel Expenses - Bldg & Zoning	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	164.24	200.00	200.00	0.00	0.00	200.00	0.00 %
01-524-520	Operating Supplies - Bldg & Zoning	1,247.62	300.00	300.00	0.00	81.99	218.01	27.33 %
01-524-540	Books, Pub., Sub., & Memberships - B1	579.88	0.00	0.00	0.00	39.98	(39.98)	0.00 %
01-524-630	Improvements Other than Building - B1	1,745.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-524-660	Books, Pub. & Library Materials - Bldg	0.00	600.00	600.00	0.00	0.00	600.00	0.00 %
DEPARTMENT TOTAL		223,813.66	378,385.00	378,385.00	20,316.57	30,031.75	348,353.25	7.94 %
CODE ENFORCEMENT		28,107.33	30,443.00	30,443.00	3,786.00	4,893.00	25,550.00	16.07 %
01-529-120	Regular Salary - Wages - Code Enf	305.26	0.00	0.00	0.00	0.00	0.00	0.00 %
01-529-140	Overtime - Code Enf	2,186.65	2,329.00	2,329.00	285.60	448.53	1,880.47	19.26 %
01-529-210	Fica Taxes - Code Enf	3,574.91	4,131.00	4,131.00	513.76	807.55	3,323.45	19.55 %
01-529-220	Retirement Contribution - Code Enf	13,644.54	13,351.00	13,351.00	0.00	(1,085.36)	14,436.36	(8.13) %
01-529-230	Life & Health Insurance - Code Enf	545.78	795.00	795.00	0.00	541.34	253.66	68.09 %
01-529-240	Worker#39;s Compensation - Code Enf	16,400.00	8,000.00	8,000.00	500.00	1,000.00	7,000.00	12.50 %
01-529-310	Professional Services - Code Enf	325.31	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-400	Travel Expenses - Code Enf	1,061.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-529-405	TRAINING - CODE ENFORCEMENT	631.73	800.00	800.00	28.84	97.68	702.32	12.21 %
01-529-410	Communication Services - Code Enf	225.85	200.00	200.00	0.00	9.04	190.96	4.52 %
01-529-510	Office Supplies - Code Enf	89.93	500.00	500.00	29.99	523.87	(23.87)	104.77 %
01-529-520	Operating Supplies - Code Enf	150.00	100.00	100.00	0.00	35.00	65.00	35.00 %
01-529-540	Books, Pub., Sub., & Memberships - Co	67,248.29	61,849.00	61,849.00	5,144.19	7,270.65	54,578.35	11.76 %
DEPARTMENT TOTAL		223,813.66	378,385.00	378,385.00	20,316.57	30,031.75	348,353.25	7.94 %

REFUSE/SANITATION

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

12/07/2023 07:56
gb8501_pg.php/Job No: 10269

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-534-341	Refuse Disposal - Residential - Refuse	225,354.20	262,196.00	262,196.00	21,640.96	43,226.24	218,969.76	16.49 %
01-534-342	Refuse Disposal - Commercial - Refuse	138,955.95	130,366.00	130,366.00	11,612.61	22,814.08	107,551.92	17.50 %
DEPARTMENT TOTAL		364,310.15	392,562.00	392,562.00	33,253.57	66,040.32	326,521.68	16.82 %
=====								
STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	1,462.50	23,000.00	23,000.00	0.00	0.00	23,000.00	0.00 %
01-538-311	Engineering Services - Stormwater	10,032.50	0.00	0.00	0.00	225.00	(225.00)	0.00 %
01-538-400	Travel Expenses - Stormwater	42.46	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-405	Training - Stormwater	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-538-492	Recording & Other Fees - Stormwater	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	100.00	100.00	100.00	0.00	500.00	(400.00)	500.00 %
DEPARTMENT TOTAL		11,637.46	35,350.00	35,350.00	0.00	725.00	34,625.00	2.05 %
=====								
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	23,963.92	10,000.00	10,000.00	7,108.21	9,036.86	963.14	90.37 %
01-539-312	Professional Services - Other - Gen G	555.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-539-411	City Hall - Communication - Gen Gov&#	16,224.46	12,500.00	12,500.00	1,108.15	3,330.95	9,169.05	26.65 %
01-539-413	Public Works - Communication - Gen Go	2,706.62	0.00	0.00	226.61	678.87	(678.87)	0.00 %
01-539-414	Community Center-Communication-Gen Go	1,659.36	2,000.00	2,000.00	138.28	414.84	1,585.16	20.74 %
01-539-431	City Hall - Utilities - Gen Gov't	19,282.25	21,000.00	21,000.00	1,598.62	4,384.02	16,615.98	20.88 %
01-539-432	Activity Center - Utilities - Gen Gov	2,207.41	2,500.00	2,500.00	200.39	552.52	1,947.48	22.10 %
01-539-433	MULTI-PURPOSE BUILD - UTILITIES - GEN	2,802.95	2,500.00	2,500.00	260.98	696.38	1,803.62	27.86 %
01-539-434	Community Center-Utilities-Gen Gov	6,361.66	7,500.00	7,500.00	461.81	1,181.29	6,318.71	15.75 %
01-539-440	Rentals and Leases - Gen Gov't Bl	9,831.97	5,000.00	5,000.00	714.67	1,563.10	3,436.90	31.26 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	4,650.29	6,000.00	6,000.00	0.00	2,963.05	3,036.95	49.38 %
01-539-462	Activity Center - Repairs & Maint - G	490.79	3,000.00	3,000.00	0.00	2,350.00	650.00	78.33 %
01-539-463	MULTI-PURPOSE BUILD- REPAIRS & MAINT	518.35	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-539-464	Community Center-Repairs & Maint-Gen	2,337.11	4,500.00	4,500.00	750.00	750.00	3,750.00	16.67 %
01-539-490	Other Current Charges - Gen Gov't	93.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-539-521	City Hall - Operating Supplies - Gen	4,912.42	5,000.00	5,000.00	(54.07)	1,599.44	3,400.56	31.99 %
01-539-522	Activity Center - Operating Supplies	1,144.07	1,000.00	1,000.00	24.14	93.94	906.06	9.39 %
01-539-523	Multi-Purpose Build - Operating Suppl	800.02	100.00	100.00	0.00	0.00	100.00	0.00 %
01-539-524	Community Center-Operating Supplies-G	2,114.99	2,400.00	2,400.00	42.06	138.56	2,261.44	5.77 %
01-539-531	Landscape Materials & Supplies - Buil	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-539-620	Buildings - Gen Gov't Bldgs	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-539-641	City Hall - Mach. & Equipment - Gen G	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
DEPARTMENT TOTAL		102,657.62	148,500.00	148,500.00	12,579.85	29,733.82	118,766.18	20.02 %
=====								
ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	176,454.86	236,388.00	236,388.00	22,789.41	30,168.24	206,219.76	12.76 %
01-541-130	Other Salaries and Wages - Roads & St	105.00	0.00	0.00	45.00	75.00	(75.00)	0.00 %
01-541-140	Overtime - Roads & Streets	7,788.09	5,145.00	5,145.00	601.63	1,020.05	4,124.95	19.83 %
01-541-210	Fica Taxes - Roads & Streets	14,277.27	18,477.00	18,477.00	1,582.11	2,604.75	15,872.25	14.10 %
01-541-220	Retirement Contribution - Roads & Str	23,537.89	31,288.00	31,288.00	3,174.15	5,189.69	26,098.31	16.59 %
01-541-230	Life & Health Insurance - Roads & Str	51,304.76	67,346.00	67,346.00	4,398.35	8,330.55	59,015.45	12.37 %
01-541-240	Worker's Compensation - Roads & S	20,122.76	19,865.00	19,865.00	0.00	13,334.65	6,530.35	67.13 %
01-541-310	Professional Services - Roads & Stree	21,969.78	40,000.00	40,000.00	375.00	1,016.50	38,983.50	2.54 %
01-541-311	Engineering Services - Roads & Street	33,385.77	95,000.00	95,000.00	0.00	0.00	95,000.00	0.00 %
01-541-400	Travel Expenses - Roads & Streets	80.00	500.00	500.00	0.00	30.00	470.00	6.00 %
01-541-405	Training - Streets	438.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-410	Communication Services - Roads & Stre	3,385.33	10,000.00	10,000.00	138.28	448.14	9,551.86	4.48 %
01-541-430	Utilities - Roads & Streets	26,322.51	40,000.00	40,000.00	2,157.95	4,752.14	35,247.86	11.88 %
01-541-460	Repairs and Maintenance - Roads & Str	4,754.83	15,000.00	15,000.00	2,250.00	2,250.00	12,750.00	15.00 %
01-541-461	Repairs & Maintenance-Equipment - Roa	14,377.72	10,000.00	10,000.00	0.00	1,207.94	8,792.06	12.08 %
01-541-464	Vehicle Fuel - Roads & Streets	7,600.82	10,000.00	10,000.00	0.00	1,317.50	8,682.50	13.18 %
01-541-465	Vehicle Maintenance - Roads & Streets	8,935.33	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00 %
01-541-466	Public Works/Utilities Facility - Rep	1,977.95	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-541-470	Printing and Reproduction - Streets	43.63	200.00	200.00	0.00	0.00	200.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	1,013.56	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	254.12	500.00	500.00	0.00	137.71	362.29	27.54 %
01-541-520	Operating Supplies - Roads & Streets	7,684.70	10,000.00	10,000.00	436.69	802.84	9,197.16	8.03 %
01-541-524	Chemicals - Roads & Streets	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	5,237.67	75,000.00	75,000.00	(116.76)	6,223.05	68,776.95	8.30 %
01-541-531	Landscape Materials & Supplies - Road	685.84	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-541-540	Books, Pub., Sub., & Memberships - Ro	87.98	500.00	500.00	0.00	0.00	500.00	0.00 %
01-541-630	Improvements Other than Building - Ro	39,802.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	64,026.37	53,050.00	53,050.00	0.00	49.71	53,000.29	0.09 %
01-541-650	Construction in Progress - Roads & St	0.00	650,000.00	650,000.00	0.00	0.00	650,000.00	0.00 %
01-541-660	Books, Pub.& Library Materials - Road	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		536,164.54	1,411,259.00	1,411,259.00	37,831.81	78,958.46	1,332,300.54	5.59 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	83,407.86	83,765.00	83,765.00	10,209.00	13,612.01	70,152.99	16.25 %
01-571-140	Overtime - Library	16.22	516.00	516.00	0.00	0.00	516.00	0.00 %
01-571-210	Fica Taxes - Library	6,275.60	6,448.00	6,448.00	771.19	1,278.98	5,169.02	19.84 %
01-571-220	Retirement Contribution - Library	10,232.95	11,437.00	11,437.00	1,385.37	2,297.68	9,139.32	20.09 %
01-571-230	Life & Health Insurance - Library	27,664.45	26,910.00	26,910.00	2,199.18	4,447.20	22,462.80	16.53 %
01-571-240	Worker's Compensation - Library	254.03	135.00	135.00	0.00	230.95	(95.95)	171.07 %
01-571-310	Professional Services - Library	2,602.45	2,800.00	2,800.00	2,592.68	3,215.53	(415.53)	114.84 %
01-571-312	Professional Services - Other - Libra	1,877.54	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00 %
01-571-400	Travel Expenses - Library	0.00	550.00	550.00	0.00	0.00	550.00	0.00 %
01-571-405	Training - Library	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-571-410	Communication Services - Library	3,733.98	6,500.00	6,500.00	158.26	768.78	5,731.22	11.83 %
01-571-430	Utilities - Library	2,990.04	5,700.00	5,700.00	274.09	748.11	4,951.89	13.12 %
01-571-460	Repairs and Maintenance - Library	468.54	550.00	550.00	0.00	0.00	550.00	0.00 %
01-571-470	Printing and Reproduction - Library	0.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-571-480	Promo Activities & Legal Ads - Librar	566.80	2,600.00	2,600.00	0.00	42.00	2,558.00	1.62 %
01-571-490	Other Current Charges - Library	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-510	Office Supplies - Library	662.05	1,600.00	1,600.00	74.96	87.45	1,512.55	5.47 %
01-571-520	Operating Supplies - Library	1,927.67	5,000.00	5,000.00	1,028.58	1,489.79	3,510.21	29.80 %
01-571-531	Landscape Materials & Supplies - Libr	28.36	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-540	Books, Pub., Sub., & Memberships - Li	1,267.08	2,700.00	2,700.00	0.00	269.88	2,430.12	10.00 %
01-571-660	Books, Pub.& Library Materials - Libr	18,161.53	18,600.00	18,600.00	816.12	1,446.40	17,153.60	7.78 %
DEPARTMENT TOTAL		162,137.15	180,711.00	180,711.00	19,509.43	29,934.76	150,776.24	16.56 %
PARKS								

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

12/07/2023 07:56
gb8501_pg.php/Job No: 10269

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-572-310	Professional Services - Parks	11,900.70	15,000.00	15,000.00	2,808.67	3,768.67	11,231.33	25.12 %
01-572-430	Utilities - Parks	12,007.01	17,000.00	17,000.00	1,256.96	3,553.74	13,446.26	20.90 %
01-572-460	Repairs and Maintenance - Parks	6,915.69	5,000.00	5,000.00	641.68	2,141.68	2,858.32	42.83 %
01-572-493	Equipment Rental - Parks	401.38	750.00	750.00	0.00	0.00	750.00	0.00 %
01-572-520	Operating Supplies - Parks	970.86	1,000.00	1,000.00	472.75	813.02	186.98	81.30 %
DEPARTMENT TOTAL		32,195.64	38,750.00	38,750.00	5,180.06	10,277.11	28,472.89	26.52 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	2,119.00	2,500.00	2,500.00	0.00	200.00	2,300.00	8.00 %
01-574-440	Rentals and Leases - Spec Events	32,885.80	34,000.00	34,000.00	32,750.20	47,140.20	(13,140.20)	138.65 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-574-520	Operating Supplies - Spec Events	4,392.47	7,000.00	7,000.00	2,070.59	2,295.99	4,704.01	32.80 %
DEPARTMENT TOTAL		39,397.27	45,300.00	45,300.00	34,820.79	49,636.19	(4,336.19)	109.57 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	18,301.25	35,000.00	35,000.00	1,662.50	11,330.65	23,669.35	32.37 %
01-590-312	Professional Services - Other - Non-D	777.50	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-320	Accounting and Auditing - Non-Dept	18,111.97	20,000.00	20,000.00	546.98	4,102.74	15,897.26	20.51 %
01-590-440	Rentals and Leases - Non-Dept	0.00	5,500.00	5,500.00	88.74	88.74	5,411.26	1.61 %
01-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	22,382.38	83,696.13	13,303.87	86.28 %
01-590-464	Vehicle Fuel - Non-Departmental	658.39	550.00	550.00	0.00	97.58	452.42	17.74 %
01-590-465	Vehicle Maintenance - Non-Departmenta	1,097.10	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-590-490	Other Current Charges - Non Dept	0.00	2,000.00	2,000.00	0.00	1,000.00	1,000.00	50.00 %
01-590-510	Office Supplies - Non-Departmental	1,025.06	1,000.00	1,000.00	0.00	303.76	696.24	30.38 %
01-590-520	Operating Supplies - Non-Dept	1,417.83	3,000.00	3,000.00	149.41	304.36	2,695.64	10.15 %
01-590-521	Emergencies & Contingencies - Operati	11,403.67	15,000.00	15,000.00	0.00	1,237.30	13,762.70	8.25 %
01-590-525	Uniforms - Non Dept	4,075.79	4,500.00	4,500.00	98.36	343.53	4,156.47	7.63 %
01-590-528	Postage - Non-Dept	1,502.80	1,500.00	1,500.00	0.00	1.50	1,498.50	0.10 %
01-590-540	Books, Pub., Sub., & Memberships -NON	8,659.02	9,000.00	9,000.00	0.00	4,799.49	4,200.51	53.33 %

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

12/07/2023 07:56
gb8501_pg.php/Job No: 10269

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-590-550	Pre-Employment Exam/Drug Test	69.50	500.00	500.00	0.00	0.00	500.00	0.00 %
01-590-551	Immunizations - Employees	408.00	600.00	600.00	131.00	262.00	338.00	43.67 %
01-590-552	DOT Testing	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-553	Employee Meeting/Awards	717.88	1,000.00	1,000.00	0.00	62.50	937.50	6.25 %
01-590-554	Employee Holiday Dinner	1,076.61	1,500.00	1,500.00	59.43	59.43	1,440.57	3.96 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	37,409.00	32,409.00	0.00	0.00	32,409.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	1,000.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-590-992	Unemployment Claims - Non-Dept	1,287.65	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-590-995	Refund of Overpayments	390.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-996	Bad Debt - Non-Dept	1,165.07	0.00	0.00	(44.23)	(44.23)	44.23	0.00 %
01-590-999	Other - Non-Operating Charges - Non-D	2,746.35	10,000.00	10,000.00	312.32	594.31	9,405.69	5.94 %
DEPARTMENT TOTAL		156,649.94	265,559.00	260,559.00	25,386.89	108,239.79	152,319.21	40.76 %

General Fund Revenues Total 3,389,698.85 4,017,648.00 4,017,648.00 229,456.93 312,706.27 3,704,941.73 92.22%

General Fund Expenditures Total 2,690,214.83 4,017,648.00 4,017,648.00 272,683.82 605,461.54 3,412,188.46 84.93%

Total Revenue vs. Expenditures 709,484.02 0.00 0.00 -43,226.89 -292,755.37 293,753.37

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Nov
Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	2,979,655.67	
05-101-900	Cash - Water Impact Fee Account	150.00	
05-101-913	DEP Loan - Sinking Fund	116,138.72	
05-101-916	US Bank - Sink Fund	611,270.88	
05-101-917	US Bank - Renewal & Replacement Series	200,994.11	
05-101-918	DEP Loan WW531400 - Sink Fund	1,313.38	
05-101-919	DEP Loan WW531402 - Sink Fund	19,086.61	
05-101-920	Cash - Customer Deposits	356,880.00	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	240,590.80	
05-115-130	Accounts Receivable - Readiness to Serve	21,261.91	
05-117-100	Allowance for Bad Debt	327.41-	
05-117-200	Allowance for Uncollectible A/R	20,389.46-	
05-151-100	Investments - FL SAFE EF	636,234.81	
05-151-902	Investments - FL SAFE EF Reserves	133,547.16	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	29,013.62	
05-159-100	Deferred Outflows - Related to Pension	147,954.23	
05-159-200	Deferred Outflows - Loss on Refunding	629,103.39	
05-160-902	Reserve Account	100,000.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-161-900	Fixed Assets - Land	2,762,913.00	
05-164-100	Utility Plant in Service	16,445,594.67	
05-165-900	Acc.Dep. - Improvements Other than Build	5,029,784.42-	
05-166-900	Equipment & Furniture	930,832.90	
05-167-900	Accumulated Depreciation - Equipment	447,067.54-	
05-169-900	CIP - Construction Costs	49,649.61	
	** TOTAL ASSET**		20,974,592.31
05-202-100	Accounts Payable	68,750.70	
05-202-200	Accounts Payable - Year End	89,579.00	
05-202-900	Customer Deposits	356,880.00	
05-203-100	Accumulated Interest Payable	49,329.17	
05-203-600	SRF Loan WW51201P	1,674,524.85	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	30,495.24	
05-203-615	SRF Loan WW531402/SG531403	778,037.50	
05-203-710	US Bank 2017 Bond Note	7,410,000.00	
05-203-910	Unamortized Bond Premiums - US Bank	468,166.37	
05-208-305	Taxes Payable	13,288.31	
05-216-100	Accrued Payroll	19,512.31-	
05-218-320	Supplemental Insurance Payable	2,002.98-	
05-223-100	Deferred Revenue	1,364,325.00	
05-225-100	Deferred Inflows - Related to Pension	13,560.19	
05-234-100	L-T-D - Current Portion	438,421.72	
05-234-901	Less: Current Portion of LTD	438,421.72-	
05-235-800	OPEB Liability	14,390.51	
05-235-900	Net Pension Liability	344,376.14	
	** TOTAL LIABILITY**		12,654,187.69
	** 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	6,797,039.09	
05-271-150	Fund Balance - Restatement	12,428.57-	
05-271-200	Net Asset Adjustment Account	10,071.23-	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Nov
Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		8,144,321.71
	** TOTAL REVENUE**		465,024.63
	** TOTAL EXPENSE**		288,941.72
	TOTAL LIABILITY AND EQUITY		20,974,592.31

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE

16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUES	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	2024 (EXCESS) / DEFICIT	2024 PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTU T	1,404.93	195.00	195.00	20.51	20.51	174.49	10.52 %
05-325-111	Connection Fees - Water - Cash Basis	19,389.60	10,000.00	10,000.00	870.00	2,175.00	7,825.00	21.75 %
05-325-210	Readiness to Serve Charge - Sewer	14,726.81	4,282.00	4,282.00	416.40	416.40	3,865.60	9.72 %
05-325-211	Readiness to Serve Charge - Water	14,047.98	1,948.00	1,948.00	205.08	205.08	1,742.92	10.53 %
05-329-200	Other Lic./Fees/Permits	1,503.69	600.00	600.00	0.00	0.00	600.00	0.00 %
05-340-300	Water Utility Revenue	1,318,141.76	1,314,799.00	1,314,799.00	110,415.61	221,402.24	1,093,396.76	16.84 %
05-340-500	Sewer Utility Revenue	1,299,451.90	1,316,249.00	1,316,249.00	107,728.74	215,350.12	1,100,898.88	16.36 %
05-359-100	Other Fines and/or Forfeitures	32,345.00	33,960.00	33,960.00	1,610.00	3,740.00	30,220.00	11.01 %
05-359-200	Non Sufficient Funds	2,640.00	2,340.00	2,340.00	120.00	275.00	2,065.00	11.75 %
05-359-300	Late Fees	26,344.50	26,348.00	26,348.00	2,110.50	4,483.50	21,864.50	17.02 %
05-361-200	Interest/Dividends - FL SAFE	34,808.00	32,637.00	32,637.00	3,449.69	7,018.78	25,618.22	21.51 %
05-369-110	Refund of Overpayments	0.00	0.00	0.00	0.00	9,938.00	(9,938.00)	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	11,163.93	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-401	Insurance - Claims	529.58	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	70.44	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	972,744.00	972,744.00	0.00	0.00	972,744.00	0.00 %
DEPARTMENT TOTALS		2,776,568.12	3,716,102.00	3,716,102.00	226,946.53	465,024.63	3,251,077.37	12.51 %

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
Water								
05-518-120	Regular Salary - Wages - Water Admin	72,433.52	124,610.00	124,610.00	7,888.91	8,457.62	116,152.38	6.79 %
05-518-140	Overtime - Water Admin	878.22	998.00	998.00	0.00	0.00	998.00	0.00 %
05-518-210	Fica Taxes - Water Admin	4,882.94	9,609.00	9,609.00	598.62	1,292.55	8,316.45	13.45 %
05-518-220	Retirement Contribution - Water Admin	7,995.69	17,045.00	17,045.00	1,070.52	2,240.53	14,804.47	13.14 %
05-518-230	Life & Health Insurance - Water Admin	36,131.11	40,325.00	40,325.00	2,199.18	5,568.32	34,756.68	13.81 %
05-518-240	Worker's Compensation - Water Admin	0.00	201.00	201.00	0.00	0.00	201.00	0.00 %
05-518-310	Professional Services - Water Admin	0.00	24,400.00	24,400.00	70.00	70.00	24,330.00	0.29 %
05-518-312	Professional Services - Other - Water	25,426.74	0.00	0.00	1,919.92	1,919.92	(1,919.92)	0.00 %
05-518-400	Travel and Training - Water Admin	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
05-518-405	Training - Water Administration	286.00	750.00	750.00	0.00	0.00	750.00	0.00 %
05-518-470	Printing and Reproduction - Water Adm	0.00	400.00	400.00	0.00	0.00	400.00	0.00 %
05-518-490	Other Current Charges - Water Admin	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-518-510	Office Supplies - Water Admin	493.64	600.00	600.00	0.00	65.94	534.06	10.99 %
05-518-520	Operating Supplies - Water Admin	2,325.13	1,500.00	1,500.00	48.63	48.63	1,451.37	3.24 %
05-518-540	Books, Pub., Sub., & Memberships - Wa	239.88	300.00	300.00	0.00	0.00	300.00	0.00 %
05-518-630	Improvements Other than Building - Wa	6,980.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		158,072.87	221,988.00	221,988.00	13,795.78	19,663.51	202,324.49	8.86 %
=====								
05-533-120	Regular Salary - Wages - Water Oper	164,863.62	149,442.00	149,442.00	22,837.34	32,346.78	117,095.22	21.65 %
05-533-130	Other Salaries and Wages - Water Oper	52.50	0.00	0.00	22.50	37.50	(37.50)	0.00 %
05-533-140	Overtime - Water Oper	8,268.65	7,133.00	7,133.00	367.87	748.46	6,384.54	10.49 %
05-533-210	Fica Taxes - Water Oper	13,505.79	11,978.00	11,978.00	1,712.42	2,864.75	9,113.25	23.92 %
05-533-220	Retirement Contribution - Water Oper	22,826.56	16,165.00	16,165.00	3,148.95	5,264.36	10,900.64	32.57 %
05-533-230	Life & Health Insurance - Water Oper	34,188.67	40,640.00	40,640.00	3,298.78	6,721.04	33,918.96	16.54 %
05-533-240	Worker's Compensation - Water Ope	4,941.33	3,862.00	3,862.00	0.00	4,753.00	(891.00)	123.07 %
05-533-310	Professional Services - Water Oper	6,484.49	15,000.00	15,000.00	502.50	727.50	14,272.50	4.85 %
05-533-311	Engineering Services - Water Oper	51,273.75	100,000.00	100,000.00	0.00	5,332.50	94,667.50	5.33 %
05-533-312	Professional Services - Other - Water	9,332.12	20,000.00	20,000.00	778.65	5,620.53	14,379.47	28.10 %
05-533-313	Professional Services - Polk Regional	1,196.03	2,000.00	2,000.00	0.00	652.70	1,347.30	32.64 %
05-533-314	Professional Services - Samples	2,441.00	5,000.00	5,000.00	60.00	252.00	4,748.00	5.04 %
05-533-400	Travel Expenses - Water Oper	1,190.58	1,250.00	1,250.00	0.00	39.75	1,210.25	3.18 %
05-533-405	Training - Water Oper	1,306.50	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00 %
05-533-410	Communication Services - Water Oper	5,260.50	8,000.00	8,000.00	161.35	1,171.88	6,828.12	14.65 %

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

12/07/2023 07:56
gb8501_pg.php/Job No: 10269

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
05-533-430	Utilities - PW/Utilities Facility Wat	1,285.49	2,500.00	2,500.00	127.57	341.66	2,158.34	13.67 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	6,301.43	7,000.00	7,000.00	405.06	783.26	6,216.74	11.19 %
05-533-432	Commonwealth WTP - Utilities - Water	1,146.69	1,500.00	1,500.00	103.36	230.38	1,269.62	15.36 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	10,950.47	12,000.00	12,000.00	852.60	1,788.16	10,211.84	14.90 %
05-533-460	Repairs and Maintenance - Water Oper	2,648.11	115,000.00	115,000.00	0.00	0.00	115,000.00	0.00 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	1,952.37	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-533-462	Commonwealth WTP - Repairs and Maint	1,507.46	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	291.89	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-533-464	Vehicle Fuel - Water Oper	12,681.44	15,000.00	15,000.00	0.00	610.02	14,389.98	4.07 %
05-533-465	Vehicle Maintenance - Water Oper	4,353.15	7,000.00	7,000.00	0.00	724.00	6,276.00	10.34 %
05-533-466	Public Works/Utilities Facility - Rep	5,567.15	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
05-533-467	Repairs & Maintenance-Equipment - Wat	3,321.16	3,500.00	3,500.00	0.00	604.23	2,895.77	17.26 %
05-533-470	Printing and Reproduction - Water Ope	21.82	400.00	400.00	0.00	0.00	400.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	4,300.00	4,440.00	4,440.00	0.00	0.00	4,440.00	0.00 %
05-533-510	Office Supplies - Water Oper	226.26	500.00	500.00	188.55	188.55	311.45	37.71 %
05-533-520	Operating Supplies - Water Oper	26,511.47	17,500.00	17,500.00	95.88	2,694.36	14,805.64	15.40 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	1,140.12	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	423.58	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-523	V.Matt Williams WTP - Operating Suppl	423.58	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-524	Chemicals - Water Oper	11,607.78	9,000.00	9,000.00	452.80	1,791.00	7,209.00	19.90 %
05-533-526	Meter Supplies - New Installs - Water	130,965.58	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-533-527	Meter Supplies - Repairs & Maintenanc	122,698.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	458.73	750.00	750.00	0.00	0.00	750.00	0.00 %
05-533-630	Improvements Other than Building - Wa	1,125.00	0.00	0.00	4,250.00	4,250.00	(4,250.00)	0.00 %
05-533-640	Machinery & Equipment - Water Oper	14,316.55	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-660	Other Capital Assets - Water Operatio	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-710	Principal - Water Oper	0.00	63,896.00	63,896.00	0.00	0.00	63,896.00	0.00 %
05-533-711	Principal - Water 2011 Bond Pay Off	0.00	65,659.00	65,659.00	0.00	0.00	65,659.00	0.00 %
05-533-720	Interest - Water Oper	67,541.50	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		761,408.87	844,365.00	844,365.00	39,366.18	80,538.37	763,826.63	9.54 %

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
05-535-120	Regular Salary - Wages - Sewer Oper	104,880.86	152,126.00	152,126.00	12,901.71	16,978.77	135,147.23	11.16 %
05-535-130	Other Salaries and Wages - Sewer Oper	52.50	0.00	0.00	22.50	37.50	(37.50)	0.00 %
05-535-140	Overtime - Sewer Oper	6,641.94	7,288.00	7,288.00	594.49	920.48	6,367.52	12.63 %

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL. BUDGET	2024 PERCENTAGE REALIZED
05-535-210	Fica Taxes - Sewer Oper	8,281.53	12,195.00	12,195.00	993.95	1,691.37	10,503.63	13.87 %
05-535-220	Retirement Contribution - Sewer Oper	13,820.54	16,550.00	16,550.00	1,831.45	3,143.90	13,406.10	19.00 %
05-535-230	Life & Health Insurance - Sewer Oper	25,861.55	40,672.00	40,672.00	2,199.18	5,000.32	35,671.68	12.29 %
05-535-240	Worker's Compensation - Sewer Oper	0.00	3,937.00	3,937.00	0.00	0.00	3,937.00	0.00 %
05-535-310	Professional Services - Sewer Oper	2,322.50	10,000.00	10,000.00	502.50	502.50	9,497.50	5.03 %
05-535-311	Engineering Services - Sewer Oper	500.00	180,000.00	180,000.00	7,925.50	8,600.00	171,400.00	4.78 %
05-535-312	Professional Services - Other - Sewer	35,800.56	35,000.00	35,000.00	725.65	7,713.36	27,286.64	22.04 %
05-535-314	Professional Services - Samples	8,346.00	11,000.00	11,000.00	186.00	2,301.00	8,699.00	20.92 %
05-535-400	Travel Expenses - Sewer Oper	896.67	1,500.00	1,500.00	0.00	21.95	1,478.05	1.46 %
05-535-405	Training - Sewer Oper	536.50	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-410	Communication Services - Sewer Oper	5,259.93	5,500.00	5,500.00	303.96	1,271.96	4,228.04	23.13 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	2,890.27	3,200.00	3,200.00	128.66	256.99	2,943.01	8.03 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,053.80	2,500.00	2,500.00	171.15	513.45	1,986.55	20.54 %
05-535-430	Utilities - PW/Utilities Facility Sew	5,913.03	5,500.00	5,500.00	428.89	1,055.08	4,444.92	19.18 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	42,105.00	39,700.00	39,700.00	4,089.76	9,624.30	30,075.70	24.24 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,447.14	9,000.00	9,000.00	694.99	1,665.81	7,334.19	18.51 %
05-535-460	Repairs and Maintenance - Sewer Oper	85,342.06	130,000.00	130,000.00	69.79	6,078.69	123,921.31	4.68 %
05-535-461	Cardinal Hill - Repairs and Maint - S	18,242.03	390,000.00	390,000.00	0.00	5,086.27	384,913.73	1.30 %
05-535-464	Vehicle Fuel - Sewer Oper	7,191.99	7,000.00	7,000.00	0.00	1,932.79	5,067.21	27.61 %
05-535-465	Vehicle Maintenance - Sewer Oper	4,821.31	6,000.00	6,000.00	25.00	607.52	5,392.48	10.13 %
05-535-466	Public Works/Utilities Facility - Rep	213.21	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-467	Repairs & Maintenance-Equipment - Sew	2,594.52	2,500.00	2,500.00	0.00	2,295.67	204.33	91.83 %
05-535-470	Printing and Reproduction - Sewer Ope	21.81	100.00	100.00	0.00	0.00	100.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	531.30	300.00	300.00	0.00	0.00	300.00	0.00 %
05-535-520	Operating Supplies - Sewer Oper	15,947.59	20,000.00	20,000.00	774.14	965.29	19,034.71	4.83 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	175.75	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	35,387.20	35,000.00	35,000.00	2,410.00	2,410.00	32,590.00	6.89 %
05-535-524	Chemicals - Sewer Oper	29,370.40	10,000.00	10,000.00	1,532.00	4,161.00	5,839.00	41.61 %
05-535-540	Books, Pub., Sub., & Memberships - Se	830.99	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-535-630	Improvements Other than Building - Se	38,723.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	18,394.54	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	45,684.10	639,719.00	639,719.00	0.00	18,668.47	621,030.53	2.92 %
05-535-660	Other Capital Assets - Sewer Operatio	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-710	Principal - Sewer Oper	0.00	355,782.00	355,782.00	0.00	0.00	355,782.00	0.00 %
05-535-712	Principal - DEP Effluent Disposal Loa	0.00	27,076.00	27,076.00	0.00	0.00	27,076.00	0.00 %
05-535-720	Interest - Sewer Oper	266,836.54	258,566.00	258,566.00	0.00	0.00	258,566.00	0.00 %
05-535-722	Interest - DEP Effluent Disposal Loan	1,608.06	1,554.00	1,554.00	0.00	0.00	1,554.00	0.00 %

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
DEPARTMENT TOTAL		847,036.72	2,441,765.00	2,441,765.00	38,510.77	103,524.44	2,338,240.56	4.24 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	17,363.26	25,000.00	25,000.00	1,662.50	1,827.45	23,172.55	7.31 %
05-590-312	Professional Services - Other - Non-D	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-320	Accounting and Auditing - Non-Dept	35,362.95	28,000.00	28,000.00	1,110.52	8,329.76	19,670.24	29.75 %
05-590-440	Rentals and Leases - Non-Dept	4,960.22	5,500.00	5,500.00	488.19	1,023.51	4,476.49	18.61 %
05-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	22,382.37	67,147.12	29,852.88	69.22 %
05-590-510	Office Supplies - Non-Departmental	1,063.55	750.00	750.00	0.00	108.46	641.54	14.46 %
05-590-520	Operating Supplies - Non-Dept	1,094.57	1,000.00	1,000.00	172.57	278.95	721.05	27.90 %
05-590-521	Emergencies & Contingencies - Operati	9,797.03	0.00	0.00	0.00	1,429.29	(1,429.29)	0.00 %
05-590-525	Uniforms - Non Dept	4,416.82	3,000.00	3,000.00	128.54	514.18	2,485.82	17.14 %
05-590-528	Postage - Non-Dept	2,141.59	1,000.00	1,000.00	0.00	7.25	992.75	0.73 %
05-590-540	Books, Pub., Sub., & Memberships -NON	342.67	750.00	750.00	0.00	3,959.50	(3,209.50)	527.93 %
05-590-550	Pre-Employment Exam/Drug Test	183.50	400.00	400.00	0.00	0.00	400.00	0.00 %
05-590-551	Immunizations - Employees	1,509.00	1,000.00	1,000.00	0.00	61.00	939.00	6.10 %
05-590-552	DOT Testing	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-553	Employee Meeting/Awards	375.43	1,000.00	1,000.00	395.27	395.27	604.73	39.53 %
05-590-554	Employee Holiday Dinner	922.14	1,500.00	1,500.00	59.42	59.42	1,440.58	3.96 %
05-590-720	Interest - Bond 2017 Issue	(39,358.04)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	56,381.91	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	27,214.00	27,214.00	0.00	0.00	27,214.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	190.55	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	540.01	1,372.00	1,372.00	0.00	0.00	1,372.00	0.00 %
05-590-995	Refund of Overpayments - Non-Dept	870.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-996	Bad Debt - Non-Dept	3,242.98	5,000.00	5,000.00	(105.86)	(105.86)	5,105.86	(2.12) %
05-590-999	Other - Non-Operating Charges - Non-D	(14.54)	5,000.00	5,000.00	0.00	180.10	4,819.90	3.60 %
DEPARTMENT TOTAL		284,644.10	207,986.00	207,986.00	26,293.52	85,215.40	122,770.60	40.97 %

Enterprise Fund Revenues Total	2,780,641.64	3,716,102.00	3,716,102.00	226,946.53	465,024.63	3,251,077.37	12.51%
Enterprise Fund Expenditures Total	-2,050,435.21	-3,716,102.00	-3,716,102.00	-117,566.25	-200,541.72	-3,427,162.20	7.78%
Total Revenue vs. Expenditures	730,206.43	0.00	0.00	108,580.28	176,082.91	-176,084.91	

CITY OF POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Nov
 Fund: 08 SPECIAL REVENUE FUND - GF IMPACT FEES

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	16,167.06	
08-101-101	GF Fire Public Safety Impact Fees	8,950.58	
08-101-102	GF Recreation Impact Fees	32,640.22	
08-101-103	GF Gen Gov't Facilities Impact Fees	57,121.86	
08-151-100	Investments - FL SAFE GF Police Public Safety	227,178.91	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	143,585.11	
08-151-102	Investments - FL SAFE GF Recreation	429,369.80	
08-151-103	Investments - FL SAFE GF Facilities	474,751.13	
	** TOTAL ASSET**		1,389,764.67
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
08-271-100	Fund Balance Unreserved	1,374,384.78	
	** TOTAL EQUITY**		1,374,384.78
	** TOTAL REVENUE**		15,379.89
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,389,764.67

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

GFIF Special Revenues
Budget Revenues

16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS) / DEFICIT	2024 PERCENTAGE REALIZED
REVENUES								
08-324-100	Police - Public Safety Impact Fee	8,084.99	6,795.00	6,795.00	644.99	644.99	6,150.01	9.49 %
08-324-110	Fire/Rescue - Public Safety Impact Fe	3,796.21	3,106.00	3,106.00	345.11	345.11	2,760.89	11.11 %
08-324-610	Parks & Recreation Impact Fee	12,481.92	10,402.00	10,402.00	1,040.16	1,040.16	9,361.84	10.00 %
08-324-710	Public Facilities Impact Fee	20,976.12	17,480.00	17,480.00	1,748.01	1,748.01	15,731.99	10.00 %
08-361-200	Interest/Dividends - FL SAFE	57,535.47	15,000.00	15,000.00	5,702.12	11,601.62	3,398.38	77.34 %
08-381-900	CASH Carry Forward GF Impact Fees	0.00	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00 %
DEPARTMENT TOTALS		102,874.71	232,783.00	232,783.00	9,480.39	15,379.89	217,403.11	6.61 %
EXPENDITURES								
08-521-930	Reserves - Police Public Safety Impac	644.99	6,795.00	6,795.00	0.00	0.00	6,795.00	0.00 %
08-521-931	Reserves - Police Public Safety Int/D	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	345.11	183,106.00	183,106.00	0.00	0.00	183,106.00	0.00 %
08-522-931	Reserves - Fire Public Safety Int/Div	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
08-539-930	Reserves - Public Facility Impact fee	1,748.01	17,480.00	17,480.00	0.00	0.00	17,480.00	0.00 %
08-539-931	Reserves - Public Facility Int/Divide	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	1,040.16	10,402.00	10,402.00	0.00	0.00	10,402.00	0.00 %
08-572-931	Reserves - Parks & Rec Int/Dividends	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
DEPARTMENT TOTALS		3,778.27	232,783.00	232,783.00	0.00	0.00	232,783.00	0.00 %
GF Impact Fee Fund Revenues Total								
		102,874.71	232,783.00	232,783.00	9,480.39	15,379.89	217,403.11	6.61 %
GF Impact Fee Fund Expenditures Total								
		-3,778.27	-232,783.00	-232,783.00	0.00	0.00	232,783.00	0.00 %
Total Revenue vs. Expenditures		99,096.44	0.00	0.00	9,480.39	15,379.89	450,186.11	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Nov
Fund: 09 SPECIAL REVENUE FUND - EF IMPACT FEES

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	450,110.04	
09-101-900	EF Water Impact Fee Account	123,296.57	
09-151-800	Investements - Sewer Impact	1,738,557.37	
09-151-900	Investements - Water Impact	282,688.55	
09-169-900	CIP - Construction Costs	28,872.10	
	** TOTAL ASSET**		2,623,524.63
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-100	Unreserved Fund Balance	2,682,074.25	
	** TOTAL EQUITY**		2,682,074.25
	** TOTAL REVENUE**		32,583.95
	** TOTAL EXPENSE**		91,133.57
	TOTAL LIABILITY AND EQUITY		2,623,524.63

CITY OF POLK CITY
NOVEMBER 2023 MONTHLY FINANCIALS

EFIF Special Revenues
16.66 % Yr Complete For Fiscal Year: 2024 / 11

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
REVENUES								
TOTAL AR								
09-324-210	Water Impact Fees	45,422.00	36,687.00	36,687.00	1,897.00	5,391.00	31,296.00	14.69 %
09-324-220	Sewer Impact Fees	79,470.00	66,225.00	66,225.00	4,415.00	8,830.00	57,395.00	13.33 %
09-361-200	Interest/Dividends - FL SAFE	91,066.92	15,000.00	15,000.00	9,025.28	18,362.95	(3,362.95)	122.42 %
09-381-900	CASH Carry Forward EF Impact Fees	0.00	91,544.00	91,544.00	0.00	0.00	91,544.00	0.00 %
DEPARTMENT TOTALS		215,958.92	209,456.00	209,456.00	15,337.28	32,583.95	176,872.05	15.56 %
EXPENDITURES								
09-533-310	Professional Services - Legal Fees	1,237.50	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
09-533-312	Professional Services - Other Profess	2,875.00	1,725.00	1,725.00	0.00	0.00	1,725.00	0.00 %
09-533-529	Water Impact Fee - Refund Customer	1,747.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-533-650	Construction In Progress - Water I P S	0.00	91,544.00	91,544.00	0.00	91,133.57	410.43	99.55 %
09-533-930	Reserves - Water Impact Fees	0.00	27,962.00	27,962.00	0.00	0.00	27,962.00	0.00 %
09-533-931	Reserves - Water Int/Dividends	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
09-535-310	Professional Services - Legal Fees	0.00	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
09-535-312	Professional Services - Other Profess	2,875.00	1,725.00	1,725.00	0.00	0.00	1,725.00	0.00 %
09-535-529	Sewer Impact Fee - Refund Customer	4,415.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-535-930	Reserves - Sewer Impact Fees	0.00	57,500.00	57,500.00	0.00	0.00	57,500.00	0.00 %
09-535-931	Reserves - Sewer Int/Dividends	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
DEPARTMENT TOTALS		13,149.50	209,456.00	209,456.00	0.00	91,133.57	118,322.43	43.51 %

EF Impact Fee Fund Revenues Total	215,958.92	209,456.00	209,456.00	15,337.28	32,583.95	176,872.05	15.56%
EF Impact Fee Fund Expenditures Total	-13,149.50	-209,456.00	-209,456.00	0.00	-91,133.57	-118,322.43	43.51%
Total Revenue vs. Expenditures	202,809.42	0.00	0.00	15,337.28	-58,549.62	58,549.62	

NOVEMBER 2023

CIRCULATION

ADULT BOOKS	823
JUVENILE BOOKS	906
TOTAL CIRCULATION	1729

NEW BORROWERS

IN CITY	11
IN COUNTY	10
TOTAL NEW BORROWERS	21

NUMBER OF PROGRAMS

FAMILY	
ADULT	1
JUVENILE	2
YOUNG ADULT	
TOTAL PROGRAMS	3

PROGRAM ATTENDANCE

ADULT	14
JUVENILE	5
YOUNG ADULT	
TOTAL ATTENDANCE	19

REFERENCE QUESTIONS

PHONE CALLS	103
-------------	-----

NUMBER OF COMPUTER USERS

68

TOTAL PATRONS

612

Prepared by:

Hannah Ulloha

Library Director

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

STATISTICAL DATA

West **Division**

Date: December 6, 2023 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for November 2023

ACTIVITY	
FELONY ARREST	0
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	2
AFFIDAVITS MISDEMEANOR	2
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	4
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	4
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	21
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	6
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	356
TRAFFIC STOPS	6
	89
TOTAL DISPATCHED CALLS FOR SERVICE	

Public Works & Utilities Report

November 2023

Public Works Department- Work Orders: Total 151

BUILDING MAINTENANCE: 37
VEHICLE/EQUIPMENT MAINTENANCE: 21
EVENT SET UP- INSPECTION: 45
LANDSCAPING, MOWING: 13
ORGANIZATION MAINTENANCE-ADMIN: 2
PARKS AND RECREATION: 6
STREETS AND SIGNS: 7
Storm water: 2
TRASH PARKS AND FACILITIES: 7
TRASH ROADS AND STREETS: 6
CUSTODIAL SERVICES PUBLIC WORKS/UTILITIES: 1
PREPARE Park / City Hall for Christmas Decorations Etc.
PREPARE for the Christmas Parade

Utilities Department- Work Orders: Total 235

TURN ON: 30
TEMPORARY SHUT OFF: 14
INSTALL - IRRIGATION: 2
INSTALL - WATER: 4
TURN OFF: 31
METER MAINTENANCE: 103
TURN BACK ON FROM SHUT OFF LIST: 4
LOCATES: 3
LIFT STATION MAINTENANCE: 22
WATER LINE REPAIR: 2
Sewer calls: 3 (Golden Gate Blvd, Duey Rd. W Palmetto Ln.)
WWTP REPAIR AND MAINTENANCE: 14
WTP REPAIR AND MAINTENANCE: 5
METERS READ: 3,363
READS: 166
CONTINUE HYDRANT FLUSHING & MAINTENANCE
WATER LEAK: 5 (3 Golden Gate Blvd, 1 Clearwater Lake Dr. 1 Duey Rd.,)
Help P/W Prepare Park/ City Hall Decorations & for Christmas Parade set up

Utility Billing Report

November 2023

New Accounts Established: 31
Final/Terminated Service: 31
Bills Processed: 2716
Email/ Bill Customers: 1925
Work Orders Processed: 178
Lock off for Nonpayment: 18
Nonpayment fees (\$50): 29
Billed Consumption: 12,396,000
Billed/Revenue: 277,590.95
Residential Billing: 2631
Irrigation Billing: 582
Commercial Billing: 95
Building Rentals Activity/Bronson Center/Freedom Park: 11

On Going Projects

-Process Deposit Refunds

-Working with the Utilities Department in Diamond Maps to verify that all meter information is correct.

-Process monthly Adjustment Reconciliations, Zero Charge Reports and Cycle D (Debt Consolidation).

-Meter Replacement Program

Staff Objectives

Reroute meters into walking order, train in New Global Work Order System.
Upgrade Citizenlink on Website. Update procedures.

Respectfully Submitted by:

Chasity Guinn

Utility Billing Supervisor

**City Commission Meeting
December 19, 2023**

AGENDA ITEM #1:

**PUBLIC HEARING - Ordinance 2023-07 – AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE CODE OF ORDINANCES OF POLK CITY, FLORIDA (“CITY CODE”); AMENDING §§ 39-4, 74-69, 74-224 AND 74-263, CITY CODE; PROVIDING FINDINGS; PROVIDING A BUSINESS IMPACT ESTIMATE; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.
Second and Final Reading**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

PUBLIC HEARING - Ordinance 2023-07 – Amending Water and Sewer Rates

ATTACHMENT:

Ordinance 2023-07

ANALYSIS:

At the direction of the City Manager, the City Attorney prepared an Ordinance to modify the City’s Utility Code. Ordinance 2023-07 accomplishes the following:

1. Clarifies that the cost of meter installation is the actual cost instead of a pre-set cost. This modification will avoid problems that arise with the costs of inflation and is consistent with the policy of many Florida municipal utilities.
2. Clarifies the references to City capital charges. The City is not modifying or increasing its water and sewer capital charges. These charges recover the cost of offsite plant. The modification reflects a 2019 change to Section 163.31801, Fla. Stat., which created an exemption for municipal water and sewer connection fees. The fees referred to in the statute are not the “physical cost of connection” fees, but rather those fees previously labelled “impact fees.” The City’s capital charges are subject to prior and future judicial decisions related to impact fees but are not subject to the time and procedure limitations of the statute that applies to all other impact fees. The change necessitated deleting references in Chapter 39 of the City Code.
3. Adopts the City required analysis on Business Impact Estimate.

This Ordinance was adopted on First Reading on November 19, 2023.

STAFF RECOMMENDATION:

City Attorney and Staff recommend adoption of Ordinance 2023-07 on Second and Final Reading.

ORDINANCE 2023-07

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE CODE OF ORDINANCES OF POLK CITY, FLORIDA (“CITY CODE”); AMENDING §§ 39-4, 74-69, 74-224 AND 74-263, CITY CODE; PROVIDING FINDINGS; PROVIDING A BUSINESS IMPACT ESTIMATE; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

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

SECTION 1. FINDINGS. In adopting this Ordinance, the City Commission of Polk City, Florida (the “City”) hereby makes and expresses the following findings, purposes, and intent:

(1) The City has been conferred broad legislative powers to enact ordinances to perform governmental functions and exercise power to promote the health, welfare, safety, and quality of life of a local government’s residents by both the Florida Constitution and the Florida Legislature.

(2) The City is authorized, pursuant to general and special law and its home rule powers contained in statutes and the Florida Constitution to own, operate, provide and extend central water, wastewater, and reclaimed water services both within and without Polk City.

(3) Following the acquisition of a water system from the City of Lakeland, the City Commission declared beginning in 2002 and continuously thereafter an exclusive water, wastewater, and reclaimed water service area both within and without the City limits.

(4) Beginning in 1998, the City began the acquisition and expansion of a sewer/wastewater system which also included the purchase of a sewer system previously owned by Polk County.

(5) The City has determined that development at urban level densities should be served by a central potable water supply and central wastewater service.

(6) The City has also incurred bonded indebtedness to expand and maintain its central water system and central wastewater system.

(6) Until 2010, the City conducted studies related to its water and wastewater system which projected growth that never occurred.

(7) To rectify these misplace assumptions, the City commissioned a series of studies and reports from GAI Consultants, including but not limited to the Water and Wastewater System Financial Optimization, Revenue Sufficiency, and

Rate Study and other engineering studies that recommend retention of the readiness to serve/availability charges, as well as other modifications to the City's rate regulations and structure.

(8) Based upon these studies and other relevant information, the City adopted a rates and charge system in 2011 which it has maintained so as to properly manage, operate, and maintain the City's system and to pay its lawful debts.

(9) The City has determined to modify two provisions in its rate ordinance to better recover costs of meter installation and to clarify the earmarking requirement contained in Chapter 39, City Code.

(10) The City has also identified scrivener's errors in portions of its City Code that need to be addressed.

(11) For these and other reasons, it is necessary for the City to adopt the changes and modifications proposed within this Ordinance.

(12) The City has full and exclusive authority over the management, operation, and control of all of the City's utilities and the authority to prescribe rules and regulations governing the use of such facilities whenever such are provided by the City, and to make such changes from time to time in such rules and regulations as it deems necessary.

(13) The City has provided the required public notice and held the necessary public hearing(s) in order to adopt these rules.

(14) The City has performed a business impact estimate pursuant to § 166.041(4)(c), and determined that adoption of this Ordinance:

(1) serves a public purpose by serving the public health, safety, morals, and welfare of the City, (2) has no direct negative economic impact on private, for-profit businesses in the city, (3) will not result in direct compliance costs by businesses, (4) does not impose any new charge or fee on businesses for which businesses will be financially responsible, (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City.

(15) The City Commission of Polk City, Florida hereby determines that it is to the advantage of the City and in the best interests of the City's citizens to modify the City's Utility Code as set forth in this Ordinance.

SECTION 2. AMENDMENT TO SECTION 39-4, CODE OF ORDINANCES.

“Sec. 39-4. — Applicability.

Unless expressly excepted or exempted, this article applies to all fees imposed by the city to finance public facilities attributable to new development, including without limitation:

- (1) Sewer connection charges;
- (2) Water connection charges;
- (13) General government facilities;
- (24) Park and recreation fees;
- (35) Police;
- (46) Fire/rescue;
- (57) Library fees.”

SECTION 3. AMENDMENT TO SECTION 74-69, CODE OF ORDINANCES. Section 74-69 of the Code of Ordinances of Polk City, Florida (hereafter “the Code”) is hereby amended to read as follows. All other language following the insertion of new subsection (d) are hereby retained, ratified, and confirmed as written:

“Sec. 74-69. – Wastewater Capital Connection Charges.

(a) These shall be paid by all users connecting to the wastewater system of the city, at the time application is made for a building or mobile home setup permit, wastewater capital connection charges to defray the necessary capital costs of the construction of sewer utilities; provided, however, the city may require and accept the prepayment of capital connection charges whenever it shall determine that such prepayments are required in the funding of all or part of the capital costs of new or expanded utility system improvements.

(b) All connection charges as set forth in tables 1—4 in this section shall be paid by the user on the basis of the number of equivalent residential connections (ERCs) proposed to be connected to the wastewater system. An ERC equates all classes of utility users to a common denominator. All other types and classes of users shall be equated to such value as listed in tables 1—4 in this section.

(c) The capital connection charge structure may be amended by ~~resolution ordinance~~ of the city council commission.

(d) Disposition of revenues imposed by wastewater capital connection charges. All revenues derived from the wastewater capital connection charges imposed by this section shall be accounted for separately in a capital fund of the utilities department enterprise fund. All wastewater capital connection charge revenues

expended from the capital connection charge capital fund shall be used for the purpose of providing growth necessitated capital improvements and extending, oversizing, or separating existing wastewater system improvements, or constructing new additions to the sewer plant, distribution or transmission systems or part thereof as authorized by the city commission, including, but not limited to, expenses for: (i) design or construction plan preparation; (ii) permitting and related fees; (iii) land or utility system acquisition, including acquisition or condemnation costs; (iv) construction and design of wastewater systems buildings, facilities, or improvements and additions thereto; (v) design and construction of drainage facilities reasonably required by, or convenient to, the construction of wastewater systems buildings, facilities, or improvements and additions thereto; (vi) relocating utilities required by the construction of wastewater systems buildings, facilities, or improvements and addition thereto; (vii) construction management, inspection, or both; (viii) surveying, soils and material testing, and the evaluation and development of reuse water resources and supplies; (ix) acquisition of plant or equipment necessary or convenient to expand the wastewater system; and (x) payment of principal and interest, reserves and costs of issuance under any bonds or other indebtedness issued by the city to fund growth impacted improvements, and additions to the wastewater system. No part of such revenues shall be budgeted or used for the operating expenses of the wastewater system.

”

SECTION 4. AMENDMENT OF SECTION 74-224, CODE OF ORDINANCES. Section 74-224 of the Code of Ordinances of Polk City, Florida (hereafter “the Code”) is hereby amended to read as follows:

“Sec. 74-224. - Water impact-fee Capital Connection Charge; Water ERC Calculation.

- (a) Each new user of the waterworks system shall pay a one-time ~~impact fee~~ water capital connection charge as provided herein. The revenue generated hereunder shall be deposited in the waterworks reserve account and shall be used only for the expansion of the waterworks system
- (b) The amount of the impact fee is \$1,747.00 per Water ERC. ~~Impact fees~~ Water capital connection charges shall be reviewed from time to time as required by city ~~council~~ commission and any subsequent revisions thereto shall be by ordinance.
- (c) Each new user with six or more separate connections who comes online and pays the periodic user rates all at substantially the same time shall pay an impact fee which is negotiable with the ~~town~~ city council in accord with the following economic considerations:
 - (1) The degree to which the development brings online ratepayers with great diversity of demand.

- (2) The degree to which the development provides system capacity or future system capacity in excess of that needed to supply the development.
- (3) The degree to which the development provides design, inspection or installation (or a monetary consideration in lieu thereof) services which would normally be the city's obligation.
- (d) A water equivalent residential connection ("Water ERC") is the projected water demand (excluding fire flows) from a single-family residence and is declared to be equal to 300 gallons per day, maximum daily demand.
- (1) Each commercial use, unit or establishment shall have a minimum value of 1.0 ERC or 1.0 ERC per water meter, whichever is greater.
- (2) Where an applicant furnishes detailed water consumption records for an establishment not in conformance with any of the above, these records may be used in determining the number of ERCs at the sole option of the ~~town~~ City and as detailed in the City's water code. The City may also on its own initiative recalculate usage and projected usage to insure that the applicant or existing customer has paid for those ERCs it is using.
- (3) If deemed necessary by the City, the estimated water demands and corresponding impact fees shall be redetermined based on actual usage when the development is at or very near full/maximum occupancy/use. If the redetermined use and ERC value is larger than originally computed, the additional connection charge will be collected from the user/developer. The City shall have the right to redetermine the impact fees and require the customer to pay any additional charges.
- (4) Where a commercial usage changes so as to increase the water demand (for example: from a shoe store to a coin laundry) the additional water demand and corresponding ERC value and impact fees shall be computed by the City and paid by the user prior to the issuance of a building permit.
- (5) Matters of interpretation and definition shall rest with the City.
- (f) Disposition of revenues imposed by water capital connection charges. All revenues derived from the water capital connection charges imposed by this section shall be accounted for separately in a capital fund of the utilities department enterprise fund. All water capital connection charge revenues expended from the water capital connection charge capital fund shall be used for the purpose of providing growth necessitated capital improvements and extending, oversizing, or separating existing water system improvements, or constructing new additions to the water plant, distribution or transmission systems or part thereof as authorized by the city commission, including, but not limited to, expenses for: (i) design or construction plan preparation; (ii) permitting and related fees; (iii) land or utility system acquisition, including acquisition or condemnation costs; (iv) construction

and design of water systems buildings, facilities, or improvements and additions thereto; (v) design and construction of drainage facilities reasonably required by, or convenient to, the construction of water systems buildings, facilities, or improvements and additions thereto; (vi) relocating utilities required by the construction of water systems buildings, facilities, or improvements and addition thereto; (vii) construction management, inspection, or both; (viii) surveying, soils and material testing, and the evaluation and development of raw water, alternative water, and reuse water resources and supplies; (ix) acquisition of plant or equipment necessary or convenient to expand the water system; and (x) payment of principal and interest, reserves and costs of issuance under any bonds or other indebtedness issued by the city to fund growth impacted improvements, and additions to the water system. No part of such revenues shall be budgeted or used for the operating expenses of the water system."

SECTION 5. AMENDMENT OF SECTION 74-263, CODE OF ORDINANCES. Section 74-263 of the Code of Ordinances of Polk City, Florida (hereafter "the Code") is hereby amended to read as follows:

"Sec. 74-263. - Schedule of rates.

(a)Schedule. The schedule of rates has been amended in its entirety and may be found in exhibit A of this section.

EXHIBIT A
INSIDE AND OUTSIDE CITY LIMITS
FY 2010 [2011] Rate Schedule
Effective Date: June 13, 2011

WATER CHARGES

Meter Installation/Initial Connection Charges ⁽²⁾

Effective: ~~March 1, 2007~~ December 1, 2023

EXPAND

Size	Present
5/8" x 3/4"	\$435.00 Actual costs (see fn 2)
1"	508.80 Actual costs (see fn.2)
1 1/2"	561.60 Actual costs (see fn 2)
2"	821.60 Actual costs (see fn 2)

SECTION 6. BUSINESS IMPACT ESTIMATE. Pursuant to Section 166.041(4), Florida Statutes, Polk City is required to prepare a business impact estimate for certain proposed ordinances. This proposed ordinance does not increase or decrease utility rates. It is in the public interest because it (1) serves a public purpose by serving the public health, safety, morals, and welfare of the City, (2) has no direct negative economic impact on private, for-profit businesses in the city, (3) will not result in direct compliance costs by businesses, (4) does not impose any new charge or fee on businesses for which businesses will be financially responsible, and (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City. It brings the City's Utility Code into compliance with the 2019 amendments to section 163.31801, Fla. Stat. Thus, it is estimated that neither residents nor any business will incur additional costs. The City does not seek to impose any additional user or regulatory fees or charges, nor are any direct compliance costs expected. The Business Impact Estimate form for this ordinance is on file with the City Clerk.

SECTION 7. 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 effect.

SECTION 8. CONFLICTS. Should any provision contained in this Ordinance conflict with any prior provision of the Code or any City ordinance, then the provisions of this ordinance shall control.

SECTION 9. EFFECTIVE DATE. This Ordinance shall take effect on December 1, 2023.

INTRODUCED, PASSED AND DULY ADOPTED ON FIRST READING by the City Commission of Polk City, Florida, meeting in Regular Session this 21st day of November 2023.

POLK CITY, FLORIDA

(SEAL)

By: _____
Joe LaCascia, Mayor

Attest: _____
Patricia Jackson, City Manager/Clerk

INTRODUCED, PASSED AND ENACTED ON SECOND READING, by the City Commission of the _____, Florida, meeting in Regular Session, this ____ day of _____, 2023.

POLK CITY, FLORIDA

(SEAL)

By: _____
Joe LaCascia, Mayor

Attest:

Patricia Jackson, City Manager/Clerk

APPROVED AS TO FORM:

Thomas A. Cloud, City Attorney

**City Commission Meeting
December 19, 2023**

AGENDA ITEM #2:

Resolution 2023-03 – A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; APPROVING & ADOPTING THE POLK CITY VISION PLAN 2023 PREPARED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION; PROVIDING FOR FINDINGS, SEVERABILITY, CONFLICTS, & AN EFFECTIVE DATE

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Resolution 2023-03 – Polk City Vision Plan 2023

ATTACHMENT:

Resolution 2023-03
Polk City Vision Plan (DRAFT)

ANALYSIS:

Polk City, in partnership with the Florida Department of Transportation (FDOT) District One, Polk County, and Polk Transportation Planning Organization sought to update the *Polk City Vision Plan (2014)* through a community-based planning process which focused on gauging community aspirations, understanding local concerns, and exploring ways to improve Polk City.

In May 2022, FDOT commenced the *Polk City Vision & Action Plan (2023)* in an effort to update and supplement the *Polk City Vision Plan (2014)* with a focus on safety, multimodal enhancements, roadway and intersection improvements, and traffic calming measures.

A Community Workshop was held with government officials, community residents, members of the business community, and interested persons on May 23, 2023, using small focus groups to identify needs and opportunities and develop concepts and guidance.

A Public Meeting was held with government officials, community residents, members of the business community, and interested persons on August 24, 2023, in order to summarize the comments and suggestions from the community workshop and present illustrative artistic renderings of select concepts.

The City Commission was provided a DRAFT of the Polk City Vision Plan in October 2023. Please review and be prepared to bring forth any questions or concerns during the meeting.

STAFF RECOMMENDATION:

Adopt Resolution 2023-03 – Polk City Vision Plan 2023-03

RESOLUTION 2023-03

**A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA;
APPROVING & ADOPTING THE POLK CITY VISION PLAN 2023
PREPARED BY THE FLORIDA DEPARTMENT OF TRANSPORTATION;
PROVIDING FOR FINDINGS, SEVERABILITY, CONFLICTS, & AN
EFFECTIVE DATE.**

WHEREAS, on or about July 21, 2014, the City Commission of the City of Polk City adopted Resolution No. 2014-04, which adopted the Polk City Vision Plan (2014); and,

WHEREAS, the Polk City Vision Plan (2014) sets forth that “Polk City is safe, friendly, accessible, and aesthetically pleasing community, characterized by its small-town charm. The City’s support of a vibrant downtown district and its environmental connection to the Green Swamp promote continued economic growth throughout the City and foster a high quality of life for its residents”; and,

WHEREAS, the City of Polk City, in partnership with the Florida Department of Transportation (FDOT) District One, Polk County, and Polk Transportation Planning Organization sought to update the *Polk City Vision Plan (2014)* through a community-based planning process which focused on gauging community aspirations, understanding local concerns, and exploring ways to improve the Polk City; and,

WHEREAS, in May 2022, FDOT commenced the *Polk City Vision & Action Plan (2023)* which sought to update and supplement the *Polk City Vision Plan (2014)* with a focus on safety, multimodal enhancements, roadway and intersection improvements, and traffic calming measures; and,

WHEREAS, a Community Workshop was held with government officials, community residents, members of the business community, and interested persons on May 23, 2023, using small focus groups to identify needs and opportunities and develop concepts and guidance; and,

WHEREAS, a Public Meeting was held with government officials, community residents, members of the business community, and interested persons on August 24, 2023, in order to summarize the comments and suggestions from the community workshop and present illustrative artistic renderings of select concepts.

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

SECTION 1. FINDINGS. The City Commission hereby adopts the above Recitals as legislative findings and incorporates them into this Resolution.

SECTION 2. APPROVAL AND ADOPTION OF REVISED EMPLOYEE HANDBOOK. The City Commission hereby approves and adopts the *Polk City Vision & Action Plan (2023)*, which is attached hereto, as a supplement to the Vision Plan for Polk City.

SECTION 3. REPEAL OF CONFLICTING RESOLUTIONS. All resolutions and previous versions of the Polk City Vision & Action Plan, including the 2014 version, are hereby superseded and repealed by virtue of this Resolution.

SECTION 4. SEVERABILITY. If any provision or portion of this Resolution is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Resolution shall remain in full force and effect.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

RESOLVED, PASSED, AND CERTIFIED AS TO PASSAGE THIS _____ DAY OF _____, 2023.

**CITY COMMISSION OF POLK CITY,
FLORIDA**

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

**APPROVED AS TO FORM &
LEGALITY:**

Thomas A. Cloud, Esquire, City Attorney



Polk City VISION PLAN

What's NEXT, Polk City?



DRAFT



Polk City Vision Plan

Polk City Vision & Action Plan October 2023

Prepared for:



Polk Transportation
Planning Organization



Prepared by:
Landis Evans + Partners

Table of Contents

EXECUTIVE SUMMARY	4
WHAT IS OUR VISION?	6
Foundation	6
What a Vision Plan is ‘Not’	7
A REVIEW OF EXISTING CONDITIONS.....	8
Major Roadways and Traffic Data.....	8
Intersections and Traffic Control	9
Bicycle and Pedestrian Facilities	9
Existing Land Use	9
Zoning	10
Green Swamp.....	10
Withlacoochee River	11
Proximal Lakes	11
Public Engagement	12
Community Workshop	12
Public Meeting	13
What Do You Value the Most of Your Community?	14
Vision Plan Guiding Principles.....	15
Opportunities and Strategies.....	17
Speed Management & Safety.....	17
S.R. 33 (Commonwealth Avenue) Corridor.....	17
Intersection of S.R. 33 and Mt. Olive Road.....	18
Intersection of S.R. 33 and C. R. 655 (Berkley Road)	20
Intersection of S.R. 33 and S.R. 559 (Broadway Boulevard)	22
Neighborhood Improvements	23
Multimodal Access.....	24
S.R. 33 Corridor	24
S.R. 559 Corridor	25
C.R. 655 Corridor.....	26
Mt. Olive Road Corridor	26
Citrus Grove Boulevard Corridor.....	27
Truck Traffic Restrictions	28

School Access 29

Enforcement 30

Land Use..... 30

 Neighborhood Supportive Uses and Community Amenities 30

 Housing 31

 Parking 31

 Industrial Uses..... 31

 Programming 31

 Land Use Recommendations 31

 Van Fleet Trailhead and Freedom Park..... 32

 Local Lakes 32

 The Green Swamp..... 32

 Downtown Polk City..... 32

Inter-Agency Coordination..... 33

Next Steps 34

DRAFT

EXECUTIVE SUMMARY

The purpose of this project is to support the Florida Department of Transportation (FDOT) District One, in partnership with the City of Polk City, Polk County, Polk Transportation Planning Organization (TPO), and the Central Florida Regional Planning Council (CFRPC), seeks to update the *Polk City Vision (2014)* through a community-based planning process. The plan will consist of maps, narrative, imagery, and foundational principles created through perspectives gained through engagement with the project stakeholders about the issues, opportunities, and desires for the area. The study would focus on four corridors as highlighted in **Figure 1**:

- State Road (S.R.) 33 from Mount (Mt.) Olive Road to Citrus Grove Boulevard
- S.R. 559 from Interstate 4 (I-4) to S.R. 33
- County Road (C.R.) 655 from Mt. Olive Road to S.R. 33
- Mt. Olive Road from S.R. 33 to C.R. 655

The ideas and suggestions of the *Polk City Vision & Action Plan (2023)* can be used to establish priorities for future decision-making. The *Polk City Vision & Action Plan (2023)* provides a roadmap for the future, built upon community consensus to promote continued support and implementation over time. The *Polk City Vision & Action Plan (2023)* represents a composite of ideas generated by the project stakeholders through a community workshop using small focus groups to identify needs and opportunities and develop concepts and guidance. A Public Meeting, held on August 24, 2023, summarized the comments and suggestions from the community workshop and presented illustrative artistic renderings of select concepts. The Plan reflects broad views from the community of how Polk City will be viewed in the future regarding its natural and physical character.

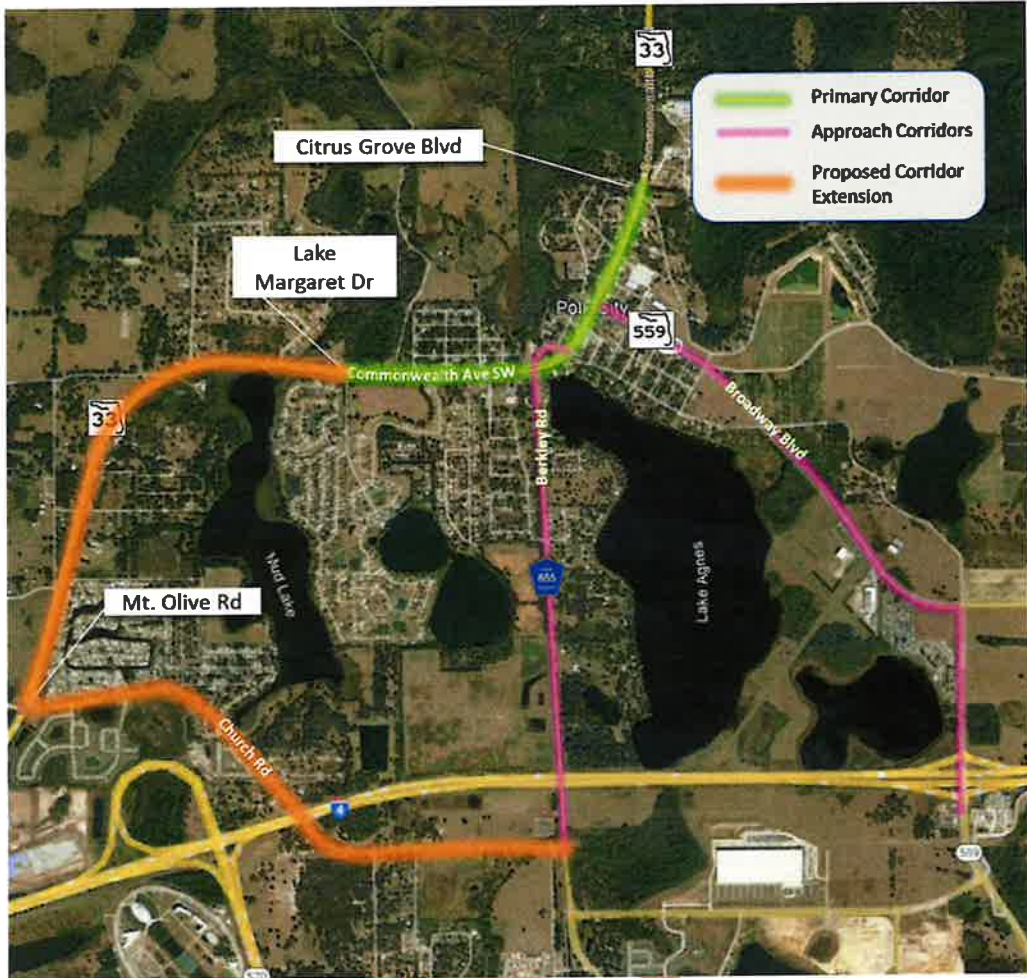


Figure 1: Location Map

WHAT IS OUR VISION?

The City of Polk City began the Vision process in the Spring of 2014 “to develop a plan for a viable future for Polk City, including Downtown Polk City.” The Polk City Vision Plan 2104 was prepared by the Central Florida Regional Planning Council (CFRPC) to provides “a roadmap to achieve the community’s goals for the future” and to provide a “unified community plan to guide future development and redevelopment.” During the previous planning process, the Community developed a vision statement to harness its vision of the present and future of Polk City.

“POLK CITY IS SAFE, FRIENDLY, ACCESSIBLE, AND AESTHETICALLY PLEASING COMMUNITY, CHARACTERIZED BY ITS SMALL-TOWN CHARM. THE CITY’S SUPPORT OF A VIBRANT DOWNTOWN DISTRICT AND ITS ENVIRONMENTAL CONNECTION TO THE GREEN SWAMP PROMOTE CONTINUED ECONOMIC GROWTH THROUGHOUT THE CITY AND FOSTER A HIGH QUALITY OF LIFE FOR ITS RESIDENTS.”

Foundation

The purpose of today’s visioning process was to affirm the community’s aspirations and describe how the community wants Polk City to look and function in the future with a special emphasis on safety, multimodal enhancements, roadway and intersection improvements, and traffic calming measures. The Plan will act as a supplement to the current Vision Plan for the City of Polk City created in 2014.

The plan that follows is a road map to Polk City’s future development. It is built on the foundation of five themes:

- Speed Management & Safety
- Multimodal Access
- Enforcement
- Land Use
- Inter-Agency Coordination

What a Vision Plan is 'Not'

A vision plan can outline principles, goals, and strategies for the future of Polk City and includes both near-term and long-term solutions. However, a vision plan does not address or provide the following:

- Detailed design or construction plans
- Detailed plans for day-to-day decisions management
- Detailed budgeting for enhancements

DRAFT

A REVIEW OF EXISTING CONDITIONS

The City of Polk City was incorporated in 1925. The initial Vision Plan was created in 2014 and in the last decade, the landscape of the community has changed drastically:



Major Roadways and Traffic Data

The primary focus for the study is the following four corridors:

- State Road (S.R.) 33 from Mount (Mt.) Olive Road to Citrus Grove Boulevard
- S.R. 559 from Interstate 4 (I-4) to S.R. 33
- County Road (C.R.) 655 from Mt. Olive Road to S.R. 33
- Mt. Olive Road from S.R. 33 to C.R. 655

S.R. 33 is classified as an urban minor arterial roadway. It is predominantly a two-lane undivided highway with outside flush shoulders. Through downtown Polk City (Berkley Road to Palmetto Lane), it is a divided two-lane roadway with a two-way left-turn lane with interspersed raised, curbed median islands. The posted speed limit ranges from 35 miles per hour (MPH) to 60 MPH. Data obtained from Florida Traffic Online estimated the Annual Average Daily Traffic (AADT) volume of 10,200; truck AADT of 1,856 to 2,218; and a 24-hour truck factor (T factor) of 18.2 to 23.6.

S.R. 559 is classified as an urban minor arterial. It is an undivided, two-lane roadway with paved outside shoulders. The posted speed limit ranges from 35 MPH to 55 MPH. The estimated AADT is 6,900, truck AADT is 966, and T factor of 14.0 to 17.6.

C.R. 655 is classified as an urban collector. It is an undivided, two-lane roadway with paved outside shoulders. The posted speed limit is 55 MPH. The estimated AADT is 10,400 and the truck AADT is 811. No data was available for the T factor.

Mt. Olive Road is classified as a rural collector/local road. It is an undivided, two-lane roadway with unpaved outside shoulders. The posted speed limit is 45 MPH. No traffic data was available for this roadway.

Intersections and Traffic Control

Signalized intersections along all corridors:

- S.R. 33 and Mt. Olive Road / Warehouse driveway (4-way intersection) (Planned)
- S.R. 33 Mid-block pedestrian control for Polk City Elementary School
- S.R. 559 and C.R. 557A and Camp Gilead Drive (4-way intersection)

Bicycle and Pedestrian Facilities

Polk City has a vision to provide a network of bicycle and pedestrian facilities. One of the centerpiece facilities is the Van Fleet Trail / TECO Auburndale Trail. Within the project limits, the trail runs north south along the west side of C.R. 655. A trailhead is located near the S.R. 33 and C.R. 655 (Berkley Road) intersection, with Freedom Park located within the separated area between the roadways. Recently, the FDOT constructed a multi-use trail on the south side of S.R. 559 (Broadway Boulevard) from S.R. 33 to Lakeshore Drive / Camp Gilead Drive.

Generally, bicycle facilities are accommodated via the paved outside shoulders along S.R. 33, C.R. 655, and S.R. 599. Bicyclists would have to share the roadway at the S.R. 33 bridge over C.R. 655 and through Polk City's downtown area. Through the downtown area, sidewalk facilities are located on both sides of S.R. 33. Mt. Olive Road has some existing sidewalk on the south side of the roadway, west of the I-4 overpass.

Existing Land Use

Existing land use classifications provided by the Southwest Florida Water Management District were analyzed to determine the existing land use composition. Zoning data and future land use data for the City of Polk City was provided by the City and the Central Florida Regional Planning Council. Since the project limits extend into the City of Auburndale, future land use data provided by the City of Auburndale was also included in the analysis.

As shown in Table 1, an analysis of existing land uses within the project limits indicates most of the land within the project corridors is residential (28.9%) followed by

agricultural land use (21.4%). Wetlands and water comprise approximately 18.4% and 13% of the project area, respectively.

Table 1: Existing Land Use Composition

LAND USE DESCRIPTION	ACRES	LAND USE PERCENTAGE
RESIDENTIAL	1,305.5	28.9%
AGRICULTURAL	969.1	21.4%
WETLANDS	832.2	18.4%
WATER	586.4	13.0%
RECREATION/OPEN SPACE	231.2	5.1%
UPLANDS	202.9	4.5%
TRANSPORTATION/UTILITIES	205.5	4.5%
COMMERCIAL AND SERVICES	97.1	2.1%
INDUSTRIAL	62.5	1.4%
MINING	21.0	0.5%
INSTITUTIONAL	9.9	0.2%

Zoning

Along S.R. 33 within the downtown limits, the parcels fronting S.R. 33 are generally zoned C-2 – General Commercial with R-1, R-2, or R-3 Single Family Residential zoned parcels located behind the C-2 – General Commercial parcels.

Parcels fronting S.R. 559 (Broadway Boulevard) within the city limits are zoned C-2 – General Commercial, however higher density residential zoned parcels are located just behind the frontage parcels. These include R-3 – Single Family and Duplex Residential and R-5 - Multi-Family Residential.

Along C.R. 655 (Berkley Road), the property immediately adjacent to the roadway on the west side is zoned for PR – Public Recreation, with parcels zoned for residential use with R-2 or R-3 – Single Family Residential on the west side and R-1 Single Family Residential on the east side.

Along Mt. Olive Road, are abutted by residential and agricultural zoned parcels.

Green Swamp

The Green Swamp sprawls across four Florida counties: Polk, Pasco, Sumter, and Lake, covering an expansive 870-square miles of ecologically vital wetlands, rivers, and streams. Portions of the Green Swamp are located northeast and northwest of Polk City. The Green Swamp is essential to Florida’s hydrology. It serves as a natural water storage

and filtration system, helping to recharge the Floridan Aquifer, the primary source of drinking water for much of Florida. The Swamp's extensive wetlands help slow down and filter rainwater, and the Swamp serves as pivotal headwaters for several major rivers, notably the Withlacoochee River, Hillsborough River, and Peace River.

Withlacoochee River

The Withlacoochee River is one of the major rivers that flows through the Green Swamp. The Withlacoochee watershed is vital for the overall health of the region. The river and its tributaries support a diverse aquatic ecosystem and offer recreational opportunities like fishing, boating, and wildlife viewing. Several lakes located in or near Polk City are in the Withlacoochee River Watershed.

Proximal Lakes

Lake Agnes, a 376-acre public lake, is located south of Lakeshore Drive and east of Berkley Road in the city of Auburndale, just south of Polk City. The lake can be accessed via a public boat ramp on the northeast side of the lake, at the end of Bridges Road in Polk City. This lake is in the Withlacoochee River Watershed. Little Lake Agnes is directly southeast of Lake Agnes and is a 110-acre public lake in the same Watershed. Lake Helene is a 51-acre private lake located in Unincorporated Polk County, west of Lake Agnes and north of Little Lake Agnes. Clearwater Lake is a small two-lobed, private 78-acre lake in Lakeland, southwest of the Polk City limits. Clearwater Lake also has an L-shape canal located north of the main body of the lake. Mud Lake is located west of Polk City, with a boat ramp situated on the northern shore of the lake and within the Polk City limits, off S.R. 33. Mud Lake is a public lake and is 138-acres and the surrounding land use is residential and agricultural. There are no public parks associated with the lake or boat ramp.



Public Engagement

During the initial Polk City Vision Plan process, a series of community workshops were held over a 10-month period from August 2013 to May 2014. The input received from those efforts served as the foundation for the Vision Plan.

Community Workshop

A community workshop was held on May 23, 2023, at the Donald Bronson Community Center, 124 Bronson Trail, Polk City, FL 33868 for the Polk City Vision Plan. The workshop included introductions, a vision plan overview, a needs and opportunities assessment, and a brainstorming activity.

A total of 49 attendees signed in at the registration table. Members of the public were provided with a meeting agenda upon arrival. Roll plots and displays of the project were available for review at the meeting. Roll plots were used to help identify the needs and opportunities of the area. Project representatives brainstormed, answered questions, and discussed the project opportunities with attendees.

In addition to workshop activities, members of the public were provided comment



forms at the meeting in order to have their opinion recorded as public record. The public was also able to submit their comments online at www.whatsnextpolkcity.com or via USPS mail by June 6, 2023. A total of 14 written comments were received at the meeting. A total of 0 comments were received via mail, email, or the

webpage during the comment period. A grand total of 14 comments were received during the comment period.

This workshop helped to identify and understand local concerns, explored ways to improve the city, and helped the project team to prepare guidance and recommendations for future growth along the corridors. Below is a list of needs and opportunities that was derived from the community workshop:

- Speed Management & Safety
- Multimodal Access
- Enforcement
- Land Use
- Inter-Agency Coordination

Public Meeting

A public meeting was held on August 24, 2023, at the Donald Bronson Community Center, 124 Bronson Trail, Polk City, FL 33868 for the Polk City Vision Plan.

A total of 15 attendees signed in at the registration table. Members of the public were provided with a comment form upon arrival. Roll plots and displays of the project were available for review at the meeting. Project representatives answered questions and discussed the project with attendees.

Members of the public were provided comment forms at the meeting in order to have their opinion recorded as public record. The public was also able to submit their comments online at www.whatsnextpolkcity.com, via USPS mail by September 21, 2023, or the email address and/or mailing



address provided on the comment forms. A total of 5 written comments were received at the meeting. A total of 3 comments were received via mail, email, or the webpage during the comment period. A grand total of 8 comments were received during the comment period.

What Do You Value the Most of Your Community?

During the Community Workshop, participants were asked, "What Do You Value the Most of Your Community?" The following were the general themes that came up in all tables as things most valued by residents in this community:

- Proximity to services (e.g., Retail/Shopping, Fire Department, Schools, Parks, and Library)
- Family friendly / neighborly environment
- Small town feel
- Community / People
- Perception of safety
- Community amenities (Van Fleet Trail and the Green Swamp)

DRAFT

Vision Plan Guiding Principles

The Polk City Vision and Action Plan represents a composite of ideas generated by public input from the Community Workshop. Key aspects of the Vision and Action Plan are safety, speed management, multimodal access, both internal to Polk City and external to surrounding communities, enforcement, land use improvements, and inter-agency coordination. This set of Guiding Principles highlights the overarching goals for the continued growth and transformation of Polk City and defines Polk City's future in terms of community values. The principles are a means to convey the vision plan aspirations, provide a common language for discussion, and assist to validate the ability of proposed plans to meet the vision. To be effective over the long term, the guiding principles must be assimilated into the city's organizational culture. Community leaders have the responsibility of communicating the vision regularly, acting as role-models by embodying the vision, establishing objectives that will lead to the vision, and taking short-term actions compatible with the vision. These principles should be re-evaluated periodically and refined as needed to ensure that the evolution of Polk City is viable and meets community goals and aspirations. As opportunities arise for public and private redevelopment or enhancements, these principles should be integrated so that each project contributes to the betterment of a cohesive whole and supports the goals and aspirations of the Vision Plan. The Guiding Principles are intended to be a road map for the future of Polk City. The Guiding Principles aim for continuity of development that achieves the desires of present citizens for their children and future citizens of Polk City.

This plan expands on previous guiding principles identified in the *Polk City Vision Plan (2014)* and supplements them with additional guiding principles:

- Continue to provide and enhance safe and accessible pedestrian-connectivity from east to west. (2014)
- Plan for and enhance future vehicular connectivity from east-to-west. (2014)
- Connect the downtown to other assets (like the Van Fleet Trail and future Florida Polytechnic University) and encourage interaction between these elements. (2014)

- Work to maximize development potential within the Polk City Exemption Area while respecting the Green Swamp Area of Critical State Concern as a precious asset. (2014)
- Improve safety along roadway corridors through speed management. (2023)

DRAFT

Opportunities and Strategies

Speed Management & Safety

- ✓ BALANCE VEHICLE CAPACITY AND SPEEDS ALONG S.R. 33, S.R. 559, AND C.R. 655.
- ✓ ADDRESS INTERSECTION SAFETY CONDITIONS
- ✓ IMPLEMENT ACCELERATED PROJECTS AT KEY LOCATIONS TO IMPROVE EXISTING CONDITIONS
- ✓ ADOPT/IMPLEMENT COMPLETE STREETS DESIGN

An overarching theme from the community workshop was the travelling speeds along the roadways around and in Polk City. This coupled with the elevated truck and freight traffic continues to be a concern for local residents and business owners.

S.R. 33 (Commonwealth Avenue) Corridor

As documented by the truck traffic volumes, S.R. 33 handles almost as much truck traffic as US 27 (2,218 versus 2,530 truck AADT). This high truck volume exerts stress on the intersections at Berkley Road and Broadway Boulevard and also the through traffic along S.R. 33. Determining measures that would reduce travel speeds through the downtown area while improving travel time reliability has been identified as a concern of the stakeholders.

To better understand the traveling speeds, it is recommended that a speed study be conducted as part of a speed zoning study to determine the average traveling speeds and better document a proposed target speed. To encourage a more walkable downtown, it was suggested that a target speed of 35 mph would be better suited for this purpose.

FDM Table 202.3.1 identifies strategies to help achieve operating speeds. At 40-45 mph, strategies include: Roundabout, Lane Narrowing, Horizontal Deflection, Speed Feedback Signs, RRFBs and PHBs. While at 35 mph, strategies include those techniques for 40-45 mph and adds: On-street Parking, Street Trees, Short Blocks, Islands at Crossings, Road Diet, Bulb-outs, and Terminated Vista.

Table 202.3.1 Strategies to Achieve Desired Operating Speed

Context Classification	Target Speed (mph)	Strategies
C1	55-70	N/A: Speed Management Strategies are not used on high-speed roadways. See FDM 202.4 for information on transitions from high-speed to low-speed facilities.
C2	55-70	N/A: Speed Management Strategies are not used on high-speed roadways. See FDM 202.4 for information on transitions from high-speed to low-speed facilities.
C2T	40-45	Roundabout, Lane Narrowing, Horizontal Deflection, Speed Feedback Signs, RRFBs and PHBs
	35	Techniques for 40-45 mph, plus On-street Parking, Street Trees, Short Blocks, Islands at Crossings, Road Diet, Bulb-outs, Terminated Vista
	30	Techniques for 35-45 mph, plus Chicanes, Islands in curved sections
	≤ 25	Techniques for 30-45 mph, plus Vertical Deflection
C3R, C3C	50-55	Project-specific; see FDM 202.4 .
	40-45	Roundabout, Lane Narrowing, Horizontal Deflection, Speed Feedback Signs, RRFB and PHB
	35	Roundabout, Lane Narrowing, Horizontal Deflection, Speed Feedback Signs, Islands in crossings, Road Diet, RRFB and PHB, Terminated Vista

Intersection of S.R. 33 and Mt. Olive Road

Future development in the northwest quadrant of the intersection is expected in the near future. The intersection improvements are a possible candidate project within the FDOT Work Program fiscal year (FY) 2025 to FY 2029. Previously, a signal was proposed for the intersection by the developer in the northwest quadrant, but level of service analysis identified that a signal would be near capacity on opening day. If the project is adopted into the FY25/29 work program, the intersection should be evaluated through the Intersection Control Evaluation (ICE). This is a process to determine the most effective intersection configuration for a specified project. Through ICE, multiple alternative and conventional intersection configurations are compared to one another based on safety, operations, cost, and environmental impacts. One possible alternative intersection to consider would be a roundabout. Conceptual schematic layout for a roundabout is presented below:



Figure 2: Signalized Intersection Concept at S.R. 33 and Mt. Olive Road



Figure 3: Roundabout Concept at S.R. 33 and Mt. Olive Road

Intersection of S.R. 33 and C. R. 655 (Berkley Road)

As identified in the Polk City Vision Plan (2014), the bridge could become a deficient facility by 2035. If a four-lane facility is warranted in the future, then the current bridge would have to be removed. Some stakeholders identified removing the bridge and converting the interchange to an at-grade intersection that improves geometry, sight distance, and vehicular speed. Removal of the bridge reduces future bridge maintenance of a steel structure and the physical barrier now separating the parcels.

Two conceptual roundabout configurations at the intersection were developed. The first concept left the existing structure and locates the roundabout at the current existing at-grade interaction. The disadvantage of this location is that the bridge would continue to be a sight hindrance for vehicles using the intersection.



Figure 4: Roundabout Concept at S.R. 33 and C.R. 655 - Overpass to Remain

The second concept developed locates the roundabout at the existing overpass. Stakeholders did identify that with the roundabout now at grade, the Van Fleet trail would no longer have an uninterrupted pathway and would now have to cross S.R. 33 traffic. The benefit of this concept is the removal of the sight restriction created by the overpass and the simplified maneuver for traffic going east. Another added benefit is the possibility of removing the roadway currently bisecting the Van Fleet Trailhead and Freedom Park.



Figure 5: Roundabout Concept at S.R. 33 and C.R. 655 - Overpass Removed



Figure 6: Rendering of Roundabout Concept at S.R. 33 and C.R. 655

Intersection of S.R. 33 and S.R. 559 (Broadway Boulevard)

The existing intersection experiences high truck volumes making the westbound to northbound movement and the southbound to eastbound movement. Due to geometric constraints, trucks will utilize multiple travel lanes to make the turning maneuver. Alternative intersection improvements have been discussed that can improve the intersection geometry, but limited right of way at the intersection will be a controlling element.

A signalized controlled intersection has been suggested at this location due to the limited right of way. A signal, in conjunction with a geometric review of all turning movements, should facilitate truck movements through the intersection. With a signal, turning vehicles would no longer pull beyond the stop bar to identify gaps in the traffic to execute a turn. This in turn would allow trucks to make the left turn safely, without having to block the through lanes.



Figure 7: Signalized Intersection Concept at S.R. 33 and S.R. 559

Neighborhood Improvements

Residents identified improvements are also identified improvements are needed at the following locations:

- Mud Lake Neighborhood
 - Improve neighborhood access/intersection design at Duey Road and Church Road
- Orange Boulevard Neighborhood
 - Implement speed management measures i.e., speed humps
 - Install sidewalks and add street lighting for safer conditions, in particular for school access
- Camp Gilead Drive
 - Implement speed management measures
 - Restrict truck traffic

DRAFT

Multimodal Access

- ✓ INCREASED CONNECTIVITY AND ACCESS TO MULTIMODAL FACILITIES (BIKE/PEDESTRIAN FACILITIES) AND COMMUNITY AMENITIES.
 - ENHANCE ACCESS TO VAN FLEET TRAIL
 - ENHANCE TRAIL CROSSING CONDITIONS
 - PROVIDE SAFE PEDESTRIAN AND BIKE NETWORK
- ✓ INCREASED SAFETY AND ACCESS IN ORANGE BLVD NEIGHBORHOOD.
- ✓ IMPROVE DOWNTOWN WALKABILITY
- ✓ CREATE A TRANSIT CONNECTION TO LAKELAND
- ✓ REVIEW TRUCK TRAFFIC THROUGHOUT THE REGION

Generally, sidewalk and bicycle facilities are discontinuous throughout Polk City. The Van Fleet Trail provides a north south spine within the city but has limited connection points. To improve the pedestrian bicycle access, the following recommendations should be considered:

- Add bike paths, sidewalks and horse-riding trails
- Install sidewalks in the Orange Boulevard neighborhood
- Improve access to Van Fleet trail from Orange Boulevard neighborhood
- Enhance paving conditions of Van Fleet Trail Northbound segment
- Enhance boat access to lakes
- Make Van Fleet trail ADA accessible
- Redesign bike facility - move bike lane out of turn lane

S.R. 33 Corridor

Data from Polk County Property Appraiser's site indicates that the right of way width for S.R. 33 is approximately 200 feet from Mt. Olive Road to Berkley Road, and then narrows to 80 feet until Haynes Circle and then opens back up to 200 feet for the remainder of the project limits. Two typical sections were developed to improve multimodal access. Where S.R. 33 has 200 feet of right of way, a 12' shared use path could be developed connecting to the Van Fleet Trail and then continuing to the recently constructed Broadway Trail Connector.

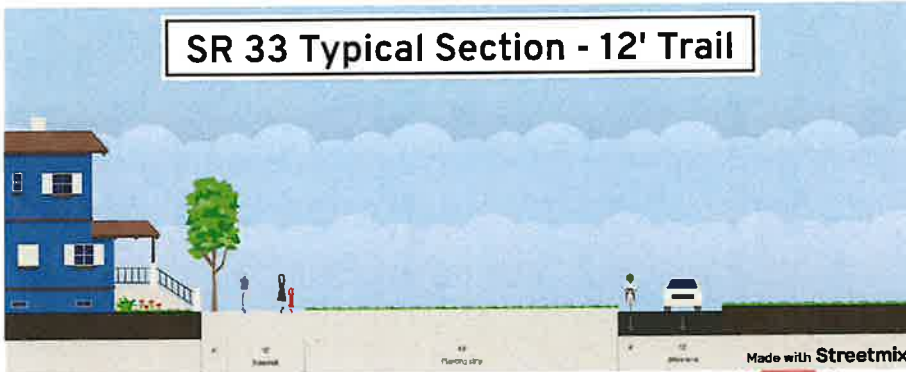


Figure 8: S.R. 33 Concept Typical Section with 12' Shared Use Path (200' ROW)

The second typical section was developed for the downtown area which has a right of way width of 80 feet. The concept includes a ten-foot shared use path and on-street parking and would require a target speed of 35 mph.



Figure 9: S.R. 33 Concept Typical Section with 10' Shared Use Path and Parking (80' ROW)

S.R. 559 Corridor

The right of way along S.R. 559 varies. From S.R. 33 to C.R. 557A, the right of way width is 100 feet and then varies from 80 feet up to 180 feet. The recently constructed Broadway Trail Connector constructed a ten-foot shared use path from S.R. 33 to Camp Gilead Drive / Lakeshore Drive. The conceptual typical section developed continues this typical section with a wider twelve-foot shared use path.

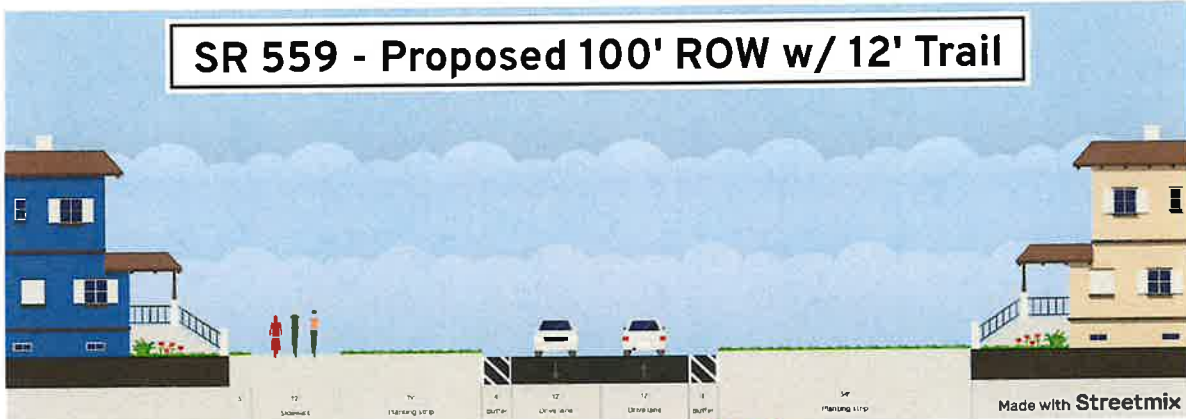


Figure 10: S.R. 559 Concept Typical Section with 12' Shared Use Path (100' ROW).

C.R. 655 Corridor

The right of way width for C.R. 655 is generally fifty feet but does widen out towards the east side along some of the residential communities. Adjacent to the road right of way is the former 100 feet or rail right of way in which the Van Fleet Trail was constructed. There are no pedestrian features along C.R. 655. The developed concept proposes sidewalk on the east side of the roadway allowing residents to traverse C.R. 655 until a safe crossing can be made over to the Van Fleet Trail.



Figure 11: C.R. 655 Concept Typical Section with 5' Sidewalk (50' ROW).

Mt. Olive Road Corridor

The right of way width for Mt. Olive Road varies from thirty-five feet to sixty-five feet. Where developments have occurred, it seems that right of way was donated, and a sidewalk was constructed on the south side of the roadway. Two conceptual typical sections were developed for Mt. Olive Road. Where thirty-five feet of right of way exists, future developments would have to donate right of way on both sides of roadway for future construction of the sidewalk and shared use path.



Figure 12: Mt. Olive Road Concept Typical Section with 5' Sidewalk and 12' SUP (65' ROW)



Figure 13: Mt. Olive Road Concept Typical Section with 5' Sidewalk and 12' SUP (35' ROW)

Citrus Grove Boulevard Corridor

The right of way width for Citrus Grove Boulevard is generally fifty feet. This corridor was identified as a bypass route when traffic at the intersection of S.R 33 and C.R. 655 backed up. This corridor was also identified as a possible alternative route to connect the Van Fleet Trailhead to the Broadway Boulevard Connector Trail. Two concepts were developed: Ten-foot shared use path and a Share use roadway. In general, the public expressed hesitation for the second concept utilizing a shared facility and would definitely be the least preferred option. However, right of way constraints may dictate what future options are viable.



Figure 14: Citrus Grove Boulevard Concept Typical Section with 10' SUP (50' ROW)



Figure 15: Citrus Grove Boulevard Concept Typical Section with Shared Facility (50' ROW)

Truck Traffic Restrictions

Truck volumes along roadways in Polk City have been measured at greater than 20% of the vehicular traffic. It was identified that the City of Auburndale led an effort was able to restrict truck traffic going southbound on S.R. 559 / C.R. 559 and divert them to S.R. 559A / C. Fred Jones Boulevard. A similar suggestion was proposed by City leaders to initially restrict trucks from going north bond along C.R. 655 north of C. Fred Jones Boulevard. Further Coordination with both Polk County and the FDOT will be required as the restrictions would occur on a county road with diverted traffic placed on a state road. The truck restriction would shift truck traffic from the S.R. 33 and C.R. 655 intersection to the S.R. 33 and S.R. 559 intersection. The shift would eliminate the current two staged left turn that some trucks make today to a right turn maneuver. This should improve both safety and operations.

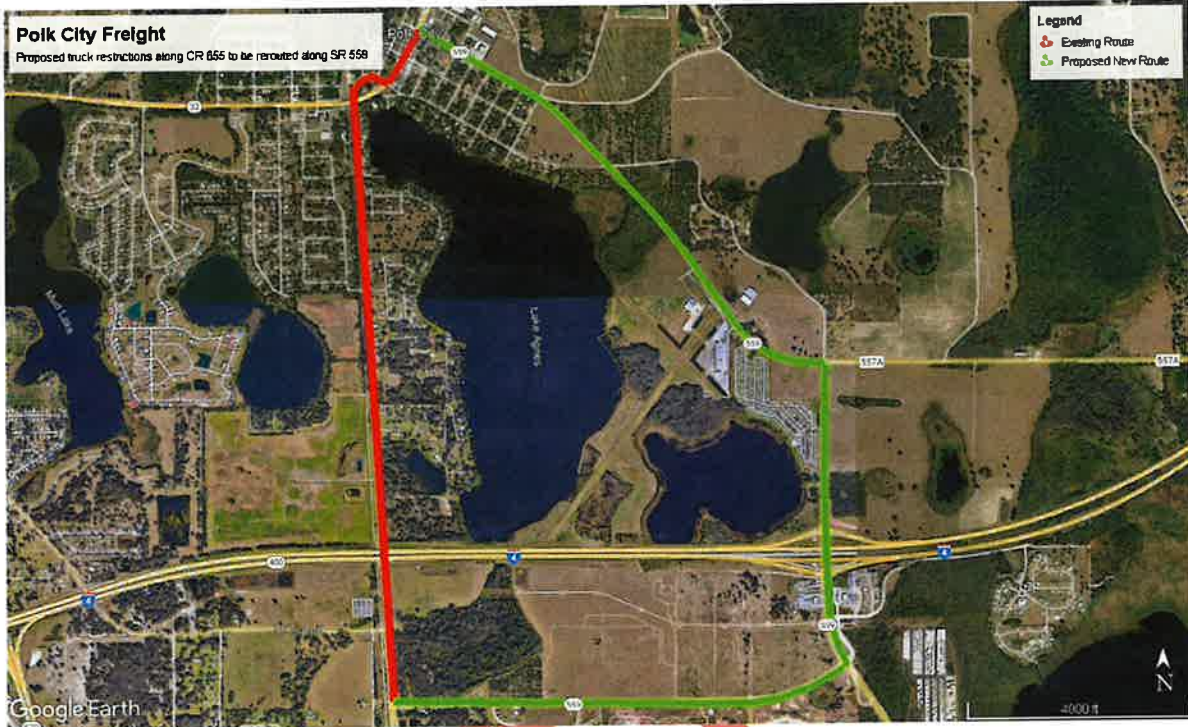


Figure 16: Proposed Truck Restrictions on northbound C.R. 655

School Access

Field observations were made at the school pedestrian crossing for Polk City Elementary. Through discussions with the crossing guard, it was determined that only the students of the kindergarten class were allowed to be picked up and dropped off on campus. All other students were required to be picked up off site. The scene that was observed was parents parking all around the school and either waiting for their child or using the crosswalk to walk their students to the car. No suggestions were developed through the course of the study, but coordination with the Polk County School Board to determine what steps can be taken. It was suggested that the crossing be widened to accommodate the large volume of students who use the crossing.



Enforcement

- ✓ INCREASE ENFORCEMENT TO HELP MANAGE AGGRESSIVE DRIVING BEHAVIOR.

Traffic law enforcement is the basic behavioral strategy that has been used to deter speeding and aggressive driving actions. The strategies strategy involves the same components used to deter alcohol-impaired driving or seat belt nonuse: highly publicized and highly visible enforcement of practical, sound, and broadly accepted laws.

Land Use

- ✓ PROVIDE ADDITIONAL COMMUNITY AMENITIES LIKE NEIGHBORHOOD COMMERCIAL USES AND ADDITIONAL PARK AND RECREATION
- ✓ INCREASE AFFORDABLE HOUSING SUPPLY
- ✓ UNDERSTAND AND ADDRESS PARKING SUPPLY/DEMAND IN THE CITY
- ✓ MONITOR AND EVALUATE FUTURE INDUSTRIAL LAND USES
- ✓ ADD AMENITIES WITHIN PROXIMITY TO VAN FLEET TRAIL

Polk City residents expressed pride in their community's "small town feel". Residents enjoy close proximity to community amenities such as schools, parks, and libraries along with commercial uses like retail. Residents reported they feel safe in their community and believe Polk City to be family friendly with good community cohesion. Residents of Polk City also reported the importance of the Green Swamp and the Van Fleet Trail to their community. To be consistent with the town's values, residents provided input on the existing land uses within Polk City as well as future land use needs. An analysis of community comments collected at the public workshop indicated a variety of land use needs identified by Polk City residents.

Neighborhood Supportive Uses and Community Amenities

Polk City residents identified a need for additional community amenities. These included an expressed need for more neighborhood commercial uses specifically, including retail stores, banks, and restaurants in particular. Residents expressed a need for additional park and recreation uses to support families in their community.

Housing

Residents expressed a need for additional attainable housing. Existing low density residential land uses exist along SR 33 and Broadway Avenue, but residents indicated housing price ranges are not attainable for community residents. No multi-family land uses exist within the city limits, and no attainable housing developments currently exist in Polk City.

Parking

Residents expressed both a need for additional parking capacity and changes in how parking is allocated and oriented within Polk City. Business owners noted parking should be consistent with the different land uses in the city. Residents identified a need for additional event parking specifically, and parking to serve the Van Fleet Trail as a destination for visitors to the area.

Industrial Uses

Residents expressed a need to limit industrial land uses in Polk City generally, and warehouse and distribution center land uses specifically. Current land development patterns in Polk City include a mix of industrial and residential land uses that residents feel is incompatible with their "small town feel" community.

Programming

Residents expressed an interest in additional events/programming in Polk City in support of the community's families.

Land Use Recommendations

A review of the Polk City's existing and future land use maps indicates opportunities exist to meet the community's expressed land use needs. Polk City has vacant parcels and land available for redevelopment throughout. In addition, Polk City has an opportunity to grow by annexing outparcel areas and additional land to the west of the city's limits. Numerous locations exist within Polk City to provide community amenities for residents including the Van Fleet Trail, local lakes, the Green Swamp, and Polk City's downtown. The Van Fleet Trailhead as a focal point of the community presents an opportunity to enhance this resource.

Van Fleet Trailhead and Freedom Park

The Van Fleet Trailhead is a local and regional destination for active recreation and a community focal point. Its proximity to Freedom Park provides an even greater opportunity to provide community amenities at this location. Polk City could consider redesigning the Van Fleet Trailhead/Freedom Park site to the benefit of both resources by providing improved parking, better site circulation, and additional community amenities. Amenities could include a playground, exercise equipment, community bathrooms, a water fountain, an activity center for children, and a dog park.

Local Lakes

Polk City has two large lakes (Mud Lake and Lake Agnes) that can offer improved recreational opportunities to the community and be enhanced as scenic focal points for residents and visitors. Polk City already owns parcels on or adjacent to Mud Lake and Lake Agnes, and all three lakes have vacant land adjacent to them. An opportunity to develop additional park property or commercial lakefront uses exists. Polk City can coordinate with the City of Auburndale to evaluate strategies for each city to capitalize on these resources.

The Green Swamp

The Green Swamp is an important protected natural resource to Polk City residents. It acts to both constrain the city's growth horizontally, preserves the natural character of the city valued by its residents, and offers recreational opportunities and natural beauty. The Green Swamp's role in the future of Polk City could be enhanced by improved access and amenities via the Van Fleet Trail connection.

Downtown Polk City

Polk City's downtown area offers opportunities both for development and redevelopment to provide many of the land uses and amenities Polk City's residents indicated they want in their community, including shopping and restaurants. Amenities to enhance Polk City's downtown could include gateway signage, wayfinding signage, street furniture, additional landscaping, public art, and water fountains to enhance downtown walkability.

To capitalize on existing opportunities, Polk City should consider conducting three planning studies to better meet the needs identified by the community. First, a Parks,

Recreation, and Open Space Master Plan to assess the existing and future needs of the community. This study could be used to evaluate existing property owned by the City that could be used for recreation and determine what properties may be targeted for acquisition to meet future needs. Second, a Downtown Master Plan should be developed to assess the City's options for encouraging development and redevelopment in the downtown, including a review of the City's land development code. Finally, a Parking Study in Polk City to address community concerns about the amount and type of parking within Polk City. The Parking Study would inventory existing parking spaces and determine if changes are warranted in the amount or type of parking available. These three planning efforts would provide Polk City with the information necessary to guide decision-makers as they enhance what residents love about their community.

Inter-Agency Coordination

- ✓ IMPROVE COORDINATION WITH AGENCY PARTNERS (FDOT, POLK COUNTY, CITIES OF LAKE LAND AND AUBURNDALE, ETC.)

The City of Polk City abuts Polk County, and the Cities of Lakeland and Auburndale. With three adjacent local agencies, it is critical that a good working relationship between the agencies is encouraged. This relationship is promoted and supported through the work of Central Florida Regional Planning Council whose primary mission is to provide support to the citizens and counties (DeSoto, Hardee, Highlands, Okeechobee, and Polk) of our region and to seek ways to improve the quality of life of the citizens.

One of the recommendations that came from the community workshop was to explore additional interchange access at I-4 and Berkley Road to alleviate traffic through Polk City.

Next Steps

Adoption of Vision and Action Plan through city resolution

DRAFT

**City Commission Meeting
December 19, 2023**

**AGENDA ITEM #3: Professional Services Proposal – Citrus Grove Area Environment
Assessment**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Citrus Grove Area CDBG Environmental Assessment Proposal

ATTACHMENT:

CivilSurv Professional Services Proposal – Citrus Grove Area Street Improvements and Sidewalks

ANALYSIS:

Polk City applied for grant assistance through the Community Development Block Grant (CDBG). The CDBG is a federal grant program funded by the U.S. Department of Housing and Urban Development (HUD) and administered at the state level by Florida Commerce. The CDBG provides financial assistance for the development and/or improvements to local transportation facilities and communities.

Florida Commerce awarded Polk City \$650,000 to construct the proposed street and sidewalk improvements.

Polk City's proposed street and safety improvements include **repaving** 7,500 linear feet of roadway on Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, and Sunshine Boulevard. The repaving activities will include milling the existing pavement, providing stormwater inlets, and conveyance along the route of repaving.

Construction activities will also include the construction of 9,500 linear feet of **sidewalks**/pedestrian malls. Sidewalks are proposed along Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, Sunshine Boulevard, West Arborvitae Lane, Broadway Avenue, and West Palmetto Lane where they intersect with Citrus Grove Boulevard South and continue east to their intersection with State Road 33.

Polk City is seeking professional services to assist with the **Environmental Assessment** requirements of the CDBG grant agreement.

The Scope of Services in the attached packet describes the responsibilities of CivilSurv and Polk City. CivilSurv, upon direction from Polk City, will assist with data collection, technical studies, and preparation of the required environmental document to support compliance with CDBG grant requirements.

The Scope of Services will be completed on a time and materials basis in accordance with the previously approved fee schedule and invoices submitted monthly. The Scope of Services requires special consulting services from subconsultants. The cost of the special consulting services will be reimbursed at the subconsultant fee plus 10%.

The estimated not-to-exceed budget is \$98,229.06.

STAFF RECOMMENDATION:

Approve the Professional Services Proposal for the CDBG Citrus Grove Area Proposal for Environmental Assessment in the amount of \$98,229.06.

November 29, 2023

Ms. Patricia Jackson
City Manager
Polk City
123 Broadway Boulevard SE
Polk City, Florida 33868
patricia.jackson@mypolkcity.org

**RE: Professional Services Proposal
Citrus Grove Area Street Improvements and Sidewalks
CivilSurv File: P23-01-41**

Ms. Jackson:

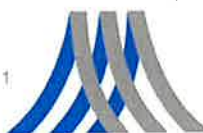
CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Services associated with the Citrus Grove Area Street Improvements and Sidewalks (Project). This proposal provides an overview of the services to be provided by CivilSurv. This proposal is submitted pursuant to and subject to the general terms and conditions of that Continuing Services Agreement between the Polk City, Florida and CivilSurv Design Group, Inc. dated March 21, 2022.

PROJECT OVERVIEW

The City is proposing street and safety improvements, including repaving 7,500 linear feet of roadway on Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, and Sunshine Boulevard. The repaving activities will include milling the existing pavement, providing stormwater inlets, and conveyance along the route of repaving. Construction activities will also include the construction of 9,500 linear feet of sidewalks/pedestrian malls. Sidewalks are proposed along Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, Sunshine Boulevard, West Arborvitae Lane, Broadway Avenue, and West Palmetto Lane where they intersect with Citrus Grove Boulevard South and continue east to their intersection with State Road 33.

The City applied for grant assistance through the Community Development Block Grant (CDBG). The CDBG is a federal grant program funded by the U.S. Department of Housing and Urban Development (HUD) and administered at the state level by Florida Commerce. The CDBG provides financial assistance for the development and/or improvements to local transportation facilities and communities. Florida Commerce awarded the City \$650,000 to construct the proposed street and sidewalk improvements. The City is seeking professional services to assist with the Environmental Assessment requirements of the grant agreement.

www.CivilSurv.com
Small Business Enterprise



The Scope of Services describes the responsibilities of CivilSurv and the City. CivilSurv, upon direction from City, will assist with data collection, technical studies, and preparation of the required environmental document to support compliance with CDBG grant requirements. The 100% plans have been completed and the files with other associated drawings, including any prior documents will be provided by the City and/or others.

SCOPE OF SERVICES

CivilSurv will work with a Subconsultant for the completion of the tasks described as follows.

Task 101 – Field Review

CivilSurv will complete a field review of the project area to document existing social, natural, and physical conditions using appropriate data sources, maps, figures, and/or photographs.

Task 102 – Partner Worksheets

CivilSurv will fill out the HUD partner worksheets listed under 24 CFR 50.4, 58.5, and 58.6, and assemble supporting documentation for each of the following:

- Airport Hazards
- Coastal Barrier Resources Act
- Flood Insurance Partner
- Air Quality
- Coastal Zone Management
- Site Contamination
- Floodplain Management
- Endangered Species Act
- Environmental Justice
- Explosives
- Farmlands Protection
- Noise Abatement
- Sole Source Aquifers
- Wetlands Protection
- Wild and Scenic Rivers
- Historic Preservation

Task 103 – Contact Agencies

CivilSurv will contact the following agencies by letter and/or email requesting comments on the project and concurrence with our assessments:

- US Environmental Protection Agency
- US Department of Agriculture
- US Army Corps of Engineers
- Florida Department of Environmental Protection
- Southwest Florida Water Management District
- US Fish and Wildlife Service
- Florida Fish and Wildlife Conservation Commission
- Central Florida Regional Planning Council

- FL State Clearinghouse
- Federal Emergency Management Agency
- Florida Department of Transportation

Task 104 – NEPA

CivilSurv will evaluate the qualitative and quantitative significance of the effects of the proposal on the character, features, and resources of the project area by completing the Environmental Assessment Factors and Analysis worksheet, OMB Form No. 2506-0177. Supporting documentation will be attached.

Task 105 – Notices

CivilSurv will complete the following notices listed under 24 CFR 50.4 and 58.5:

- Notice of Finding of No Significant Impact and Notice of Intent to Request a Release of Funds;
- Early Notice and Public Review of a Proposed Activity in a Floodplain or Wetland;
- Final Notice and Public Explanation of a Proposed Activity in a Floodplain or Wetland.

The completed Notices will be provided to the City or CivilSurv for publishing as required by Statute. This task does not include publishing the Notice of payment of publishing fees.

Task 106 – Coordination / Meetings

CivilSurv will attend up to four coordination meetings with the City to discuss the progress of these tasks and/or documentation needs. This task also includes up to two CivilSurv representatives attending a public meeting, if required.

BUDGET

The Scope of Services will be completed on a time and materials basis in accordance with the previously approved fee schedule and invoices submitted monthly. The Scope of Services requires special consulting services from subconsultants. The cost of the special consulting services will be reimbursed at the subconsultant fee plus 10%. The estimated not-to-exceed budget is \$98,229.06.

SCHEDULE

The schedule to complete the Scope of Services will be based on required agency response timeframes and is subject to change due to factors beyond the control of CivilSurv.

PROJECT UNDERSTANDING

The following services can be provided by CivilSurv, if needed, but are not included in this proposal:

- Publishing of Notices, or payment of publishing fees;
- The drafting of ERP permit application(s) or the payment of any permitting fee;
- Development of mitigation alternatives or UMAM scores and forms;
- Development of build alternatives;
- Project design services;

- Seasonal assessments or surveys of the project area for specific flowering plant species or seasonal animal species, nor does it include such sampling methods as field traps, drift nets, etc. for the collection of mammals, birds, reptiles, amphibians, or invertebrates;
- CRAS Survey of Resurfacing Areas;
- Post-design services; or
- Meetings or inspections not specifically described in the Scope of Services.

CLOSING

This proposal is valid for a period of 30 days. We appreciate this opportunity to work with Polk City. If you have any questions, please do not hesitate to contact us at 863-646-4771.

Respectfully submitted,

CIVILSURV DESIGN GROUP, INC.



Mark J. Frederick, P.E., CFM, ENV SP, PMP
Vice President of Civil Engineering

Approved and accepted this ____ day of
_____, 2023 for Polk City.

Signature

Attachments:

- Budget Estimate
- Subconsultant Proposals

**CITRUS GROVE AREA STREET IMPROVEMENTS AND SIDEWALKS
BUDGET ESTIMATE**

Tasks	Director \$225 per hour		Sr. Project Mgr. \$190 per hour		Sr. Associate \$125 per hour		Associate 2 \$100 per hour		Associate 1 \$85 per hour		Administrative Assistant \$80 per hour		CSDG Labor	Reimbursable Expenses	Total
	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost			
Scope of Services															
Project Management	24	\$ 5,400.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	24	\$ 1,920.00	\$ 7,320.00	\$ -	\$ 7,320.00
Environmental Resource Report Services	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ 70,131.60	\$ 70,131.60
Historical Preservation Desktop Analysis	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ 5,519.60	\$ 5,519.60
Historical Preservation CRAS Survey (Sidewalk & Drainage Areas)	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ 15,257.86	\$ 15,257.86
Estimated Total	24	\$ 5,400.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	24	\$ 1,920.00	\$ 7,320.00	\$ 90,909.06	\$ 96,229.06



November 7, 2023

Mark J. Frederick, P.E.
CivilSurv Design Group, Inc.
2525 Drane Field Road, Suite 7
Lakeland, FL 33811
mfrederick@civilsurv.com

**Subject: Proposal for Environmental Resource Report Services
Polk City North and South, Citrus Grove Area Street Improvements and Sidewalks, 22DB-N16
City of Polk City, Florida**

Dear Mr. Frederick,

The City of Polk City (City) is proposing street and safety improvements, including repaving 7,500 linear feet of roadway on Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, and Sunshine Boulevard. The repaving activities will include milling the existing pavement, providing stormwater inlets, and conveyance along the route of repaving. Construction activities will also include the construction of 9,500 linear feet of sidewalks/pedestrian malls. Sidewalks are proposed along Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, Sunshine Boulevard, West Arborvitae Lane, Broadway Avenue, and West Palmetto Lane where they intersect with Citrus Grove Boulevard South and continue east to their intersection with State Road 33.

The City applied for grant assistance through the Community Development Block Grant (CDBG). The CDBG is a federal grant program funded by the U.S. Department of Housing and Urban Development (HUD) and administered at the state level by Florida Commerce. The CDBG provides financial assistance for the development and/or improvements to local transportation facilities and communities. Florida Commerce awarded the CITY \$700,000 to construct the proposed street and sidewalk improvements. The CITY is seeking professional services to assist with the Environmental Assessment requirements of the grant agreement.

The Scope of Services describes the responsibilities of Patel, Greene and Associates, LLC (CONSULTANT) and the CITY. The CONSULTANT upon direction from CITY will assist with data collection, technical studies, and preparation of the required environmental document to support compliance with CDBG grant requirements. The 100% plans have been completed and the files with other associated drawings, including any prior documents will be provided by the CITY and/or others.

PGA will complete the tasks outlined below:

1. Field Review:

PGA will complete a field review of the project area to document existing social, natural, and physical conditions using appropriate data sources, maps, figures, and/or photographs.

2. Partner Worksheets:

PGA will fill out the HUD partner worksheets listed under 24 CFR 50.4, 58.5, and 58.6, and assemble supporting documentation for each of the following:

- Airport Hazards
- Coastal Barrier Resources Act

- Flood Insurance Partner
- Air Quality
- Coastal Zone Management
- Site Contamination
- Floodplain Management
- Endangered Species Act
- Environmental Justice
- Explosives
- Farmlands Protection
- Noise Abatement
- Sole Source Aquifers
- Wetlands Protection
- Wild and Scenic Rivers

Please note, this task does not include completion of the worksheet for Historical or Cultural Resources. The historical/cultural resources worksheet, assessment, and coordination will be completed by others.

3. Contact Agencies

PGA will contact the following agencies by letter and/or email requesting comments on the project and concurrence with our assessments:

- US Environmental Protection Agency
- US Department of Agriculture
- US Army Corps of Engineers
- Florida Department of Environmental Protection
- Southwest Florida Water Management District
- US Fish and Wildlife Service
- Florida Fish and Wildlife Conservation Commission
- Central Florida Regional Planning Council
- FL State Clearinghouse
- Federal Emergency Management Agency
- Florida Department of Transportation

4. NEPA

PGA will evaluate the qualitative and quantitative significance of the effects of the proposal on the character, features, and resources of the project area by completing the *Environmental Assessment Factors and Analysis* worksheet, OMB Form No. 2506-0177. Supporting documentation will be attached.

5. Notices

PGA will complete the following notices listed under 24 CFR 50.4 and 58.5:

- *Notice of Finding of No Significant Impact and Notice of Intent to Request a Release of Funds;*
- *Early Notice and Public Review of a Proposed Activity in a Floodplain or Wetland;*
- *Final Notice and Public Explanation of a Proposed Activity in a Floodplain or Wetland.*

The completed Notices will be provided to the City or CivilSurv for publishing as required by Statute. This task does not include publishing the Notice of payment of publishing fees.

6. Coordination / Meetings

PGA staff will attend up to four coordination meetings with CivilSurv and/or the City to discuss the progress of these tasks and/or documentation needs. This task also includes up to two PGA staff attending a public meeting if required.

The following items **are not** included in PGA's scope of work, but can be provided for an additional fee:

- a) Assessment of Historical or Cultural Resources, or completion of the HUD worksheet;
- b) Publishing of Notices, or payment of publishing fees;
- c) The drafting of ERP permit application(s) or the payment of any permitting fee;
- d) Development of mitigation alternatives or UMAM scores and forms;
- e) Development of build alternatives;
- f) Project design services;
- g) Seasonal assessments or surveys of the project area for specific flowering plant species or seasonal animal species, nor does it include such sampling methods as field traps, drift nets, etc. for the collection of mammals, birds, reptiles, amphibians, or invertebrates; or
- h) Post-design services.

PGA proposes a limiting amount price of **\$63,756.00** based on time and materials needed to complete the services listed above. PGA will not complete any work in addition to the services listed in this proposal without providing a cost estimate and receiving approval from the client to complete the additional services. We are available to begin work on these tasks within 30 days of notice to proceed with the scope of work.

PGA will submit monthly invoices associated with the services in this contract. The invoices shall be paid in full by check or Automatic Clearing House (ACH). Payment of each invoice shall be due within 30 days of the invoice date. Please note PGA does not accept payment by credit card.

Thank you for the opportunity to provide these services. Please indicate your acceptance of the terms and conditions provided in this letter by signing below and returning this document to our office. The signed document will be considered as our contract of employment, and we will proceed with the approved services.

Accepted by: _____ Date: _____

Print Name: _____

Please let us know if you have any questions or require additional information. I can be reached at (813) 978-3100, extension 324, or by email at terry.cartwright@patelgreene.com.

Regards,



Terry Cartwright
Environmental Group Manager

cc: Project File



ARCHAEOLOGICAL CONSULTANTS INC.

FEID No. 59-1712538

Date: November 21, 2023
RE: Citrus Grove CDBG, Polk County

Exhibit "A" Schedule of Rate Values

ACI Job Classifications:	Fully Loaded Hourly Rates	Desktop	Sidewalk/ Drainage Survey	Resurface survey	
					TOTAL
Archaeologist	76.88	0.00	16.00	30.00	
Chief Archaeologist	127.19	10.00	10.00	10.00	
Chief Scientist	203.75	2.00	4.00	2.00	
GIS Specialist	106.52	6.00	6.00	12.00	
Scientist	93.58	8.00	20.00	28.00	
Secretary/Clerical	97.71	2.00	2.00	3.00	
Senior Archaeologist	106.52	0.00	16.00	30.00	
Senior Scientist	146.27	12.00	42.00	75.00	
TOTAL HOURS		40.00	116.00	190.00	
TOTAL COST		\$5,017.82	\$13,870.78	\$22,343.26	\$41,231.86

Assumptions/ Scope: Based on a review of the information provided, planned impacts with resurfacing for the majority of the project area and sidewalk/ drainage construction in select areas, variable archaeological potential, and lack of CRAS reports in the area, ACI proposes the following scope of work: **Phase I: Desktop analysis** of entire project area to evaluate archaeological and historical potential and evaluate if a full CRAS is required for any or all portions of the project area based on those potentials and permit/funding requirements. **Phase IIa: Full CRAS survey of the proposed sidewalk and drainage areas** and a visual reconnaissance of the resurfacing areas (2 days with a 2-person crew; one long day architectural historian), travel, a CRAS Report complying with the Florida Division of Historic Resources' (FDHR) Module Three, Guidelines for Use by Historic Preservation Professionals, and QAQC. Anticipate recording up to six historic resources. **Phase IIb: Additional full CRAS survey of the the resurfacing areas** (3 days with a 2-person crew; one long day architectural historian), travel, a CRAS Report complying with the FDHRs Module Three, Guidelines for Use by Historic Preservation Professionals, and QAQC. Anticipate recording up to 18 additional historic resources. Finally, these costs do not include responding to comments which may be generated by Native American reviewers as part of the federal review process. Such comments would be addressed under a separate agreement, as necessary. If human remains are identified, this scope includes the initial coordination with the State Archaeologist required by Chapter 872, F.S. Costs for additional investigation or coordination will be negotiated, as needed. These costs do not include pond sites.

The above billing rates are fully loaded (burdened) rates shall remain fixed for the duration. The above rates include all labor, direct/indirect overhead, margins/profit, salary escalations, customary expenses such as copies, postage, etc., and travel.

NAME: Maranda A. Kles, Ph.D. RPA
TITLE: Vice President

Date