

POLK CITY

City Commission Meeting

December 17, 2024

Polk City Government Center
123 Broadway Blvd., SE

6:00 pm

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. **Ordinance 2024-08** - AN ORDINANCE OF THE CITY COMMISSION OF THE POLK CITY, FLORIDA; VOLUNTARILY ANNEXING PROPERTY INTO THE CORPORATE LIMITS OF POLK CITY, FLORIDA, PURSUANT TO SECTION 171.044, FLORIDA STATUTES; AMENDING THE CITY BOUNDARY TO INCLUDE SAID PROPERTY; PROVIDING FINDINGS; PROVIDING FOR NOTICE BY PUBLICATION OF THE PROPOSED ANNEXATION; FILING A CERTIFIED COPY OF THIS ORDINANCE AS PROVIDED BY LAW; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.
2. **Resolution 2024-05** - A RESOLUTION OF THE CITY OF POLK CITY, GRANTING A VARIANCE TO THE REQUIREMENT FOR A SIX-FOOT MASONRY WALL ALONG THE PROPERTY LINES OF THE PROPERTY FOR THE PROPOSED RECREATIONAL VEHICLE PARK TO BE LOCATED AT 425 AND 405 CITRUS GROVE BOULEVARD, POLK CITY TO PERMIT A SIX-FOOT VYNAL PRIVACY FENCE COUPLED WITH A VEGETATION BUFFER (PARCEL ID# 252633-296500-115010, 252632-00000-013020, AND 252633-296500-116000).
3. Voyles Loop Lift Station Construction Services Agreement with Odom Contracting
4. Request for Proposal of an Independent Auditor – To Be Ratified

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

1. PFM Financial Advisors LLC

COMMISSIONER ITEMS

Vice Mayor Charles Nichols
Commissioner Micheal T. Blethen
Commissioner Rick Wilson
Commissioner Michelle Pettit
Mayor Joe 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 33588 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 17, 2024

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 19, 2024 – Regular City Commission Meeting

B. REPORTS

1. Building Permits Report – November 2024
2. Code Enforcement Report – November 2024
3. Financial Report – November 2024
4. Library Report – November 2024
5. Polk Sheriff's Report – November 2024
6. Public Works/Utilities Report – November 2024
7. Utility Billing Report – November 2024

C. OTHER

**City Commission Meeting
December 17, 2024**

CONSENT AGENDA ITEM: Accept minutes for:

1. November 19, 2024 – Regular City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENT:

2. November 19, 2024 – Regular City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

November 19, 2024

Mayor LaCascia called the meeting to order at 6:03 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: Mayor Joe LaCascia, Commissioner Micheal T. Blethen, Commissioner Rick Wilson, Commissioner Michelle Pettit (6:05pm), Attorney Kristie Hatcher-Bolin (Sub for City Attorney Thomas Cloud) and City Manager Patricia Jackson

Absent: Commissioner Charles Nichols, City Attorney Thomas Cloud

APPROVE CONSENT AGENDA

Motion by Commissioner Blethen to approve the October 15, 2024 Regular City Commission Meeting, Department Reports, and other items on the Consent Agenda; this motion was seconded by Commissioner Wilson.

Motion carried unanimously by Voice Vote.

PUBLIC COMMENT

Robert Longton (525 Marklen Loop) – spoke regarding the Retention Pond overflow in the Marklen Loop area.

Carlos Santos (519 Marklen Loop)– Spoke regarding the Retention Pond overflow in the Marlen Loop area as well.

Mayor LaCascia and City Manager Jackson addressed this matter. Staff is aware of the issue and will be working towards a resolution. City Manager Jackson will report back to the Commission a resolution after a thorough investigation has been done.

Chris Walters (111 Palmetto Lane) – Spoke regarding speed humps in the Palmetto Lane area.

ORDER OF BUSINESS

Grand Marshal – New Person(s) Selection

City Manager Jackson and Mayor LaCascia discussed during the September 17, 2024 City Commission Meeting, Dr. Regina Proutsos and Dr. Rachel Bouton, co-owners of Outback Animal Hospital were nominated to serve as Polk City's 2024 Christmas Parade Grand Marshal. The City Commission provided a consensus for both doctors to serve.

Unfortunately, Drs. Proutsos and Bouton had to decline due to a previous commitment.

Therefore, this item is being brought back to the City Commission to request new names for the selection of Polk City's 2024 Christmas Parade Grand Marshal.

After brief discussion, David Byrd was nominated. However, in the event that he is not available, Congressman Daniel Webster was nominated as the alternate.

Mayor LaCascia will reach out to Mr. Byrd on his availability to serve as the Grand Marshal. Staff will reach out to Congressman Webster in the event Mr. Byrd is not available.

Mayor LaCascia nominated David Byrd as the Grand Marshal for the 2024 Christmas Parade and Congressman Daniel Webster to serve as the alternate if David Byrd is unavailable.

Nomination approved 4/0 by Voice Vote.

GameTime Playground Equipment Presentation

City Manager Jackson discussed Brady Ruselink from GameTime Dominica Recreation Products was present to make a full presentation on a wide variety of playground equipment. Freedom Park and McManigle Park's playground equipment have all exceeded their useful life. Therefore, it is necessary that the equipment be replaced.

The proposal was in the amount of \$230,000 for Freedom Park.

Commissioner Blethen asked is there any type of video monitoring for the equipment.

Mr. Ruselink responded No.

City Manager Jackson stated that Polk City has contracts with a company for video monitoring.

Mayor LaCascia thanked Mr. Ruselink for his presentation, and that staff would get back with him at a later date.

Potable Water Intra-System Interconnect Improvements

- a. Contract with Odom Contracting**
- b. Polk City Purchase of parts and supplies from Empire Pipe**

Craig Fuller, CivilSurv discussed as part of the Water and Sewer Master Plan, one of the projects is the Potable Water System Interconnect Improvements Project. The City is a municipal corporation duly organized pursuant to the laws of the State of Florida with the authority to contract for construction services involving the Water System Intra-System Interconnect Improvements project, per the Construction Plans and Technical Specifications, both dated April 1, 2024, which are hereby incorporated reference in this Agreement, and Polk City desires to have these construction services performed by Contract in accordance with the terms and conditions of this Agreement.

Odom Contracting, LLC, has submitted a signed bid document for this project in the amount of \$43,950 on 11/6/2024. The bid form is attached as part of the Construction Services Agreement. Please refer to the attached contract with bid document.

Polk City will purchase parts and supplies from Empire Pipe for this project in the amount of \$33,426.33, which includes a vault with hatch doors. Please refer to the attached quotes. There was only one quote that had all of the supplies and parts needed for this project.

Mr. Fuller stated Polk City would see savings of \$12,000-\$15,000 doing the projects this way.

Staff recommended Odom Contracting, LLC, as the contractor, which will be one approval, and the second approval will be for the City to purchase all parts and supplies for the project. There will be two motions that need to be made.

Motion by Commissioner Wilson to approve Contract with Odom Contracting, LLC, in the amount of \$43,950.00; this motion was seconded by Commissioner Pettit.

Motion carried 4/0 by Voice Vote.

Motion by Commissioner Wilson to approve the City's purchase of parts and supplies in the amount of \$33,426.33; this motion was seconded by Commissioner Pettit.

Motion carried 4/0 by Voice Vote.

Cardinal Hill WWTF Plan Proposal – Stantec

As directed by the recent Consent Order issued by FDEP, Craig Fuller (CivilSurv) has worked with Stantec Consulting Services to devise a Facility Plan for Cardinal Hill Wastewater Treatment Facility. The plan will develop a preliminary Engineering Report to determine the proposed build-out and estimated cost of a new Wastewater Treatment Facility at the Cardinal Hill Site.

Craig Fuller (CivilSurv) will be at the City Commission Meeting to address any questions or concerns brought forth.

Staff recommended approval of the Continuing Consulting Services Agreement for Cardinal Hill WWTF with Stantec Consulting Services.

Motion by Commissioner Blethen to approve the Continuing Consulting Services Agreement for Cardinal Hill WWTF with Stantec Consulting Services in the amount of \$54,923.00; this motion was seconded by Commissioner Pettit.

Motion carried 4/0 by Voice Vote.

Request for Proposal of an Independent Auditor

City Manager Jackson explained that Polk City's Auditor of many years, Mike Brynjulfson, Brynjulfson CPA, has notified Polk City that he would no longer be Polk City's Independent Auditor. Brynjulfson's contract expired on September 30, 2024, and he has chosen not to renew his contract with the City.

Per Section 218.391, Florida Statutes:

1. Committee must be at least 3 members and one of these members must be a member of the governing body that will serve as chair of the committee.
2. An employee of the City may not serve as a member of the Auditor Selection Committee.
 - a. However, an employee may serve in an advisory capacity.
3. The Committee will:
 - a. Establish factors to use for evaluation.
 - b. Publicly announce request for proposals including a brief description of the audit and how firms can apply.
 - c. Provide interested firms with a request for proposal.
 - d. Evaluate proposals.
 - e. Rank and recommend in order of preference.
4. The Governing Board (City Commission) will then select one of the firms recommended by the Auditor Selection Committee and negotiate a contract.

Joanna Knowles stated that Mr. Brynjulfson provided a recommendation of a company that knows would do a great job for Polk City. We also have a 30-day window. The contract with Brynjulfson was \$32K with a 5-year contract.

Commissioner Blethen volunteered to serve on this Committee and Mayor LaCascia would serve as the Alternate.

Staff recommended approval of the RFP for an Independent Auditor.

There was no vote on this item.

CITY MANAGER ITEMS

RLC Dinner – In Auburndale on December 4, 2024. Check the invitation in your email for the details.

Christmas Parade – December 7, 2024 at 2 pm, Reception at 11:30 am in the Commission Chamber, and the Parade Line-up is at 1:00 pm

Voyles Loop Lift Station – waiting on new quotes.

DEP Consent Order – Continuing with projects as ordered. Also working on the Force Main on Mt. Olive Road.

Holiday Closings – Polk City will be closed on Thursday, November 27 for Thanksgiving and as always closed on Friday.

CITY ATTORNEY ITEMS - None

COMMISSIONER ITEMS

Commissioner Blethen – None

Commissioner Wilson – continued comments from earlier discussion about the Retention pond issue. Would like to observe along with the engineer or staff that comes out to see what needs to be done to resolve this issue. Commissioner Blethen has property in Bradenton and did not have much rise in the water level during the worst of the storms and hurricanes this year.

Commissioner Pettit – None

Mayor LaCascia – None

ANNOUNCEMENTS - None

ADJOURNMENT – 7:15 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
December 17, 2024**

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 2024
2. Code Enforcement Report – November 2024
3. Financial Report – November 2024
4. Library Report – November 2024
5. Polk Sheriff's Report – November 2024
6. Public Works/Utilities Report – November 2024
7. Utility Billing Report – November 2024

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added

From: 11/01/24 To: 11/30/2024

DEMO

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-17585	140 SUNSHINE BLVD, POLK CITY, FL 33868	500.00	11/05/2024
		Subtotal:	\$500.00

FENCE WALL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-19205	119 S CITRUS GROVE BLVD, POLK CITY, FL 33868	2,185.00	11/26/2024
		Subtotal:	\$2,185.00

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-17533	710 MEANDERING WAY, POLK CITY, FL 33868	22,500.00	11/05/2024
BT-2024-17545	750 MEANDERING WAY, POLK CITY, FL 33868	18,700.00	11/05/2024
BT-2024-17568	641 4TH ST, POLK CITY, FL 33868	22,000.00	11/05/2024
BT-2024-17708	547 ASHLEY RD, POLK CITY, FL 33868	9,825.00	11/07/2024
BT-2024-17914	242 BAYBERRY DR, POLK CITY, FL 33868	22,000.00	11/11/2024
BT-2024-18071	520 2ND ST, POLK CITY, FL 33868	8,000.00	11/12/2024
BT-2024-18327	541 ASHLEY RD, POLK CITY, FL 33868	8,700.00	11/14/2024
BT-2024-18750	257 SUNSET BLVD, POLK CITY, FL 33868	9,000.00	11/18/2024
BT-2024-18784	740 N CITRUS GROVE BLVD, POLK CITY, FL 33868	6,300.00	11/20/2024
BT-2024-18953	416 HONEY BEE LN, POLK CITY, FL 33868	19,969.00	11/22/2024
BT-2024-19186	362 CRAPE MYRTLE LN, POLK CITY, FL 33868	19,800.00	11/26/2024
		Subtotal:	\$166,794.00

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2024-8861	519 MARKLEN LOOP, POLK CITY, FL 33868	6,155.22	11/05/2024
BR-2024-8886	512 ROSEWOOD LN, POLK CITY, FL 33868	2,500.00	11/06/2024
		Subtotal:	\$8,655.22

Grand Total: \$178,134.22

2 SFR to Date
Happy Help

Code Enforcement Report

NOVEMBER 2024

SNIPE SIGNS REMOVED	76	
LIEN SEARCHES	11	
INSPECTIONS	38	
CLOSED OUT CASES	14	
SPECIAL MAGISTRATE CASES	3	
CLOSED OUT SPECIAL MAGISTRATE CASES	2	
CASE SUBJECTS		
REFERRED TO COUNTY	9	
DISABLE VEHICLES	0	
BUILDING WITHOUT PERMIT	1	
OVERGROWTH	0	
HOUSE NUMBERS	0	
FENCE/INSPECTIONS	1	
JUNK AND DEBRIS	0	
RV/TRAILER PARKING	0	
OPEN STRUCTURE	0	
MET WITH CITIZEN	5	
NOISE	0	
PLACE LIEN	2	
CLOSE OUT LIEN	0	
YARD SALE	1	
ANIMAL	0	
POSTINGS	5	
EXTENDED CASES	2	
ACCESSORY USE	0	
DEMOLITION	0	
BUSINESS LICENSE	0	
MINIMUM STANDARD HOUSING	0	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Nov
Fund: 01 OPERATING FUND

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	3,243,057.89	
01-101-990	Library Van Fleet Cycling Challenge	859.09	
01-101-995	City Centennial	10,445.00	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	1,553.43-	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	235,327.83-	
01-117-100	Allowance for Bad Debt	131.83-	
01-131-500	Due from Enterprise Fund	31,844.15-	
01-133-100	Due From Other Governmental Units	55,408.15	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	59,124.23	
01-151-100	Investments - FL SAFE GF	1,234,991.70	
01-151-902	Investments - FL SAFE GF Reserves	87,307.20	
01-153-302	Restricted Cash - New Local Opt Gas Tax	378,688.97	
01-155-100	Prepaid Expenses	12,327.76	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		4,980,692.34
01-202-100	Accounts Payable	71,036.46-	
01-202-200	Accounts Payable - Year End	69,274.28	
01-202-900	Customer Deposits	8,310.00	
01-202-950	Other Deposits	150,000.00	
01-208-300	Due to County - Impact Fees	18,416.96	
01-208-310	Due to DCA - Bldg Permit Surcharge	48.70	
01-208-320	Due to Dept of Business - License Fees	45.16-	
01-208-330	Due to PCSO - Police Education Revenue	14.32-	
01-217-200	Accrued Sales Tax	179.10	
01-218-100	Payroll Taxes Payable	79.89-	
01-218-200	FRS Retirement Payable	1,110.50	
01-218-300	Health Plan Payable	992.66	
01-218-320	Supplemental Insurance Payable	1,360.15	
01-218-400	Dental Plan Payable	117.71	
01-218-410	Vision Plan Payable	799.96	
01-218-700	ICMA-RC	120.00	
	** TOTAL LIABILITY**		179,554.19
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	5,092,961.94	
	** TOTAL EQUITY**		5,092,961.94
	** TOTAL REVENUE**		358,531.71
	** TOTAL EXPENSE**		650,355.50
	TOTAL LIABILITY AND EQUITY		4,980,692.34

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

GENERAL FUND REVENUES
16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUES	2025 YTD REVENUE	2025 (EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
01-311-100	AD VALOREM TAXES	1,338,950.73	1,399,548.00	1,399,548.00	1,399,548.00	157,033.16	157,033.16	1,242,514.84	11.22 %
01-312-300	9th Cent Gas Tax	17,418.69	18,801.00	18,801.00	18,801.00	0.00	0.00	18,801.00	0.00 %
01-312-400	Local Option Gas Tax	106,239.92	108,748.00	108,748.00	108,748.00	9,060.65	9,060.65	99,687.35	8.33 %
01-312-410	New Local Option Gas Tax	68,017.72	69,118.00	69,118.00	69,118.00	5,199.33	5,199.33	63,918.67	7.52 %
01-314-100	Electric - Utility Tax	148,047.40	129,331.00	129,331.00	129,331.00	12,843.24	12,843.24	116,487.76	9.93 %
01-314-300	Water - Utility Tax	78,777.75	78,000.00	78,000.00	78,000.00	0.00	6,400.47	71,599.53	8.21 %
01-314-301	Water - Utility Tax - Readiness to Se	1,153.69	6,212.00	6,212.00	6,212.00	0.00	0.00	6,212.00	0.00 %
01-314-400	Gas - Utility Tax	31,735.49	23,948.00	23,948.00	23,948.00	3,062.54	3,062.54	20,885.46	12.79 %
01-315-100	Communications Services Tax	141,054.64	170,189.00	170,189.00	170,189.00	11,505.06	11,505.06	158,683.94	6.76 %
01-316-100	Local Business Licenses	13,489.43	7,100.00	7,100.00	7,100.00	60.00	2,886.00	4,214.00	40.65 %
01-316-102	County Business Tax	2,283.09	775.00	775.00	775.00	186.27	186.27	588.73	24.03 %
01-316-103	FIC Delinquent Bus. Tax Program	330.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-322-100	Building Permits	21,705.03	35,000.00	35,000.00	35,000.00	1,360.09	2,224.69	32,775.31	6.36 %
01-322-101	Bldg Permit - Plan Checking	15,703.56	15,000.00	15,000.00	15,000.00	167.75	649.75	14,350.25	4.33 %
01-322-102	Bldg Permit - Admin Fee	3,106.00	4,000.00	4,000.00	4,000.00	420.00	600.00	3,400.00	15.00 %
01-322-103	Bldg Permit - Electrical	3,825.00	5,000.00	5,000.00	5,000.00	125.00	700.00	4,300.00	14.00 %
01-322-104	Bldg Permit - Plumbing	1,500.00	3,700.00	3,700.00	3,700.00	200.00	325.00	3,375.00	8.78 %
01-322-105	Bldg Permit - Mechanical	3,375.00	4,700.00	4,700.00	4,700.00	375.00	625.00	4,075.00	13.30 %
01-322-107	Bldg Permit - Cert of Occupancy	480.00	480.00	480.00	480.00	0.00	0.00	480.00	0.00 %
01-322-108	Bldg Permit - Inspections	41,113.34	212,170.00	212,170.00	212,170.00	14,468.75	35,390.00	176,780.00	16.68 %
01-323-100	Electric	97,846.19	58,000.00	58,000.00	58,000.00	0.00	0.00	58,000.00	0.00 %
01-323-300	Solid Waste	62,336.41	56,699.00	56,699.00	56,699.00	0.00	0.00	56,699.00	0.00 %
01-329-220	Site Plan Reviews	2,825.00	1,650.00	1,650.00	1,650.00	0.00	0.00	1,650.00	0.00 %
01-329-300	Permit - Alcohol Use	0.00	0.00	0.00	0.00	0.00	50.00	(50.00)	0.00 %
01-331-401	FEMA Federal Reimb. - Ian 2022	68,265.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-402	FEMA Federal Reimb. - Idalia 2023	0.00	0.00	0.00	0.00	428.25	428.25	(428.25)	0.00 %
01-334-402	FEMA State Reimb. - Idalia 2023	10,183.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-120	MRS - State Sales Tax	105,576.32	105,093.00	105,093.00	105,093.00	8,336.71	16,673.41	88,419.59	15.87 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	22,951.42	23,069.00	23,069.00	23,069.00	1,830.00	3,660.00	19,409.00	15.87 %
01-335-140	Mobile Home License	8,021.19	5,636.00	5,636.00	5,636.00	581.12	748.86	4,887.14	13.29 %
01-335-150	Alcoholic Beverage License	1,027.83	1,125.00	1,125.00	1,125.00	0.00	0.00	1,125.00	0.00 %
01-335-180	Half-Cent Sales Tax	235,058.62	227,446.00	227,446.00	227,446.00	16,693.70	16,693.70	210,752.30	7.34 %
01-337-100	Library Coop Funding	48,161.10	48,161.00	48,161.00	48,161.00	0.00	0.00	48,161.00	0.00 %
01-340-400	Solid Waste	538,705.77	485,397.00	485,397.00	485,397.00	59.36	45,217.07	440,179.93	9.32 %
01-340-700	Stormwater Utility Fees	36,976.92	36,177.00	36,177.00	36,177.00	10.50	3,097.16	33,079.84	8.56 %
01-344-900	FDOT Maintenance Agreement	18,036.33	16,304.00	16,304.00	16,304.00	0.00	0.00	16,304.00	0.00 %
01-347-100	Library Income	3,964.32	5,500.00	5,500.00	5,500.00	321.36	1,247.24	4,252.76	22.68 %
01-351-200	Police Fines, Penalties, and Forfeitu	11,769.91	9,000.00	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00 %
01-351-300	Code Enforcement Fines	76,357.72	0.00	0.00	0.00	10.00	32.95	(32.95)	0.00 %

CITY OF POLK CITY
 NOVEMBER 2024 MONTHLY FINANCIALS

GENERAL FUND REVENUES
 16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2025 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	CURRENT REVENUE	2025 YTD REVENUE	(EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
01-359-100	Other Fines and/or Forfeitures	130.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-359-300	Late Fees	207.00	250.00	10.50	250.00	179.00	179.00	71.00	71.60 %
01-361-100	Interest Income	3,499.10	7,450.00	19.41	7,450.00	19.41	19.41	7,430.59	0.26 %
01-361-200	Interest/Dividends - FL SAFE	68,634.14	42,000.00	5,181.03	42,000.00	10,697.97	10,697.97	31,302.03	25.47 %
01-362-100	Activity Center Rentals	4,800.00	4,400.00	650.00	4,400.00	1,250.00	1,250.00	3,150.00	28.41 %
01-362-200	Donald Bronson Community Center Renta	10,650.00	5,350.00	1,200.00	5,350.00	2,300.00	2,300.00	3,050.00	42.99 %
01-365-100	Sales of Surplus Property	2,280.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-100	Private Donations	0.00	0.00	0.00	0.00	62.00	62.00	(62.00)	0.00 %
01-366-101	Private Donations - Christmas	400.00	1,000.00	0.00	1,000.00	500.00	500.00	500.00	50.00 %
01-366-102	Private Donations - Halloween	500.00	1,000.00	0.00	1,000.00	250.00	250.00	750.00	25.00 %
01-366-105	PRIVATE DONATIONS - CITY CENTENNIAL	5,875.00	3,000.00	550.00	3,000.00	5,160.00	5,160.00	(2,160.00)	172.00 %
01-369-100	Misc. Income	2,292.26	500.00	46.25	500.00	179.85	179.85	320.15	35.97 %
01-369-101	Misc Income - Copies and Faxes	0.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-102	Misc Income - Collection Allowance	2,211.56	3,000.00	0.00	3,000.00	334.68	334.68	2,665.32	11.16 %
01-369-104	NSF FEES	0.00	0.00	0.00	0.00	30.00	30.00	(30.00)	0.00 %
01-369-160	Misc Income - Deputy Rental Coverage	0.00	0.00	1,029.00	0.00	1,029.00	1,029.00	(1,029.00)	0.00 %
01-369-400	Insurance Proceeds	6,897.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-500	Refund of State Gas Tax	1,606.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-381-900	Cash Carry Forward	0.00	150,000.00	0.00	150,000.00	0.00	0.00	150,000.00	0.00 %

DEPARTMENT TOTALS
 3,496,354.31 3,589,027.00 3,589,027.00 253,024.03 358,531.71 3,230,495.29 9.99 %

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MYD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	12,300.00	18,000.00	18,000.00	1,800.00	3,600.00	14,400.00	20.00 %
01-511-160	Bonuses and Gift Certificates - Legis	2,707.10	2,708.00	2,708.00	2,707.10	2,707.10	0.90	99.97 %
01-511-210	Fica Taxes - Legislative	1,148.03	1,792.00	1,792.00	344.80	482.50	1,309.50	26.93 %
01-511-240	Worker#39;s Compensation - Legislati	34.30	23.00	23.00	0.00	0.00	23.00	0.00 %
01-511-400	Travel and Training - Legislative	60.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-511-405	TRAINING - LEGISLATIVE	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	210.00	500.00	500.00	60.00	60.00	440.00	12.00 %
01-511-470	Printing and Reproduction - Legislati	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	1,790.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	270.49	1,000.00	1,000.00	945.75	945.75	54.25	94.58 %
01-511-510	Office Supplies - Legislative	0.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-520	Operating Supplies - Legislative	85.84	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-511-525	Uniforms - Legislative	0.00	800.00	800.00	0.00	156.48	643.52	19.56 %
01-511-540	Books, Pub., Sub., & Memberships - Le	4,198.76	4,500.00	4,500.00	2,000.00	2,250.00	2,250.00	50.00 %
DEPARTMENT TOTAL		22,804.52	40,123.00	40,123.00	7,857.65	10,201.83	29,921.17	25.43 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	213,995.72	245,644.00	245,644.00	18,960.60	45,828.41	199,815.59	18.66 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	923.10	3,876.90	19.23 %
01-512-140	Overtime - Executive	0.00	0.00	0.00	0.00	5,407.53	(5,407.53)	0.00 %
01-512-160	Premium Pay and Non Merit Pay - Execu	37,899.32	41,148.00	41,148.00	43,313.47	43,313.47	(2,165.47)	105.26 %
01-512-210	Fica Taxes - Executive	20,730.83	25,454.00	25,454.00	4,777.49	7,343.37	18,110.63	28.85 %
01-512-220	Retirement Contribution - Executive	62,116.69	66,455.00	66,455.00	5,120.80	14,124.18	52,330.82	21.25 %
01-512-230	Life & Health Insurance - Executive	13,352.65	16,707.00	16,707.00	1,301.47	2,778.82	13,928.18	16.63 %
01-512-240	Worker#39;s Compensation - Executive	510.20	270.00	270.00	0.00	0.00	270.00	0.00 %
01-512-400	Travel Expenses - Executive	2,505.32	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-512-405	Training - Executive	574.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-408	Meeting Expense Allowance - Executive	428.22	1,500.00	1,500.00	90.00	90.00	1,410.00	6.00 %
01-512-410	Communication Services - Executive	592.43	900.00	900.00	49.78	99.56	800.44	11.06 %
01-512-470	Printing and Reproduction - Executive	7,299.07	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
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	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-512-492	Recording & Other Fees - City Clerk	2,500.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

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General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-512-510	Office Supplies - Executive	635.01	1,500.00	1,500.00	131.31	131.31	1,368.69	8.75 %
01-512-520	Operating Supplies - Executive	155.15	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,226.11	2,000.00	2,000.00	632.00	8,152.31	(6,152.31)	407.62 %
DEPARTMENT TOTAL		369,320.84	427,878.00	427,878.00	74,746.16	128,192.06	299,685.94	29.96 %
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LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	45,144.45	65,000.00	65,000.00	1,700.00	1,700.00	63,300.00	2.62 %
01-514-480	Promo Activities & Legal Ads - Legal	8,863.98	11,000.00	11,000.00	3,174.21	3,174.21	7,825.79	28.86 %
DEPARTMENT TOTAL		54,008.43	76,000.00	76,000.00	4,874.21	4,874.21	71,125.79	6.41 %
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COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	35,000.00	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00 %
DEPARTMENT TOTAL		35,000.00	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00 %
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FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	101,788.04	112,679.00	112,679.00	9,292.49	21,690.00	90,989.00	19.25 %
01-516-130	Other Salaries and Wages - Finance	0.00	0.00	0.00	0.00	19.63	(19.63)	0.00 %
01-516-140	Overtime - Fin & Acctng	374.62	578.00	578.00	77.96	2,352.90	(1,774.90)	407.08 %
01-516-210	Fica Taxes - Fin & Acctng	5,705.88	8,620.00	8,620.00	592.24	1,531.23	7,088.77	17.76 %
01-516-220	Retirement Contribution - Fin & Acctn	14,452.06	15,358.00	15,358.00	1,277.19	3,279.72	12,078.28	21.36 %
01-516-230	Life & Health Insurance - Fin & Acctn	25,521.37	31,780.00	31,780.00	2,602.94	5,274.74	26,505.26	16.60 %
01-516-240	Worker's Compensation - Fin & Acc	246.18	124.00	124.00	0.00	0.00	124.00	0.00 %
01-516-310	Professional Services - Fin & Acctng	2,000.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-516-400	Travel Expenses - Fin & Acctng	1,205.80	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-516-405	Training - Finance	499.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	318.35	850.00	850.00	24.89	49.78	800.22	5.86 %
01-516-470	Printing and Reproduction - Fin & Acc	125.72	750.00	750.00	0.00	0.00	750.00	0.00 %

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-516-510	Office Supplies - Fin & Acctng	756.19	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-516-520	Operating Supplies - Fin & Acctng	424.13	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	389.88	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
DEPARTMENT TOTAL		153,807.22	184,239.00	184,239.00	13,867.71	34,198.00	150,041.00	18.56 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	88,006.63	91,177.00	91,177.00	0.00	7,529.88	83,647.12	8.26 %
01-517-720	Interest - CB&T Debt Service Pmts	31,803.89	28,634.00	28,634.00	0.00	2,454.33	26,179.67	8.57 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	0.00	9,984.21	109,826.79	8.33 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	109,647.00	111,840.00	111,840.00	0.00	27,960.00	83,880.00	25.00 %
01-521-310	Professional Services - Law Enf	87,854.75	108,000.00	108,000.00	9,671.00	16,351.00	91,649.00	15.14 %
01-521-640	Machinery & Equipment - Law Enf	5,700.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		203,201.75	219,840.00	219,840.00	9,671.00	44,311.00	175,529.00	20.16 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	106,624.15	115,244.00	115,244.00	8,950.16	22,407.18	92,836.82	19.44 %
01-524-140	Overtime - Bldg & Zoning	74.86	623.00	623.00	62.88	1,898.34	(1,275.34)	304.71 %
01-524-210	Fica Taxes - Bldg & Zoning	8,328.97	8,864.00	8,864.00	676.70	1,827.39	7,036.61	20.62 %
01-524-220	Retirement Contribution - Bldg & Zoni	15,045.48	15,793.00	15,793.00	1,228.47	3,312.83	12,480.17	20.98 %
01-524-230	Life & Health Insurance - Bldg & Zoni	27,445.56	31,956.00	31,956.00	2,602.94	5,324.36	26,631.64	16.66 %
01-524-240	Worker's Compensation - Bldg & Zoni	2,485.74	1,806.00	1,806.00	0.00	0.00	1,806.00	0.00 %
01-524-310	Professional Services - Bldg & Zoning	81,366.48	250,000.00	250,000.00	12,171.25	14,105.25	235,894.75	5.64 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-405	Training - Building	60.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	289.81	300.00	300.00	0.00	0.00	300.00	0.00 %

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MYD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-524-520	Operating Supplies - Bldg & Zoning	300.00	400.00	400.00	0.00	0.00	400.00	0.00 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	148.32	300.00	300.00	0.00	0.00	300.00	0.00 %
DEPARTMENT TOTAL		242,169.37	426,286.00	426,286.00	25,692.40	48,875.35	377,410.65	11.47 %
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CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	30,573.00	32,947.00	32,947.00	2,520.00	6,240.00	26,707.00	18.94 %
01-529-210	Fica Taxes - Code Enf	2,384.87	2,520.00	2,520.00	190.11	470.67	2,049.33	18.68 %
01-529-220	Retirement Contribution - Code Enf	4,295.20	4,491.00	4,491.00	343.48	850.52	3,640.48	18.94 %
01-529-230	Life & Health Insurance - Code Enf	(928.72)	167.00	167.00	0.00	28.48	138.52	17.05 %
01-529-240	Worker's Compensation - Code Enf	1,056.36	804.00	804.00	0.00	0.00	804.00	0.00 %
01-529-310	Professional Services - Code Enf	7,874.89	7,000.00	7,000.00	600.00	1,200.00	5,800.00	17.14 %
01-529-400	Travel Expenses - Code Enf	395.69	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-405	TRAINING - CODE ENFORCEMENT	710.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-529-410	Communication Services - Code Enf	295.86	500.00	500.00	37.29	74.58	425.42	14.92 %
01-529-510	Office Supplies - Code Enf	140.36	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-520	Operating Supplies - Code Enf	505.25	600.00	600.00	0.00	0.00	600.00	0.00 %
01-529-540	Books, Pub., Sub., & Memberships - Co	326.17	500.00	500.00	0.00	85.00	415.00	17.00 %
DEPARTMENT TOTAL		47,628.93	51,229.00	51,229.00	3,690.88	8,949.25	42,279.75	17.47 %
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REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	273,346.15	279,608.00	279,608.00	23,056.67	23,056.67	256,551.33	8.25 %
01-534-342	Refuse Disposal - Commercial - Refus	133,349.70	160,053.00	160,053.00	0.00	22,949.94	137,103.06	14.34 %
DEPARTMENT TOTAL		406,695.85	439,661.00	439,661.00	23,056.67	46,006.61	393,654.39	10.46 %
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STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	4,475.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-538-311	Engineering Services - Stormwater	29,014.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-538-405	Training - Stormwater	876.00	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	3,343.88	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	500.00	500.00	500.00	500.00	500.00	0.00	100.00 %
DEPARTMENT TOTAL		38,208.88	36,950.00	36,950.00	500.00	500.00	36,450.00	1.35 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov#39;t	36,431.22	30,000.00	30,000.00	3,274.35	5,644.35	24,355.65	18.81 %
01-539-312	Professional Services - Other - Gen G	0.00	0.00	0.00	0.00	105.00	(105.00)	0.00 %
01-539-411	City Hall - Communication - Gen Gov#	10,795.73	10,000.00	10,000.00	1,327.10	2,619.71	7,380.29	26.20 %
01-539-414	Community Center-Communication-Gen G	1,521.08	1,500.00	1,500.00	138.28	276.56	1,223.44	18.44 %
01-539-431	City Hall - Utilities - Gen Gov#39;t	18,190.10	18,000.00	18,000.00	769.85	2,364.90	15,635.10	13.14 %
01-539-432	Activity Center - Utilities - Gen Gov	2,353.66	2,500.00	2,500.00	107.75	256.99	2,243.01	10.28 %
01-539-433	MULTI-PURPOSE BUILD - UTILITIES - GEN	2,905.51	3,000.00	3,000.00	92.03	334.49	2,665.51	11.15 %
01-539-434	Community Center-Utilities-Gen Gov#3	5,729.69	5,000.00	5,000.00	380.03	607.59	4,392.41	12.15 %
01-539-440	Rentals and Leases - Gen Gov#39;t Bl	6,954.36	8,000.00	8,000.00	419.58	926.85	7,073.15	11.59 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	80,487.05	28,000.00	28,000.00	0.00	6,923.59	21,076.41	24.73 %
01-539-462	Activity Center - Repairs & Maint - G	4,023.34	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
01-539-463	MUTIL-PURPOSE BUILD- REPAIRS & MAINT	4,611.76	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-539-464	Community Center-Repairs & Maint-Gen	9,378.57	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
01-539-490	Other Current Charges - Gen Gov#39;t	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-539-521	City Hall - Operating Supplies - Gen	7,629.44	10,000.00	10,000.00	220.90	749.72	9,250.28	7.50 %
01-539-522	Activity Center - Operating Supplies	1,581.38	1,750.00	1,750.00	42.96	220.92	1,529.08	12.62 %
01-539-523	Multi-Purpose Build - Operating Suppl	416.59	500.00	500.00	0.00	135.00	365.00	27.00 %
01-539-524	Community Center-Operating supplies-G	1,608.28	2,000.00	2,000.00	71.00	142.00	1,858.00	7.10 %
01-539-531	Landscape Materials & Supplies - Bul	815.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-539-631	City Hall - Improv. O/T Bldgs - Gen G	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
01-539-641	City Hall - Mach. & Equipment - Gen G	6,704.77	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		202,137.53	228,250.00	228,250.00	6,843.83	21,307.67	206,942.33	9.34 %
ROADS AND STREETS								

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-120	Regular Salary - Wages - Roads & Stree	183,452.21	243,740.00	243,740.00	16,308.21	40,253.30	203,486.70	16.51 %
01-541-130	Other Salaries and Wages - Roads & St	400.66	0.00	0.00	30.00	94.65	(94.65)	0.00 %
01-541-140	Overtime - Roads & Streets	4,378.78	5,290.00	5,290.00	371.96	4,642.26	647.74	87.76 %
01-541-210	Fica Taxes - Roads & Streets	14,055.86	19,051.00	19,051.00	1,254.16	3,381.40	15,669.60	17.75 %
01-541-220	Retirement Contribution - Roads & Str	26,465.10	32,293.00	32,293.00	2,273.51	6,121.91	26,171.09	18.96 %
01-541-230	Life & Health Insurance - Roads & Str	55,772.70	79,466.00	79,466.00	4,555.13	9,414.94	70,051.06	11.85 %
01-541-240	WORKERS COMPENSATION - ROADS & STRE..	27,461.73	19,159.00	19,159.00	0.00	0.00	19,159.00	0.00 %
01-541-310	Professional Services - Roads & Stree	78,343.30	25,000.00	25,000.00	620.05	1,390.05	23,609.95	5.56 %
01-541-311	Engineering Services - Roads & Street	16,795.29	10,000.00	10,000.00	115.00	115.00	9,885.00	1.15 %
01-541-400	Travel Expenses - Roads & Streets	68.68	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-405	Training - Streets	25.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-410	Communication Services - Roads & Stree	3,970.03	4,500.00	4,500.00	1,489.02	1,996.29	2,503.71	44.36 %
01-541-430	Utilities - Roads & Streets	26,557.21	25,000.00	25,000.00	2,157.41	2,430.85	22,569.15	9.72 %
01-541-440	Rentals and Leases - Roads & Streets	1,146.69	0.00	0.00	0.00	314.00	(314.00)	0.00 %
01-541-460	Repairs and Maintenance - Roads & Str	3,801.09	5,000.00	5,000.00	24.47	24.47	4,975.53	0.49 %
01-541-461	Repairs & Maintenance-Equipment - Roa	14,262.51	10,000.00	10,000.00	2,023.68	4,034.44	5,965.56	40.34 %
01-541-464	Vehicle Fuel - Roads & Streets	13,343.63	13,000.00	13,000.00	1,517.14	1,517.14	11,482.86	11.67 %
01-541-465	Vehicle Maintenance - Roads & Streets	3,720.49	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
01-541-466	Public Works/Utilities Facility - Rep	481.63	2,000.00	2,000.00	0.00	4,800.00	(2,800.00)	240.00 %
01-541-493	Equipment Rental - Roads & Streets	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	151.62	500.00	500.00	0.00	0.00	500.00	0.00 %
01-541-520	Operating Supplies - Roads & Streets	5,379.23	6,227.00	6,227.00	543.07	671.07	5,555.93	10.78 %
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	21,990.85	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00 %
01-541-531	Landscape Materials & Supplies - Road	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	751.81	600.00	600.00	0.00	0.00	600.00	0.00 %
01-541-630	Improvements Other than Building - Ro	1,139.78	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	10,761.62	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00 %
01-541-650	Construction in Progress - Roads & St	1,812.50	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		516,490.00	603,826.00	603,826.00	33,282.81	81,201.77	522,624.23	13.45 %

LIBRARY

01-571-120	Regular Salary - Wages - Library	85,075.06	92,017.00	92,017.00	7,197.42	17,746.73	74,270.27	19.29 %
01-571-140	Overtime - Library	0.00	608.00	608.00	0.00	1,490.88	(882.88)	245.21 %
01-571-210	Fica Taxes - Library	6,640.40	7,086.00	7,086.00	540.56	1,446.55	5,639.45	20.41 %

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MYD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-571-220	Retirement Contribution - Library	12,003.43	12,625.00	12,625.00	981.01	2,622.09	10,002.91	20.77 %
01-571-230	Life & Health Insurance - Library	25,180.82	31,821.00	31,821.00	2,602.94	5,303.56	26,517.44	16.67 %
01-571-240	Worker's Compensation - Library	461.27	102.00	102.00	0.00	0.00	102.00	0.00 %
01-571-310	Professional Services - Library	7,123.26	5,500.00	5,500.00	262.80	532.80	4,967.20	9.69 %
01-571-312	Professional Services - Other - Libra	2,524.55	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-571-400	Travel Expenses - Library	24.30	600.00	600.00	0.00	0.00	600.00	0.00 %
01-571-405	Training - Library	0.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	3,629.50	4,000.00	4,000.00	158.26	492.92	3,507.08	12.32 %
01-571-430	Utilities - Library	3,015.54	4,000.00	4,000.00	152.67	303.91	3,696.09	7.60 %
01-571-460	Repairs and Maintenance - Library	9,586.47	5,000.00	5,000.00	0.00	0.00	5,000.00	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	0.00	2,600.00	2,600.00	0.00	0.00	2,600.00	0.00 %
01-571-490	Other Current Charges - Library	147.63	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-510	Office Supplies - Library	445.79	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-571-520	Operating Supplies - Library	2,810.85	3,000.00	3,000.00	130.12	167.16	2,832.84	5.57 %
01-571-531	Landscape Materials & Supplies - Libr	815.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-540	Books, Pub., Sub., & Memberships - Li	342.88	2,000.00	2,000.00	0.00	30.00	1,970.00	1.50 %
01-571-660	Books, Pub. & Library Materials - Libr	14,315.49	18,700.00	18,700.00	426.23	765.39	17,934.61	4.09 %
DEPARTMENT TOTAL		174,142.24	194,859.00	194,859.00	12,452.01	30,901.99	163,957.01	15.86 %
PARKS								
01-572-310	Professional Services - Parks	15,858.67	12,000.00	12,000.00	1,320.00	2,130.00	9,870.00	17.75 %
01-572-430	Utilities - Parks	14,423.74	16,000.00	16,000.00	122.18	1,068.50	14,931.50	6.68 %
01-572-460	Repairs and Maintenance - Parks	4,336.56	6,000.00	6,000.00	3,210.00	3,210.00	2,790.00	53.50 %
01-572-493	Equipment Rental - Parks	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-572-520	Operating Supplies - Parks	2,021.38	2,500.00	2,500.00	243.33	285.23	2,214.77	11.41 %
01-572-630	Improvements Other than Building - Pa	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
DEPARTMENT TOTAL		36,640.35	47,000.00	47,000.00	4,895.51	6,693.73	40,306.27	14.24 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	1,427.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL. BUDGET	2025 PERCENTAGE REALIZED
01-574-440	Rentals and Leases - Spec Events	50,311.30	52,500.00	52,500.00	29,234.30	43,848.60	8,651.40	83.52 %
01-574-470	Printing and Reproduction - Spec Even	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	313.64	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
01-574-520	Operating Supplies - Spec Events	8,196.41	10,000.00	10,000.00	576.93	576.93	9,423.07	5.77 %
01-574-521	Operating Supplies - Centinnial 2025	5,010.97	100,000.00	100,000.00	2,011.80	3,946.21	96,053.79	3.95 %
DEPARTMENT TOTAL		65,259.32	176,000.00	176,000.00	31,823.03	48,371.74	127,628.26	27.48 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	26,027.71	25,000.00	25,000.00	1,988.00	2,982.00	22,018.00	11.93 %
01-590-312	Professional Services - Other - Non-D	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-590-320	Accounting and Auditing - Non-Dept	20,682.42	30,000.00	30,000.00	701.25	1,416.52	28,583.48	4.72 %
01-590-440	Rentals and Leases - Non-Dept	3,087.46	5,500.00	5,500.00	185.27	370.54	5,129.46	6.74 %
01-590-450	Liability Insurance - Non-Dept	106,078.50	120,000.00	120,000.00	0.00	99,526.50	20,473.50	82.94 %
01-590-464	Vehicle Fuel - Non- Departmental	878.37	850.00	850.00	111.90	111.90	738.10	13.16 %
01-590-465	Vehicle Maintenance - Non-Departmenta	639.71	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-590-490	Other Current Charges - Non Dept	0.00	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
01-590-510	Office Supplies - Non-Departmental	744.16	1,000.00	1,000.00	118.47	118.47	881.53	11.85 %
01-590-520	Operating Supplies - Non-Dept	10,501.05	10,000.00	10,000.00	1,061.50	1,475.95	8,524.05	14.76 %
01-590-521	Emergencies & Contingencies - Operati	1,012.84	40,150.00	40,150.00	1,431.29	18,935.76	21,214.24	47.16 %
01-590-525	Uniforms - Non Dept	4,833.93	4,750.00	4,750.00	219.16	668.32	4,081.68	14.07 %
01-590-528	Postage - Non-Dept	247.78	750.00	750.00	0.00	0.00	750.00	0.00 %
01-590-540	Books, Pub., Sub., & Memberships -NON	13,315.99	12,500.00	12,500.00	0.00	0.00	12,500.00	0.00 %
01-590-550	Pre-Employment Exam/Drug Test	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-590-551	Immunizations - Employees	922.00	600.00	600.00	192.00	192.00	408.00	32.00 %
01-590-552	DOT Testing	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-590-553	Employee Meeting/Awards	256.04	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-554	Employee Holiday Dinner	1,403.72	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-590-630	Improvements Other than Bldg - Non-De	6,350.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	5,382.00	5,382.00	0.00	0.00	5,382.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	1,000.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-590-992	Unemployment Claims - Non-Dept	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-590-996	Bad Debt - Non-Dept	(105.37)	850.00	850.00	0.00	(61.03)	911.03	(7.18) %
01-590-999	Other - Non-Operating Charges - Non-D	3,270.52	3,743.00	3,743.00	14.15	49.15	3,693.85	1.31 %

CITY OF POLK CITY
 NOVEMBER 2024 MONTHLY FINANCIALS

General Fund Expenditures
 16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL. BUDGET	PERCENTAGE REALIZED
	DEPARTMENT TOTAL	201,146.83	282,075.00	282,075.00	6,022.99	125,786.08	156,288.92	44.59 %

General Fund Revenues Total	3,493,750.63	3,589,027.00	3,589,027.00	253,024.03	359,531.71	3,230,495.29	90.01%
General Fund Expenditures Total	2,938,823.84	3,589,027.00	3,589,027.00	259,276.86	650,355.50	2,938,671.50	81.80%
Total Revenues vs. Expenditures	554,926.79	0.00	0.00	-6,252.83	-291,823.79	291,823.79	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Nov
Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	3,151,449.71	
05-101-913	DEP Loan - Sinking Fund	29,034.64	
05-101-916	US Bank - Sink Fund	334,854.21	
05-101-917	US Bank - Renewal & Replacement Series	205,524.29	
05-101-918	DEP Loan WW531400 - Sink Fund	328.42	
05-101-919	DEP Loan WW531402 - Sink Fund	4,771.74	
05-101-920	Cash - Customer Deposits	370,021.20	
05-101-930	Restricted Cash - Reclass	1,364,325.00	
05-101-936	FDEP 531402 Sinking Fund	11,917.80	
05-101-999	Restricted Class - Reclass	1,364,325.00-	
05-115-100	Accounts Receivable - Utilities	20,224.80	
05-115-130	Accounts Receivable - Readiness to Serve	25,219.70	
05-117-100	Allowance for Bad Debt	327.41-	
05-117-200	Allowance for Uncollectible A/R	38,370.95-	
05-151-100	Investments - FL SAFE EF	673,631.83	
05-151-902	Investments - FL SAFE EF Reserves	140,780.05	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	26,413.35	
05-159-100	Deferred Outflows - Related to Pension	121,152.22	
05-159-200	Deferred Outflows - Loss on Refunding	572,721.48	
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	16,625,958.21	
05-165-900	Acc.Dep. - Improvements Other than Build	5,469,060.53-	
05-166-900	Equipment & Furniture	968,701.15	
05-167-900	Accumulated Depreciation - Equipment	540,263.83-	
05-168-900	Furniture & Equip - Right to Use Leased Assets	9,972.92	
05-168-950	Accumulated Depreciation - Right to Use Lease	1,672.75-	
05-169-900	CIP - Construction Costs	95,333.71	
	** TOTAL ASSET**		20,249,272.96
05-202-100	Accounts Payable	30,663.96	
05-202-200	Accounts Payable - Year End	32,014.84	
05-202-900	Customer Deposits	370,021.20	
05-203-100	Accumulated Interest Payable	47,954.17	
05-203-600	SRF Loan WW51201P	1,539,866.35	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	28,753.70	
05-203-615	SRF Loan WW531402/SG531403	751,015.82	
05-203-710	US Bank 2017 Bond Note	7,135,000.00	
05-203-760	Right to Use Leased Assets	8,455.61	
05-203-910	Unamortized Bond Premiums - US Bank	426,208.06	
05-207-400	Due to General Fund	31,844.15-	
05-208-305	Taxes Payable	2,583.51-	
05-210-800	Compensated Absences - Current	8,874.81-	
05-223-100	Deferred Revenue	1,364,325.00	
05-225-100	Deferred Inflows - Related to Pension	19,359.90	
05-234-100	L-T-D - Current Portion	446,754.26	
05-234-901	Less: Current Portion of LTD	446,754.26-	
05-235-800	OPEB Liability	18,155.80	
05-235-900	Net Pension Liability	400,283.46	
	** TOTAL LIABILITY**		12,128,775.40
05-243-100	Encumbrances Placed	27,226.08	
05-245-100	Reserved for Encumbrances	27,226.08-	
	** TOTAL ENCUMBRANCE**		0.00

CITY OF POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Nov
 Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	6,969,286.97	
05-271-150	Fund Balance - Restatement	12,428.57-	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		8,316,569.59
	** TOTAL REVENUE**		226,278.72
	** TOTAL EXPENSE**		422,350.75
	TOTAL LIABILITY AND EQUITY		20,249,272.96

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE

16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/I ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	2025 YTD REVENUE	(EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
05-314-301	RTS - City 10¢ UTY T	1,117.81	1,114.00	1,114.00	20.51	41.02	1,072.98	3.68 %
05-325-111	Connection Fees - Water - Cash Basis	11,695.77	77,000.00	77,000.00	531.71	1,719.93	75,280.07	2.23 %
05-325-210	Readiness to Serve Charge - Sewer	9,056.70	8,987.00	8,987.00	0.00	416.40	8,570.60	4.63 %
05-325-211	Readiness to Serve Charge - Water	11,176.86	11,143.00	11,143.00	205.08	410.16	10,732.84	3.68 %
05-329-200	Other Lic./Fees/Permits	752.28	600.00	600.00	335.00	403.64	196.36	67.27 %
05-340-300	Water Utility Revenue	1,344,959.69	1,340,938.00	1,340,938.00	(2,238.23)	100,672.15	1,240,265.85	7.51 %
05-340-500	Sewer Utility Revenue	1,309,610.24	1,350,516.00	1,350,516.00	(1,185.16)	102,450.99	1,248,065.01	7.59 %
05-359-100	Other Fines and/or Forfeitures	24,585.00	22,280.00	22,280.00	2,970.00	6,135.00	16,145.00	27.54 %
05-359-200	Non Sufficient Funds	2,105.00	1,733.00	1,733.00	40.00	125.00	1,608.00	7.21 %
05-359-300	Late Fees	25,158.00	20,860.00	20,860.00	2,520.00	4,599.00	16,261.00	22.05 %
05-361-200	Interest/Dividends - FL SAFE	42,272.19	42,132.00	42,132.00	3,191.02	6,588.93	35,543.07	15.64 %
05-369-100	Misc. Income	13,634.70	15,000.00	15,000.00	1,600.00	2,700.00	12,300.00	18.00 %
05-369-110	Customer Refund of Overpmts	(17,627.81)	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
05-369-113	Vendor Refund of Overpymt	750.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	0.00	0.00	0.00	0.00	16.50	(16.50)	0.00 %
05-381-900	CASH CARRY FORWARD - WATER/SEWER IMPR	0.00	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00 %
05-381-901	Cash Carry Forward - ARPAL 8" Force M	0.00	565,896.00	565,896.00	0.00	0.00	565,896.00	0.00 %
05-381-902	Cash Carry Forward - ARPAL2 Sewer Impr	0.00	682,163.00	682,163.00	0.00	0.00	682,163.00	0.00 %
DEPARTMENT TOTALS		2,779,246.43	4,393,862.00	4,393,862.00	7,989.93	226,278.72	4,167,583.28	5.15 %

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	PERCENTAGE REALIZED
Water								
05-518-120	Regular Salary - Wages - Water Admin	119,609.14	130,116.00	130,116.00	10,105.26	19,365.19	110,750.81	14.88 %
05-518-140	Overtime - Water Admin	0.00	1,045.00	1,045.00	118.72	2,488.94	(1,443.94)	238.18 %
05-518-210	Fica Taxes - Water Admin	9,592.35	10,034.00	10,034.00	762.39	1,622.47	8,411.53	16.17 %
05-518-220	Retirement Contribution - Water Admin	12,157.87	17,877.00	17,877.00	1,393.54	3,727.07	14,149.93	20.85 %
05-518-230	Life & Health Insurance - Water Admin	39,951.21	47,735.00	47,735.00	3,904.41	7,955.84	39,779.16	16.67 %
05-518-240	Worker's Compensation - Water Adm	0.00	144.00	144.00	0.00	0.00	144.00	0.00 %
05-518-312	Professional Services - Other - Water	22,757.39	26,000.00	26,000.00	3,948.78	3,948.78	22,051.22	15.19 %
05-518-400	Travel and Training - Water Admin	1,199.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-518-405	Training - Water Administration	499.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-518-470	Printing and Reproduction - Water Adm	174.51	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	275.32	600.00	600.00	85.13	85.13	514.87	14.19 %
05-518-520	Operating Supplies - Water Admin	1,258.33	1,500.00	1,500.00	13.16	13.16	1,486.84	0.88 %
05-518-540	Books, Pub., Sub., & Memberships - Wa	402.63	425.00	425.00	0.00	0.00	425.00	0.00 %
DEPARTMENT TOTAL		207,876.75	239,376.00	239,376.00	20,331.39	39,206.58	200,169.42	16.38 %
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05-533-120	Regular Salary - Wages - Water Oper	137,750.19	152,697.00	152,697.00	12,136.88	24,213.82	128,483.18	15.86 %
05-533-130	Other Salaries and Wages - Water Oper	200.33	0.00	0.00	15.00	57.15	(57.15)	0.00 %
05-533-140	Overtime - Water Oper	7,561.14	7,246.00	7,246.00	1,037.41	4,614.42	2,631.58	63.68 %
05-533-210	Fica Taxes - Water Oper	10,965.41	12,236.00	12,236.00	990.27	2,162.35	10,073.65	17.67 %
05-533-220	Retirement Contribution - Water Oper	25,303.58	16,421.00	16,421.00	1,795.92	4,715.47	11,705.53	28.72 %
05-533-230	Life & Health Insurance - Water Oper	38,928.56	47,793.00	47,793.00	3,579.05	7,310.20	40,482.80	15.30 %
05-533-240	Worker's Compensation - Water Ope	7,022.19	3,488.00	3,488.00	0.00	0.00	3,488.00	0.00 %
05-533-310	PROFESSIONAL SERVICES - ATTORNEY FEES	3,798.86	15,000.00	15,000.00	8,600.00	8,600.00	6,400.00	57.33 %
05-533-311	Engineering Services - Water Oper	19,411.25	70,000.00	70,000.00	1,740.00	16,115.00	53,885.00	23.02 %
05-533-312	Professional Services - Other - Water	55,888.42	35,500.00	35,500.00	4,048.61	9,226.11	26,273.89	25.99 %
05-533-313	Professional Services - Polk Regional	1,513.27	3,750.00	3,750.00	0.00	909.23	2,840.77	24.25 %
05-533-314	Professional Services - Samples	3,611.00	5,000.00	5,000.00	1,150.00	1,760.00	3,240.00	35.20 %
05-533-400	Travel Expenses - Water Oper	844.41	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00 %
05-533-405	Training - Water Oper	37.50	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00 %
05-533-410	Communication Services - Water Oper	2,084.87	6,000.00	6,000.00	232.38	475.40	5,524.60	7.92 %
05-533-430	Utilities - PW/Utilities Facility Wat	1,480.13	3,000.00	3,000.00	59.18	192.06	2,807.94	6.40 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	6,819.83	10,000.00	10,000.00	239.05	239.05	9,760.95	2.39 %

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures

16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/I ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
05-533-432	Commonwealth WTP - Utilities - Water	4,111.24	2,750.00	2,750.00	250.48	250.48	2,499.52	9.11 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	8,230.20	13,000.00	13,000.00	989.40	989.40	12,010.60	7.61 %
05-533-440	Rentals and Leases - Water Oper	3,329.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-460	Repairs and Maintenance - Water Oper	88,719.73	150,000.00	150,000.00	0.00	6,899.77	130,267.73	4.60 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	26,032.57	10,000.00	10,000.00	0.00	11,924.87	(1,924.87)	119.25 %
05-533-462	Commonwealth WTP - Repairs and Maint	19,600.00	2,000.00	2,000.00	7,080.31	7,080.31	(5,080.31)	354.02 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	11,153.60	5,000.00	5,000.00	0.00	9,266.43	(4,266.43)	185.33 %
05-533-464	Vehicle Fuel - Water Oper	13,815.35	10,000.00	10,000.00	1,502.73	1,502.73	8,497.27	15.03 %
05-533-465	Vehicle Maintenance - Water Oper	7,804.28	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-533-466	Public Works/Utilities Facility - Rep	1.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-533-467	Repairs & Maintenance-Equipment - Wat	12,921.25	5,000.00	5,000.00	89.68	1,095.05	3,904.95	21.90 %
05-533-470	Printing and Reproduction - Water Ope	0.00	400.00	400.00	0.00	0.00	400.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	2,200.00	4,440.00	4,440.00	0.00	0.00	4,440.00	0.00 %
05-533-510	Office Supplies - Water Oper	479.05	500.00	500.00	0.00	0.00	500.00	0.00 %
05-533-520	Operating Supplies - Water Oper	14,304.13	15,000.00	15,000.00	887.85	1,005.65	13,644.77	6.70 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	538.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-523	V.Matt Williams WTP - Operating Suppl	21.97	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-524	Chemicals - Water Oper	23,022.13	17,000.00	17,000.00	2,571.30	3,338.90	13,661.10	19.64 %
05-533-526	Meter Supplies - New Installs - Water	0.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
05-533-527	Meter Supplies - Repairs & Maintenan	28,333.03	100,000.00	100,000.00	2,092.56	4,610.76	95,389.24	4.61 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	557.55	750.00	750.00	0.00	0.00	750.00	0.00 %
05-533-630	Improvements Other than Building - Wa	4,250.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	5,380.80	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00 %
05-533-710	Principal - Water Oper	0.00	66,178.00	66,178.00	0.00	0.00	66,178.00	0.00 %
05-533-720	Interest - Water Oper	65,658.84	63,742.00	63,742.00	0.00	0.00	63,742.00	0.00 %
DEPARTMENT TOTAL		663,684.66	986,891.00	986,891.00	51,090.66	128,554.61	845,154.31	13.03 %
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	129,774.67	164,222.00	164,222.00	12,984.62	22,855.28	141,366.72	13.92 %
05-535-130	Other Salaries and Wages - Sewer Oper	200.32	0.00	0.00	15.00	57.15	(57.15)	0.00 %
05-535-140	Overtime - Sewer Oper	8,519.71	7,911.00	7,911.00	820.07	5,863.55	2,047.45	74.12 %
05-535-210	Fica Taxes - Sewer Oper	10,825.52	13,168.00	13,168.00	1,048.84	2,180.25	10,987.75	16.56 %
05-535-220	Retirement Contribution - Sewer Oper	18,761.92	18,082.00	18,082.00	1,881.57	5,143.18	12,938.82	28.44 %
05-535-230	Life & Health Insurance - Sewer Oper	28,206.42	47,824.00	47,824.00	3,579.05	7,315.21	40,508.79	15.30 %

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
05-535-240	Worker#397s Compensation - Sewer Ope	0.00	3,774.00	3,774.00	0.00	0.00	3,774.00	0.00 %
05-535-310	PROFESSIONAL SERVICES - ATTORNEY FEES	67,763.46	63,750.00	63,750.00	0.00	5,000.00	58,750.00	7.84 %
05-535-311	Engineering Services - Sewer Oper	45,781.25	90,000.00	90,000.00	0.00	0.00	90,000.00	0.00 %
05-535-312	Professional Services - Other - Sewer	123,425.84	50,000.00	50,000.00	20,578.14	21,359.29	27,140.71	42.72 %
05-535-314	Professional Services - Samples	24,412.73	15,000.00	15,000.00	208.00	3,283.00	11,717.00	21.89 %
05-535-400	Travel Expenses - Sewer Oper	114.93	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
05-535-405	Training - Sewer Oper	57.50	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-410	Communication Services - Sewer Oper	3,934.90	7,000.00	7,000.00	438.73	879.25	6,120.75	12.56 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	1,768.94	3,000.00	3,000.00	156.71	313.42	2,686.58	10.45 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,053.80	3,000.00	3,000.00	171.15	171.15	2,828.85	5.71 %
05-535-430	Utilities - PW/Utilities Facility Sew	7,999.72	11,652.00	11,652.00	423.85	686.96	10,965.04	5.90 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	36,525.67	39,700.00	39,700.00	3,065.22	3,144.04	36,555.96	7.92 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,567.53	7,000.00	7,000.00	673.12	1,032.92	5,967.08	14.76 %
05-535-460	Repairs and Maintenance - Sewer Oper	84,712.17	556,805.00	556,805.00	9,500.97	9,558.24	534,702.76	1.72 %
05-535-461	Cardinal Hill - Repairs and Maint - S	43,435.96	430,000.00	430,000.00	0.00	0.00	430,000.00	0.00 %
05-535-464	Vehicle Fuel - Sewer Oper	6,790.58	12,300.00	12,300.00	623.80	623.80	11,676.20	5.07 %
05-535-465	Vehicle Maintenance - Sewer Oper	19,650.39	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-535-466	Public Works/Utilities Facility - Rep	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-467	Repairs & Maintenance-Equipment - Sew	7,614.84	6,000.00	6,000.00	89.68	1,166.04	4,833.96	19.43 %
05-535-470	Printing and Reproduction - Sewer Ope	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
05-535-480	Promo Activities & Legal Ads - Sewer	349.67	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	500.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	2,600.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	304.44	500.00	500.00	0.00	0.00	500.00	0.00 %
05-535-520	Operating Supplies - Sewer Oper	22,982.51	20,000.00	20,000.00	1,196.50	1,196.50	18,803.50	5.98 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	310.17	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	16,553.00	36,000.00	36,000.00	0.00	2,790.00	33,210.00	7.75 %
05-535-524	Chemicals - Sewer Oper	33,452.90	40,000.00	40,000.00	3,961.43	8,585.63	31,414.37	21.46 %
05-535-530	Road Materials & Supplies - Sewer Ope	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-540	Books, Pub., Sub., & Memberships - Se	637.55	500.00	500.00	0.00	0.00	500.00	0.00 %
05-535-630	Improvements Other than Building - Se	1,139.78	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-634	SCADA System - Sewer Oper	0.00	10,010.00	10,010.00	0.00	0.00	10,010.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	7,380.80	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	21,606.02	565,896.00	565,896.00	2,382.50	4,318.75	561,577.25	0.76 %
05-535-710	Principal - Sewer Oper	0.00	366,857.00	366,857.00	0.00	0.00	366,857.00	0.00 %
05-535-712	Principal - DEP Effluent Disposal Loa	(27.20)	27,131.00	27,131.00	13,558.57	13,558.57	13,572.43	49.97 %
05-535-720	Interest - Sewer Oper	257,166.12	248,725.00	248,725.00	0.00	0.00	248,725.00	0.00 %
05-535-722	Interest - DEP Effluent Disposal Loan	1,580.80	1,499.00	1,499.00	756.30	756.30	742.70	50.45 %

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures
16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MYD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
DEPARTMENT TOTAL		1,049,435.33	2,896,406.00	2,896,406.00	78,113.82	121,838.48	2,760,523.52	4.21 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	17,227.00	12,500.00	12,500.00	1,988.00	2,982.00	9,518.00	23.86 %
05-590-320	Accounting and Auditing - Non-Dept	41,991.44	61,000.00	61,000.00	1,423.75	2,875.98	58,124.02	4.71 %
05-590-440	Rentals and Leases - Non-Dept	5,883.75	5,500.00	5,500.00	305.16	692.81	4,807.19	12.60 %
05-590-450	Liability Insurance - Non-Dept	89,529.50	115,000.00	115,000.00	0.00	99,526.50	15,473.50	86.54 %
05-590-510	Office Supplies - Non-Departmental	744.13	1,000.00	1,000.00	118.47	118.47	881.53	11.85 %
05-590-520	Operating Supplies - Non-Dept	11,668.48	12,000.00	12,000.00	1,238.86	1,653.35	10,346.65	13.78 %
05-590-521	Emergencies & Contingencies - Operati	10,776.84	20,000.00	20,000.00	2,478.00	24,109.31	(4,109.31)	120.55 %
05-590-525	Uniforms - Non Dept	5,059.21	4,200.00	4,200.00	394.62	877.78	3,322.22	20.90 %
05-590-528	Postage - Non-Dept	369.65	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-540	Books, Pub., Sub., & Memberships -NON	12,797.12	16,000.00	16,000.00	0.00	0.00	16,000.00	0.00 %
05-590-550	Pre-Employment Exam/Drug Test	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-551	Immunizations - Employees	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-552	DOT Testing	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
05-590-553	Employee Meeting/Awards	926.30	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00 %
05-590-554	Employee Holiday Dinner	1,027.81	1,750.00	1,750.00	0.00	0.00	2,000.00	0.00 %
05-590-605	Depreciation - Right to Use Leased As	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-630	Improvements Other than Bldg - Non-De	3,532.50	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-720	Interest - Bond 2017 Issue	(37,897.37)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-725	Interest - Right to Use Leased Assets	0.00	600.00	600.00	0.00	0.00	600.00	0.00 %
05-590-730	Other Debt Service Costs	54,289.46	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	6,889.00	6,889.00	0.00	0.00	6,889.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	50.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-995	Refund of Overpayments - Non-Dept	531.71	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-996	Bad Debt - Non-Dept	456.05	2,500.00	2,500.00	0.00	(85.12)	2,585.12	(3.40) %
05-590-999	Other - Non-Operating Charges - Non-D	610.58	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
DEPARTMENT TOTAL		219,574.16	271,189.00	271,189.00	7,946.86	132,751.08	138,437.92	48.95 %
Enterprise Fund Revenues Total								
		2,779,246.43	4,393,862.00	4,393,862.00	7,989.93	226,278.72	4,167,583.28	5.15 %
Enterprise Fund Expenditures Total								
		-2,604,034.13	-4,393,862.00	-4,393,862.00	-157,482.13	-422,450.75	-3,971,411.25	9.61 %
Total Revenue vs. Expenditures		175,212.30	0.00	0.00	-149,492.20	-196,172.03	196,172.03	

CITY OF POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2025 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	22,284.53	
08-101-101	GF Fire Public Safety Impact Fees	11,388.84	
08-101-102	GF Recreation Impact Fees	34,325.39	
08-101-103	GF Gen Gov't Facilities Impact Fees	57,091.25	
08-151-100	Investments - FL SAFE GF Police Public Safety	237,476.24	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	150,724.92	
08-151-102	Investments - FL SAFE GF Recreation	450,720.28	
08-151-103	Investments - FL SAFE GF Facilities	500,587.50	
	** TOTAL ASSET**		1,464,598.95
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
08-271-100	Fund Balance Unreserved	1,453,707.85	
	** TOTAL EQUITY**		1,453,707.85
	** TOTAL REVENUE**		10,891.10
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,464,598.95

CITY OF POLK CITY
NOVEMBER 2024 MONTHLY FINANCIALS

GFIF Special Revenues
Budget Revenues

16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	2025 YTD REVENUE	(EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
REVENUES									
08-324-100	Police - Public Safety Impact Fee	2,579.96	90,298.00	90,298.00	90,298.00	0.00	0.00	90,298.00	0.00 %
08-324-110	Fire/Rescue - Public Safety Impact Fee	1,380.44	48,315.00	48,315.00	48,315.00	0.00	0.00	48,315.00	0.00 %
08-324-610	Parks & Recreation Impact Fee	4,160.64	145,622.00	145,622.00	145,622.00	0.00	0.00	145,622.00	0.00 %
08-324-710	Public Facilities Impact Fee	6,992.04	244,721.00	244,721.00	244,721.00	0.00	0.00	244,721.00	0.00 %
08-361-200	Interest/Dividends - FL SAFE	69,873.29	60,000.00	60,000.00	60,000.00	5,274.56	10,891.10	49,108.90	18.15 %
DEPARTMENT TOTALS									
		84,986.37	588,956.00	588,956.00	588,956.00	5,274.56	10,891.10	578,064.90	1.85 %
EXPENDITURES									
08-521-930	Reserves - Police Public Safety Impac	0.00	90,298.00	90,298.00	90,298.00	0.00	0.00	90,298.00	0.00 %
08-521-931	Reserves - Police Public Safety Int/D	0.00	14,133.00	14,133.00	14,133.00	0.00	0.00	14,133.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	0.00	48,315.00	48,315.00	48,315.00	0.00	0.00	48,315.00	0.00 %
08-522-931	Reserves - Fire Public Safety Int/Div	0.00	8,705.00	8,705.00	8,705.00	0.00	0.00	8,705.00	0.00 %
08-539-930	Reserves - Public Facility Impact Fee	0.00	145,622.00	145,622.00	145,622.00	0.00	0.00	145,622.00	0.00 %
08-539-931	Reserves - Public Facility Int/Divide	0.00	14,388.00	14,388.00	14,388.00	0.00	0.00	14,388.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	0.00	244,721.00	244,721.00	244,721.00	0.00	0.00	244,721.00	0.00 %
08-572-931	Reserves - Parks & Rec Int/Dividends	0.00	22,774.00	22,774.00	22,774.00	0.00	0.00	22,774.00	0.00 %
DEPARTMENT TOTALS									
		0.00	588,956.00	588,956.00	588,956.00	0.00	0.00	588,956.00	0.00 %
GF Impact Fee Fund Revenues Total									
		84,986.37	588,956.00	588,956.00	588,956.00	5,274.56	10,891.10	578,064.90	1.85 %
GF Impact Fee Fund Expenditures Total									
		-260,794.17	-588,956.00	-588,956.00	-588,956.00	0.00	0.00	588,956.00	0.00 %
Total Revenue vs. Expenditures									
		-175,797.80	0.00	0.00	0.00	5,274.56	10,891.10	1,167,020.90	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2025 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	478,140.04	
09-101-900	EF Water Impact Fee Account	148,785.57	
09-151-800	Investements - Sewer Impact	1,825,007.43	
09-151-900	Investements - Water Impact	296,745.28	
	** TOTAL ASSET**		2,748,678.32
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-100	Unreserved Fund Balance	2,727,645.92	
	** TOTAL EQUITY**		2,727,645.92
	** TOTAL REVENUE**		21,032.40
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		2,748,678.32

CITY OF POLK CITY
 NOVEMBER 2024 MONTHLY FINANCIALS

EFIF Special Revenues
 16.66 % Yr Complete For Fiscal Year: 2025 / 11

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	2025 YTD REVENUE	2025 (EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
REVENUES									
TOTAL AR									
09-324-210	Water Capital Connection Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-324-220	Wastewater Capital Connection Charge	24,211.00	244,580.00	244,580.00	244,580.00	0.00	3,794.00	240,786.00	1.55 %
09-361-200	Interest/Dividends - FL SAFE	39,735.00	618,100.00	618,100.00	618,100.00	0.00	0.00	618,100.00	0.00 %
		110,595.20	100,000.00	100,000.00	100,000.00	8,348.56	17,238.40	82,761.60	17.24 %
=====									
	DEPARTMENT TOTALS	174,541.20	962,680.00	962,680.00	962,680.00	8,348.56	21,032.40	941,647.60	2.18 %
=====									
EXPENDITURES									
09-533-650	Construction In Progress - Water IF S	91,133.57	91,544.00	91,544.00	91,544.00	0.00	0.00	91,544.00	0.00 %
09-533-930	Reserves - Water Impact Fees	0.00	153,036.00	153,036.00	153,036.00	0.00	0.00	153,036.00	0.00 %
09-533-931	Reserves - Water Int/Dividends	0.00	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
09-535-650	Construction In Progress - Sewer IF S	0.00	315,000.00	315,000.00	315,000.00	0.00	0.00	315,000.00	0.00 %
09-535-930	Reserves - Sewer Impact Fees	0.00	303,100.00	303,100.00	303,100.00	0.00	0.00	303,100.00	0.00 %
09-535-931	Reserves - Sewer Int/Dividends	0.00	75,000.00	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00 %
=====									
	DEPARTMENT TOTALS	91,133.57	962,680.00	962,680.00	962,680.00	0.00	0.00	962,680.00	0.00 %
=====									

EP Impact	Pec Fund Revenues Total	174,541.20	962,680.00	962,680.00	962,680.00	8,348.56	21,032.40	941,647.60	2.18%
EF Impact	Fee Fund Expenditures Total	-91,133.57	-962,680.00	-962,680.00	-962,680.00	0.00	0.00	-962,680.00	0.00%
	Total Revenue vs. Expenditures	83,407.63	0.00	0.00	0.00	8,348.56	21,032.40	-21,032.40	

NOVEMBER 2024

CIRCULATION

ADULT BOOKS	611
JUVENILE BOOKS	616
TOTAL CIRCULATION	1,227

NEW BORROWERS

IN CITY	8
IN COUNTY	7
TOTAL NEW BORROWERS	15

NUMBER OF PROGRAMS

FAMILY	
ADULT	1
JUVENILE	
YOUNG ADULT	
TOTAL PROGRAMS	1

PROGRAM ATTENDANCE

ADULT	8
JUVENILE	
YOUNG ADULT	
TOTAL ATTENDANCE	9

REFERENCE QUESTIONS

PHONE CALLS	83
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NUMBER OF COMPUTER USERS

59

TOTAL PATRONS

509

Prepared by:

Hannah Ulloha

Library Director

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

STATISTICAL DATA

West Division

Date: December 5, 2024 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for November 2024

ACTIVITY	
FELONY ARREST	0
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	4
AFFIDAVITS MISDEMEANOR	1
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	5
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	13
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	5
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	408
TRAFFIC STOPS	23
TOTAL DISPATCHED CALLS FOR SERVICE	102

In November 2024, there was one (1) PROCAP captured crimes as compared to One (1) in November 2023. One Grand Theft occurred while the road work on Broadway Blvd was being done. It was discovered 6 dump trucks had not dumped their asphalt millings at the plant, Victim/Reportee discovered through the GPS tracking 5 of the 6 dump trucks did not have their GPS activated & 1 truck's GPS was showing a location of Dundee Rd/Carl Floyd Rd. The victim responded to that location & located 3-4 recent dump truck loads of millings, 3 additional loads are still unaccounted for. The company is out an approximate cost of \$3,780.00 for the missing millings. No names available for drivers from company who he contracted with to move millings. This crime is considered a trend crime and occurring all over the county currently. In all for 2024 we are sitting at 19 Pro-Cap related crimes compared to 18 Pro-Cap crimes reported by this time in 2023. In an attempt to eliminate any further increase in crimes, myself and the Detail Deputies are working hard in identifying suspicious individuals who are new in the area. Several traffic stops are being conducted throughout the entire city limits. The amount of Semi's utilizing Berkley Rd. heading North bound has reduced.

CaseNo.	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
GRAND THEFT									
PCSO-240044607	2024-11-07 / 0046hrs	2024-11-07 / 0046hrs	Thur	BROADWAY BLVD SE/HYDRANGEA AVE N	It was discovered the 6 trucks had not dumped their asphalt millings at the plant, Reportee discovered through the GPS tracking 5 of the 6 trucks did not have their GPS activated & 1 truck's GPS was showing at Dundee Rd/Carl Floyd Rd - Reportee responded to that location & located 3-4 dump truck loads of millings, 3 additional loads were still unaccounted for cost of \$3780 /No names available for drivers from company who hired	Karakash	no	no	Ongoing

	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals	Monthly Change	YTD Average					
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024				2023	2024	2023	2024	
Robbery	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0%	0.2	0.0			
Burg Business	0	1	0	0	0	0	0	0	0	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.4	
Burg Residence	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0%	0.1	0.1		
Burg Structure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0		
Burg Conveyance	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	1	6	0%	0.1	0.6
Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0%	0.1	0.1		
Grand Theft	0	0	1	0	0	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	1	3	0	4	1	100%	0.4	0.1			
Petit Theft	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	2	0	0	0	0	0	0	0	0	0	4	1	0%	0.0	0.0		
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Retail Theft	0	2	0	0	0	0	0	0	1	2	1	0	0	0	0	0	1	0	0	0	1	0	0	0	0	4	4	0%	0.4	0.4		
Criminal Mischief	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1	1	0%	0.1	0.1		
Totals	2	6	2	1	0	0	2	0	1	5	4	1	2	0	1	1	3	4	0	0	1	1	3	0	18	19	100%	1.8	1.9			
% Change	200%		-50%		N/A		N/A		400%		-75%		N/A		0%		33%		N/A		0%		N/A		6%		1		6%			

Public Works & Utilities Report

November 2024

Public Works Department- Work Orders: - Total - 156

Building Maintenance: 20

Custodial Services A/C: 2

Custodial Services Bronson Center: 5 Custodial Services Library & Freedom Park: 2

Vehicle/Equipment Maintenance: 34

Event Set-Up/Inspection: 19

Landscaping/Mowing: 24 Parks and Recreation: 8 Repairs: 1

Stormwater: 4

Street signs: 1

Trash Parks and Facilities: 9 Trash Roads and Streets: 17 Tech Support: 4

Hurricane Natural Disaster: 2

Utilities Department- Work Orders: - Total - 334

Turn-On: 26

Temporary Shut-Off: 11

Turn-Off: 18

Turn-Off for Non – Payment Of NSF: 1

Turn-Off for Non – Payment On Account: 1

Turn Back On From Shut Off List: 9

Install Irrigation: 1

Locates: 5

Meter Maintenance: 252

Lift Station Maintenance & Repair: 8

WTP Repair Maintenance: 1

Meter Reads: 3386

Mis-Reads: 210

Water Leaks: 3

Clearwater Ct. Sunset Blvd. Jacob Water Plant

Continue Flushing Fire Hydrants

Submitted By:

Rick Jiles

Public Works/Utilities Director

Utility Billing Report

November 2024

New Accounts Established: 24
Final/Terminated Service: 19
Bills Processed: 2,723
Email/ Bill Customers: 2,117
Work Orders Processed: 139
Lock off for Nonpayment: 14
Nonpayment fees (\$50): 45
Billed Consumption: 14,574,000
Billed/Revenue: \$ 307,082.86
Residential Billing: 2,636
Irrigation Billing: 593
Commercial Billing: 95
Building Rentals Activity/Bronson Center/Freedom Park: 22

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

Continuing efforts on changeouts from 3g to 4g, reroute meters into walking order. Continue to work with staff to write procedures for Utility Billing. Continuing efforts in auditing accounts. Working with Master Meter to replace meters with issues.

Respectfully Submitted by:

Chasity Guinn

Utility Billing Supervisor

**City Commission Meeting
December 17, 2024**

AGENDA ITEM #1:

**ORDINANCE 2024-08 – VOLUNTARY ANNEXATION INTO THE
CORPORATE CITY LIMITS OF POLK CITY, FLORIDA**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2024-08, an Ordinance of the City Commission of Polk City, Florida, voluntarily annexing property into the corporate limits of Polk City, Florida, Pursuant to Section 171.044, Florida Statutes; amending the City Boundary to include said property; providing findings; providing for Notice by Publication of the Proposed Annexation; filing a certified copy this Ordinance as provided by law; providing for conflicts, severability, and an effective date. First Reading

ATTACHMENTS:

Ordinance 2024-08
Application for Voluntary Annexation

ANALYSIS:

Polk City has received an application for Voluntary Annexation into the city limits of Polk City. The address of the property is currently 405-415-425 North Citrus Grove Boulevard. Parcel Numbers are:

252633-296500-115010
252632-000000-013020
252633-296500-116000

The metes and bounds of the property are in the annexation request as Exhibit A.

Staff Recommendation

Adopt Ordinance 2024-08 on First Reading

ORDINANCE 2024-08

AN ORDINANCE OF THE CITY COMMISSION OF THE POLK CITY, FLORIDA; VOLUNTARILY ANNEXING PROPERTY INTO THE CORPORATE LIMITS OF POLK CITY, FLORIDA, PURSUANT TO SECTION 171.044, FLORIDA STATUTES; AMENDING THE CITY BOUNDARY TO INCLUDE SAID PROPERTY; PROVIDING FINDINGS; PROVIDING FOR NOTICE BY PUBLICATION OF THE PROPOSED ANNEXATION; FILING A CERTIFIED COPY OF THIS ORDINANCE AS PROVIDED BY LAW; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Polk City, Florida ("City"), has received a Petition for Voluntary Annexation of certain lands ("Property") into the incorporated boundaries of the City; and,

WHEREAS, Polk City staff has reviewed and subsequently recommended approval of the annexation of said property to the City Commission of Polk City, Florida, and have accomplished all actions required under the City Charter and the Code of Ordinances of Polk City; and,

WHEREAS, the Property is presently located in unincorporated Polk County, is contiguous to the City, and is reasonably compact and will not result in the creation of enclave as required by section 171.044, Florida Statutes; and,

WHEREAS, the map and legal description of the Property attached to and incorporated in this Ordinance as Exhibit "A" depicts the land and parcel proposed to be annexed by this Ordinance; and,

WHEREAS, the City Commission hereby determines that the Petition bears the signature of the owner of all the Property, which means all of the owners of the area proposed to be annexed in accordance with and pursuant to Section 171.044, Florida Statutes, and,

WHEREAS, Polk City has furnished the Board of County Commissioners of Polk County a copy of the published notice of annexation by certified mail no sooner than ten (10) days prior to said publication, and said action is hereby ratified and confirmed by the City Commission; and,

WHEREAS, all other procedural and notice requirements mandated by State law and the City's Charter and Code of Ordinances have been followed and satisfied; and,

WHEREAS, the City Commission of the Polk City, Florida hereby determines that it is to the advantage of the Polk City and in the best interests of the citizens of Polk City to annex the property described below.

WHEREAS, the City Commission hereby determines that the owner of the property and the area proposed to be annexed has consented to the annexation, and pursuant to Section 171.044, Florida Statutes, no referendum is required.

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

Section 1. Legislative Findings. The above recitals are hereby adopted and incorporated into this Ordinance as legislative findings of the City Commission of the Polk City, Florida.

Section 2. Annexation of Property. The Property described in Exhibit "A" to this Ordinance (hereafter "Property" or "Annexed Property") shall be and is annexed into Polk City, Florida, and the boundary lines of the municipality shall be redefined to include the Property described and depicted in Exhibit "A", which is attached to and incorporated in this Ordinance. The City Commission directs and determines that the boundaries of Polk City as specified by the City's Charter shall be redefined to include the Annexed Property.

Section 3. Effect of Annexation. Upon this Ordinance becoming effective, the property owners of the said Annexed Property shall be entitled to all the rights and privileges and immunities as are from time-to-time granted to property owners of Polk City, as further provided in Chapter 171, *Florida Statutes*, and shall further be subject to the responsibilities of ownership as may from time-to-time be determined by the governing authority of Davenport, and the provisions of said Chapter 171, *Florida Statutes*.

Section 4. Notice of Proposed Annexation. Notice of the proposed annexation shall be published at least once each week for two consecutive weeks in a newspaper published in Polk City, Polk County, Florida, before final passage. Not fewer than 10 days prior to publishing or posting the ordinance notice required under section 171.044(2), the City Commission shall provide a copy of the notice, via certified mail, to the Board of County Commissioners of Polk County, Florida. A certified copy of this Ordinance shall, after adoption, be filed with the Clerk of the Circuit Court and the Chief Administrative Officer in and for Polk County, Florida, and with the Department of State, of the State of Florida, within seven (7) days after the adoption of this Ordinance.

Section 5. Land Use and Zoning. The said property shall, upon its annexation, remain subject to the County's land use plan and zoning or subdivision

regulations until the City adopts a comprehensive plan amendment that includes the Property annexed, as required by section 171.062, Florida Statutes.

Section 6. Conflicts. All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed.

Section 7. Severability. Upon a determination by a court of competent jurisdiction that a portion of this ordinance is void, unconstitutional, or unenforceable, all remaining portions shall remain in full force and effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 8. No Codification. The provisions of this Ordinance shall not be codified, but the Annexed Property shall be incorporated and included in all appropriate maps of the City Limits of Polk City, Florida, by the City Manager, and the City Manager is hereby directed to take any and all appropriate actions relative to land use planning pertaining to the Annexed Property pursuant to this Ordinance.

Section 9. Effective Date. This ordinance shall take effect as provided by state law within ten (10) days of adoption.

PASSED ON FIRST READING this ____ day of _____, 2022.

PASSED ON SECOND READING this ____ day of _____, 2022.

POLK CITY, FLORIDA

Joseph LaCascia, Mayor

ATTEST:

Patricia Jackson, City Manager/Clerk

APPROVED AS TO FORM AND
LEGALITY:

Thomas A. Cloud, Esquire
City Attorney

ANNEXED PROPERTY

Prepared by and return to:
Kathy Delp
Polk City
123 Broadway Blvd., SE
Polk City, FL 33868

IRRECOVABLE PETITION TO ANNEX REAL PROPERTY INTO THE CITY OF POLK CITY, FLORIDA

Petitioner, ANA MARIA GRANIS & FREDY E. SEVILLA (hereinafter referred to as 'Petitioner'),
BERTHA M. SEVILLA & ELOISA M. WING whose mailing address is 405 N. CITRUS GROVE BLVD - POLK CITY - FL 33801 hereby petitions Polk City, Florida, to annex real property into Polk City, Florida (hereinafter referred to as 'City') pursuant to and in accordance with the provisions of Chapter 171, Florida Statutes, and state(s):

- 1) Petitioner is the owner(s) of the real property whose Polk County Tax Parcel Identification Number is 252633-296500-115010 & 252632-000000-013020 located at 405-415-425 N CITRUS GROVE BLVD and more particularly described on Exhibit "A" ¹⁻²⁻³ attached hereto and by this reference made a part of this Petitions (hereinafter referred to as the 'Property').
- 2) When the Property is annexed into the City, Petitioner agrees to and will abide by and comply with all of the existing and future laws, rules, and regulations which presently and from the time to time in the future may be in effect within the City.
- 3) Petitioner agrees that this is a continuous and perpetual irrevocable request to annex the Property into the municipal limits of Polk City that will be fulfilled when the City determines the Property meets with the requirements of law, and the City has taken final action to annex the Property.
- 4) The Petition shall be recorded in the Public Records of Polk County, Florida, and shall constitute an irrevocable petition to annex into Polk City which shall run with the land and shall be binding on all subsequent purchasers/successors in interest and assigns of the Property.
- 5) Petitioner agrees that the City shall have the discretion to annex the Property at such time as the City deems the Property is suitable for annexation. Further, the City shall have the right to annex the Property by either using the voluntary or involuntary annexation procedure set forth in Part I of Chapter 171, Florida Statutes or by using the Interlocal Service Boundary Agreement procedure set forth in Part II of Chapter 171, Florida Statutes. In either case, this Petition shall be deemed Petitioner's and irrevocable and unconditional consent to the annexation of the Property.
- 6) This Petition may be executed in counterparts by the parties.
- 7) Petitioner acknowledges and agrees that the consideration for this Agreement is that the City will provide water, reclaimed, and/or wastewater services, in like manner to the provision of such services to other City customers, when such services are or become available, to the subject Property.

Wherefore, Petitioner requests that the City accept this Petition and annex the Property into the City at the City's discretion. The undersigned affirms and represents that all actions required to be accomplished to authorize the action taken herein have, in fact, been taken, and that the City shall have the right to rely on the Petitioner's signature ascribed below as obligating the Petitioner and the Property to the terms and conditions stated herein.

Dated this 16 day of September, 2024.

WITNESS:

Bruce Holley
Signature

PETITIONER:

Ana Maria Grans
Signature

Bruce Holley
Printed Name

ANA MARIA GRANS
Printed Name

Kaylon F. Rodriguez
Signature

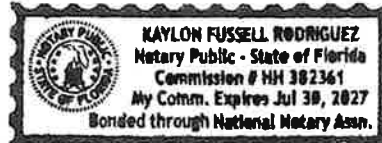
Kaylon F. Rodriguez
Printed Name

STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me this 16 day of September, 2024, by Ana Maria Grans, an individual who is personally known to me or who produced his/her DL G612-013-70-927-0 as identification.

(SEAL)

Kaylon F. Rodriguez
Notary Public



Wherefore, Petitioner requests that the City accept this Petition and annex the Property into the City at the City's discretion. The undersigned affirms and represents that all actions required to be accomplished to authorize the action taken herein have, in fact, been taken, and that the City shall have the right to rely on the Petitioner's signature ascribed below as obligating the Petitioner and the Property to the terms and conditions stated herein.

Dated this 16 day of September, 2024.

WITNESS:

Bredan Holley
Signature

Bredan Holley
Printed Name

PETITIONER:

Fredy Sevilla
Signature

FREDY E. SEVILLA
Printed Name

Kaylon F. Rodriguez
Signature

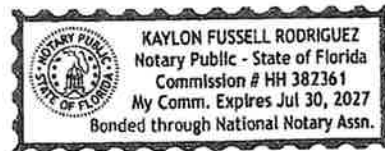
Kaylon F. Rodriguez
Printed Name

STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me this 16 day of September 2024, by Fredy E Sevilla, an individual who is personally known to me or who produced his/her DL S140-245-64-297-0 as identification.

(SEAL)

Kaylon F. Rodriguez
Notary Public



Wherefore, Petitioner requests that the City accept this Petition and annex the Property into the City, at the City's discretion. The undersigned affirms and represents that all actions required to be accomplished to authorize the action taken herein have, in fact, been taken, and that the City shall have the right to rely on the Petitioner's signature ascribed below as obligating the Petitioner and the Property to the terms and conditions stated herein.

Dated this 16 day of September, 2024.

WITNESS:

PETITIONER:

Broden Holley
Signature

Bertha M. Sevilla
Signature

Broden Holley
Printed Name

BERTHA M. SEVILLA
Printed Name

Kaylon F. Rodriguez
Signature

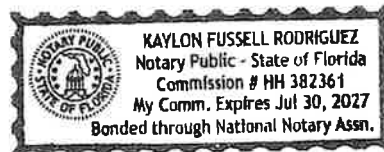
Kaylon F. Rodriguez
Printed Name

STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me this 16 day of September, 2024, by Bertha M. Sevilla, an individual who is personally known to me or who produced his/her DL S140-073-40-b10-1 as identification.

(SEAL)

Kaylon F. Rodriguez
Notary Public



Wherefore, Petitioner requests that the City accept this Petition and annex the Property into the City at the City's discretion. The undersigned affirms and represents that all actions required to be accomplished to authorize the action taken herein have, in fact, been taken, and that the City shall have the right to rely on the Petitioner's signature ascribed below as obligating the Petitioner and the Property to the terms and conditions stated herein.

Dated this 16 day of September, 2024.

WITNESS:

Broden Holley
Signature

Broden Holley
Printed Name

PETITIONER:

Eloisa Matilde Wing
Signature

ELOISA M. WING
Printed Name

Kaylon F. Rodriguez
Signature

Kaylon F. Rodriguez
Printed Name

STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me this 16 day of September, 2024, by Eloisa Matilde Wing, an individual who is personally known to me or who produced his/her passport - 2190 32565 as identification.

(SEAL)

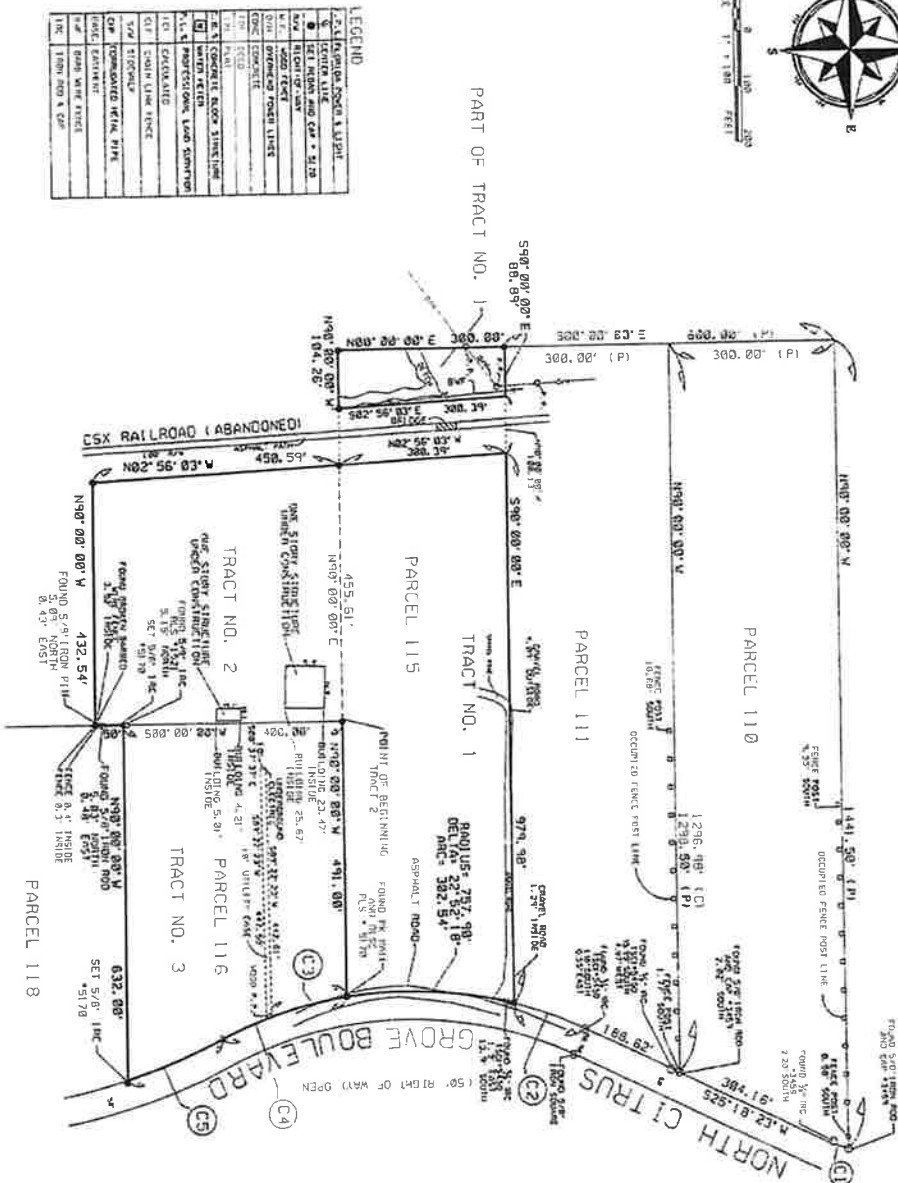
Kaylon F. Rodriguez
Notary Public



BOUNDARY SURVEY



SCALE 1" = 100 FEET



LEGEND

1	2.25" PLASTER BOARD & LATH
2	CEMENT LINE
3	RED BRICK WALL 8" x 8" x 12"
4	WOOD FENCE
5	WOOD POST
6	WOODEN FENCE LINE
7	CONCRETE
8	CONCRETE
9	CONCRETE
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96	CONCRETE
97	CONCRETE
98	CONCRETE
99	CONCRETE
100	CONCRETE

CERTIFICATION

I, THE ENGINEER, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF THE ORIGINAL SURVEY RECORD AS KEPT IN MY OFFICE, AND THAT I AM A LICENSED SURVEYOR IN THE STATE OF FLORIDA, AND THAT I AM A MEMBER OF THE PROFESSIONAL SURVEYORS ASSOCIATION OF FLORIDA.

DATE: 4-13-99

THE ENGINEER, P.L.S.

1000 WALD DR. SEASIDE

SURVEY CERTIFIED TO:
DENNY CRAVIS

LEGAL DESCRIPTION:

TRACT NO. 11
ALL OF BLOCK 115 OF THE AMENDED MAP OF POLK COUNTY, FLORIDA AS SHOWN BY MAP OR PLAT THEREOF RECORDED IN THE OFFICE OF THE CLERK OF THE COUNTY OF POLK COUNTY, FLORIDA, IN PLAT BOOK 24, PAGES 1 AND 1A, FLORIDA, IN PLAT BOOK 24, PAGES 1 AND 1A.

TRACT NO. 22
BEING AT THE NW CORNER OF BLOCK 115 OF THE AMENDED MAP OF POLK COUNTY, FLORIDA, AS SHOWN BY MAP OR PLAT THEREOF RECORDED IN THE OFFICE OF THE CLERK OF THE COUNTY OF POLK COUNTY, FLORIDA, IN PLAT BOOK 24, PAGES 1 AND 1A, BEING THE S.W. 1/4 OF SECTION 32, TOWNSHIP 26 SOUTH, RANGE 25 EAST, THENCE EAST ALONG SAID NORTH LINE TO THE POINT OF BEGINNING.

TRACT NO. 31
ALL OF BLOCK 116 OF THE AMENDED MAP OF POLK COUNTY, FLORIDA AS SHOWN BY MAP OR PLAT THEREOF RECORDED IN THE OFFICE OF THE CLERK OF THE COUNTY OF POLK COUNTY, FLORIDA, IN PLAT BOOK 24, PAGES 1 AND 1A.

CURVE CHART:

CURVE NO.	RADIUS	DELTA	ARC
C1	311.00'	05°19'53"	28.94'
C2	751.90'	10°26'13"	139.06'
C3	751.90'	10°46'39"	114.23'
C4	751.90'	18°11'29"	240.63'
C5	1896.30'	09°40'40"	185.17'

- NOTES**
1. ALL UNDERGROUND UTILITIES ARE LOCATED.
 2. ONLY VISIBLE IMPROVEMENTS ARE SHOWN.
 3. SUBJECT TO ALL EASEMENTS AND EJECTA.
 4. ALL DISTANCES ARE IN FEET OR DECIMAL FEET OR LESS.
 5. THIS SURVEY IS A TRUE AND CORRECT COPY OF THE ORIGINAL SURVEY RECORD AS KEPT IN MY OFFICE, AND THAT I AM A LICENSED SURVEYOR IN THE STATE OF FLORIDA, AND THAT I AM A MEMBER OF THE PROFESSIONAL SURVEYORS ASSOCIATION OF FLORIDA.
 6. FIELD WORK COMPLETED ON APRIL 01, 1999.
 7. LEGAL DESCRIPTION AS PROVIDED BY CLIENT.
 8. UNLESS IT APPEARS OTHERWISE, THIS MAP/REPORT IS SHOWN AND INTERPRETED IN ACCORDANCE WITH THE SURVEYING AND MAPPING ACT, CHAPTER 473, F.S., AND THE PROFESSIONAL SURVEYORS ACT, CHAPTER 472, F.S., AND THE PROFESSIONAL SURVEYORS REGULATIONS, CHAPTER 473.001, F.A.C.
 9. THIS SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE ENGINEER.
 10. THIS SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE ENGINEER.
 11. THIS SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE ENGINEER.
 12. THIS SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE ENGINEER.
 13. THIS SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE ENGINEER.

SURVEY FOR: GRAVIS

BOUNDARY SURVEY

REVISIONS	BY	DATE
PARCEL 115 ADDED	TC	4-12-99
ADDITIONAL BOUNDARY	TC	4-12-99
CONTROL LOCATED	TC	
SCALE	1" = 100'	
DATE	4-13-99	

Land Surveying
 CONSULTING
 ENGINEERS
 P.L.S.

SHEET 1 OF 1
 PROJECT NUMBER: GRAVIS
 TITLE: BOUNDARY SURVEY

ACCOUNT NUMBER

252633-296500-115010

Pay, Search or Print Receipt at Polktaxes.com

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS



R B245
 GRAVIS ANA MARIA
 PO BOX 93113
 LAKELAND FL 33804-3113

46954

425 CITRUS GROVE BLVD N
 POLK CITY PB 24 PG 1 & 1A S28 29
 32 33 & 34 T26 R25 BLK 115 LYING
 E OF ABANDONED CSX RR PER MAP
 V.5 FLA L-27-12



PLEASE PAY IN US FUNDS ON A US BANK TO JOE G TEDDER, TAX COLLECTOR - PO BOX 1189 - BARTOW, FL 33831-1189 - (863) 534-4700

AD VALOREM TAXES						
TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION	TAXABLE VALUE	TAXES LEVIED	
C101 POLK COUNTY TRANSPORTATION	1.20000	28,772		28,772		34.53
C100 POLK COUNTY GENERAL FUND	5.03520	28,772		28,772		144.87
C102 POLK COUNTY EMERGENCY MEDICAL	0.25000	28,772		28,772		7.19
C103 POLK COUNTY ENV LANDS MGMT	0.05000	28,772		28,772		1.44
C104 POLK COUNTY ENV LANDS ACQUISITION	0.15000	28,772		28,772		4.32
POLK COUNTY PARKS	0.52860	28,772		28,772		15.21
POLK COUNTY LIBRARY	0.19850	28,772		28,772		5.71
POLK COUNTY STORMWATER	0.09410	28,772		28,772		2.71
SCHOOL GENERAL FUND	3.90800	31,427		31,427		122.82
SCHOOL LOCAL CAPITAL IMPROVEMENT	1.50000	31,427		31,427		47.14
SOUTHWEST FLA WATER MGMT DIST	0.20430	28,772		28,772		5.88
90000	TOTAL MILLAGE	13.11870			AD VALOREM TAXES	391.82

NON-AD VALOREM ASSESSMENTS		
LEVYING AUTHORITY	RATE	AMOUNT
NON-AD VALOREM ASSESSMENTS		
COMBINED TAXES AND ASSESSMENTS 391.82		

PAY ONLY ONE AMOUNT						See reverse side for important information
If Paid By Please Pay	Nov 30 2023 376.15	Dec 31 2023 380.07	Jan 31 2024 383.98	Feb 29 2024 387.90	Mar 31 2024 391.82	

RETAIN THIS PORTION FOR YOUR RECORDS

ACCOUNT NUMBER

252633-296500-115010

Pay online at Polktaxes.com

AMOUNT DUE

If Paid By	Please Pay
Nov 30 2023	376.15
Dec 31 2023	380.07
Jan 31 2024	383.98
Feb 29 2024	387.90
Mar 31 2024	391.82

PAY ONLY ONE AMOUNT

GRAVIS ANA MARIA
 PO BOX 93113
 LAKELAND FL 33804-3113

RETURN WITH PAYMENT

425 CITRUS GROVE BLVD N
 POLK CITY PB 24 PG 1 & 1A S28 29
 32 33 & 34 T26 R25 BLK 115 LYING
 E OF ABANDONED CSX RR PER MAP
 V.5 FLA L-27-12

PLEASE PAY IN US FUNDS ON A US BANK TO JOE G TEDDER, TAX COLLECTOR - PO BOX 1189 - BARTOW, FL 33831-1189 - (863) 534-4700

0000039182 2023 00001127205 1

EXHIBIT A (1)

ACCOUNT NUMBER

252633-296500-116000

Pay, Search or Print Receipt at Polktaxes.com

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS



R B245
 WING ELOISA M
 SEVILLA BERTHA M
 2930 APPALACHIAN TRL
 POLK CITY FL 33868-3063

35017

CITRUS GROVE BLVD N
 POLK CITY PB 24 PG 1 & 1A S28 29
 32 33 & 34 T26 R25 BLK 116



PLEASE PAY IN US FUNDS ON A US BANK TO JOE G TEDDER, TAX COLLECTOR - PO BOX 1189 - BARTOW, FL 33831-1189 - (863) 534-4700

AD VALOREM TAXES						
TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION	TAXABLE VALUE	TAXES LEVIED	
C101 POLK COUNTY TRANSPORTATION	1.20000	32,432		32,432		38.92
C100 POLK COUNTY GENERAL FUND	5.03520	32,432		32,432		163.30
C102 POLK COUNTY EMERGENCY MEDICAL	0.25000	32,432		32,432		8.11
C103 POLK COUNTY ENV LANDS MGMT	0.05000	32,432		32,432		1.62
C104 POLK COUNTY ENV LANDS ACQUISITION	0.15000	32,432		32,432		4.86
POLK COUNTY PARKS	0.52860	32,432		32,432		17.14
POLK COUNTY LIBRARY	0.19850	32,432		32,432		6.44
POLK COUNTY STORMWATER	0.09410	32,432		32,432		3.05
SCHOOL GENERAL FUND	3.90800	35,044		35,044		136.95
SCHOOL LOCAL CAPITAL IMPROVEMENT	1.50000	35,044		35,044		52.57
SOUTHWEST FLA WATER MGMT DIST	0.20430	32,432		32,432		6.63
90000	TOTAL MILLAGE	13.11870			AD VALOREM TAXES	439.59

NON-AD VALOREM ASSESSMENTS		
LEVYING AUTHORITY	RATE	AMOUNT
POLK COUNTY FIRE SERVICES		60.00
NON-AD VALOREM ASSESSMENTS		60.00
COMBINED TAXES AND ASSESSMENTS		499.59

PAY ONLY ONE AMOUNT						See reverse side for important information
If Paid By Please Pay	Nov 30 2023	Dec 31 2023	Jan 31 2024	Feb 29 2024	Mar 31 2024	
	479.61	484.60	489.60	494.59	499.59	

RETAIN THIS PORTION FOR YOUR RECORDS

ACCOUNT NUMBER

252633-296500-116000

Pay online at Polktaxes.com

AMOUNT DUE

If Paid By	Please Pay
Nov 30 2023	479.61
Dec 31 2023	484.60
Jan 31 2024	489.60
Feb 29 2024	494.59
Mar 31 2024	499.59

PAY ONLY ONE AMOUNT

RETURN WITH PAYMENT

WING ELOISA M
 SEVILLA BERTHA M
 2930 APPALACHIAN TRL
 POLK CITY FL 33868-3063

CITRUS GROVE BLVD N
 POLK CITY PB 24 PG 1 & 1A S28 29
 32 33 & 34 T26 R25 BLK 116

PLEASE PAY IN US FUNDS ON A US BANK TO JOE G TEDDER, TAX COLLECTOR - PO BOX 1189 - BARTOW, FL 33831-1189 - (863) 534-4700

0000049959 2023 00001127207 7

EXHIBIT A (2)

ACCOUNT NUMBER

252632-000000-013020

Pay, Search or Print Receipt at Polktaxes.com

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

R B245
 GRAVIS ANA MARIA
 SEVILLA FREDY ENRIQUE
 1170 KITTANSETT LN
 AUBURDALE FL 33823-9438

18478

405 N CITRUS GROVE BLVD
 N 450 FT OF NW1/4 OF NE1/4 E OF
 RR



PLEASE PAY IN US FUNDS ON A US BANK TO JOE G TEDDER, TAX COLLECTOR - PO BOX 1189 - BARTOW, FL 33831-1189 - (863) 534-4700

AD VALOREM TAXES									
TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION	TAXABLE VALUE	TAXES LEVIED				
C101 POLK COUNTY TRANSPORTATION	1.20000	92,470	50,000	42,470	50.96				
C100 POLK COUNTY GENERAL FUND	5.03520	92,470	50,000	42,470	213.85				
C102 POLK COUNTY EMERGENCY MEDICAL	0.25000	92,470	50,000	42,470	10.62				
C103 POLK COUNTY ENV LANDS MGMT	0.05000	92,470	50,000	42,470	2.12				
C104 POLK COUNTY ENV LANDS ACQUISITION	0.15000	92,470	50,000	42,470	6.37				
POLK COUNTY PARKS	0.52860	92,470	50,000	42,470	22.45				
POLK COUNTY LIBRARY	0.19850	92,470	50,000	42,470	8.43				
POLK COUNTY STORMWATER	0.09410	92,470	50,000	42,470	4.00				
SCHOOL GENERAL FUND	3.90800	92,470	25,000	67,470	263.67				
SCHOOL LOCAL CAPITAL IMPROVEMENT	1.50000	92,470	25,000	67,470	101.21				
SOUTHWEST FLA WATER MGMT DIST	0.20430	92,470	50,000	42,470	8.68				
					90000	TOTAL MILLAGE	13.11870	AD VALOREM TAXES	692.36

NON-AD VALOREM ASSESSMENTS		
LEVYING AUTHORITY	RATE	AMOUNT
POLK COUNTY FIRE SERVICES		340.00
POLK WASTE AND RECYCLING COLL		144.50
POLK WASTE AND RECYCLING DISP		62.00
NON-AD VALOREM ASSESSMENTS		546.50

COMBINED TAXES AND ASSESSMENTS 1,238.86

PAY ONLY ONE AMOUNT

See reverse side for important information

If Paid By Please Pay	Nov 30 2023	Dec 31 2023	Jan 31 2024	Feb 29 2024	Mar 31 2024
	1,189.31	1,201.69	1,214.08	1,226.47	1,238.86

RETAIN THIS PORTION FOR YOUR RECORDS

ACCOUNT NUMBER

252632-000000-013020

RETURN WITH PAYMENT

GRAVIS ANA MARIA
 SEVILLA FREDY ENRIQUE
 1170 KITTANSETT LN
 AUBURDALE FL 33823-9438

405 N CITRUS GROVE BLVD
 N 450 FT OF NW1/4 OF NE1/4 E OF
 RR

Pay online at Polktaxes.com	
AMOUNT DUE	
If Paid By	Please Pay
Nov 30 2023	1,189.31
Dec 31 2023	1,201.69
Jan 31 2024	1,214.08
Feb 29 2024	1,226.47
Mar 31 2024	1,238.86

PAY ONLY ONE AMOUNT

PLEASE PAY IN US FUNDS ON A US BANK TO JOE G TEDDER, TAX COLLECTOR - PO BOX 1189 - BARTOW, FL 33831-1189 - (863) 534-4700

0000123886 2023 00001126311 ?

EXHIBIT A (3)

**City Commission Meeting
December 17, 2024**

AGENDA ITEM #:2

Resolution 2024-05 - A RESOLUTION OF THE CITY OF POLK CITY, GRANTING A VARIANCE TO THE REQUIREMENT FOR A SIX-FOOT MASONRY WALL ALONG THE PROPERTY LINES OF THE PROPERTY FOR THE PROPOSED RECREATIONAL VEHICLE PARK TO BE LOCATED AT 425 AND 405 CITRUS GROVE BOULEVARD, POLK CITY TO PERMIT A SIX-FOOT VYNAL PRIVACY FENCE COUPLED WITH A VEGETATION BUFFER (PARCEL ID# 252633-296500-115010, 252632-00000-013020, AND 252633-296500-116000).

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Resolution 2024-05 Granting a Variance

ATTACHMENTS:

Resolution 2024-05
CFRPC Staff Report

ANALYSIS:

The applicants are requesting a variance to the requirement for a six (6)-foot masonry wall along the property lines of the property for a proposed recreational vehicle park to be located at 425 and 405 Citrus Grove Boulevard, Polk City. The applicant requests a 6-foot vinyl privacy fence coupled with a vegetative buffer. The property comprises +/-16.13 acres. (Polk County Parcel Numbers 25-26-33-296500-115010, 25-26-32-000000-013020, and 25-26-33-296500-116000).

STAFF RECOMMENDATION:

Adopt Resolution 2024-05

RESOLUTION 2024-05

A RESOLUTION OF THE CITY OF POLK CITY, GRANTING A VARIANCE TO THE REQUIREMENT FOR A SIX-FOOT MASONRY WALL ALONG THE PROPERTY LINES OF THE PROPERTY FOR THE PROPOSED RECREATIONAL VEHICLE PARK TO BE LOCATED AT 425 AND 405 CITRUS GROVE BOULEVARD, POLK CITY TO PERMIT A SIX-FOOT VYNAL PRIVACY FENCE COUPLED WITH A VEGETATION BUFFER (PARCEL ID# 252633-296500-115010, 252632-00000-013020, AND 252633-296500-116000).

WHEREAS, Joe Dunlop, Linda Dunlop, Josh Roelofs, and Ana Maria Gravis. ('applicants') on behalf of property owners Ana Maria Gravis, Sevilla Fredy Enrique, Sevilla Bertha Mercedes, Eloisa M. Wing, Bertha M. Sevilla ('property owners') have requested for a variance to the requirement for a six (6)-foot masonry wall along the property lines of the property for a proposed recreational vehicle park to proposed to be located at 425 and 405 Citrus Grove Boulevard, Polk City hereto as Exhibit "B"; and

WHEREAS, the applicants request a 6-foot vinyl privacy fence coupled with a vegetative buffer. (Polk County Parcel Numbers 25-26-33-296500-115010, 25-26-32-000000-013020, and 25-26-33-296500-116000), as depicted in Exhibit "A"; and

WHEREAS, the property is located in unincorporated Polk County; and

WHEREAS, any variance approval is contingent upon approved annexation, Future Land Use Map Amendment, Rezoning, Special Exception and Site Plan; and

WHEREAS, notice of the Public Hearing was advertised in the Lakeland Ledger and public notices were mailed to all property owners of record within 300 feet of the subject property; and

WHEREAS, the City Commission (acting as the Zoning Board of Appeals) may authorize variances from specific provisions of the City's Land Development Code ('Code') as will not be contrary to the public interest and the intent of the Code; and

WHEREAS, the City Commission (acting as the Zoning Board of Adjustment) conducted a public hearing to hear the requested variance on Tuesday, December 17, 2024; and

WHEREAS, based on the evidence, testimony, exhibits, comments of the City Commission (acting as the Zoning Board of Appeals), and comments from all interested parties, this Board finds as follows:

1. The proposed public notice of this hearing was provided as required by law.
2. The hearing before the City Commission (acting as the Zoning Board of Appeals) was extensive and complete, that all pertinent facts, matters, and issues were submitted and that all interested parties were heard at said hearing.

3. Special conditions and circumstances exist which are peculiar to the land or structure involved and which are not applicable to other lands or structures in the same land use classification.
4. The special conditions and circumstances do not result from the actions of the applicant.
5. The requested variance, if approved, will not confer on the applicant any special privilege that is denied by the provisions of this Code to other lands or structures in the same land use classification.
6. The literal interpretation of the provisions of this Code would deprive the applicant of rights commonly enjoyed by other properties in the identical land use classification and will constitute an unnecessary and undue hardship on the applicant.
7. The variance granted is the minimum variance that will make possible a reasonable use of the land or structure.
8. The granting of the variance will be in harmony with the general intent of this Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION (ACTING AS THE ZONING BOARD OF APPEALS) OF POLK CITY, FLORIDA

Section 1. Applicant-initiated request for a variance to the requirement for a six (6)-foot masonry wall along the property lines of the property for a proposed recreational vehicle park to proposed to be located at 425 and 405 Citrus Grove Boulevard, Polk City. The applicant requests a 6-foot vinyl privacy fence coupled with a vegetative buffer. (Polk County Parcel Numbers 25-26-33-296500-115010, 25-26-32-000000-013020, and 25-26-33-296500-116000), as shown in the Conceptual Site Plan, attached hereto as Exhibit "B" is hereby by approved.

Section 2. **Effective Date.** This Resolution shall become effective at a time in the future if annexation, Future Land Use Amendment, Rezoning and Special Exception are approved.

Section 3. A certified copy of this Resolution shall be duly recorded in the public records of the Polk City, Polk County, Florida.

INTRODUCED AND PASSED by the City Commission (acting as the Zoning Board of Appeals), in regular session, this _____ day of _____, 2024.

**CITY COMMISSION
ACTING AS
ZONING BOARD OF APPEALS
POLK CITY, FLORIDA**

Attest:

Chairperson

City Clerk

Approved as to form:

City Attorney

Exhibit "A"

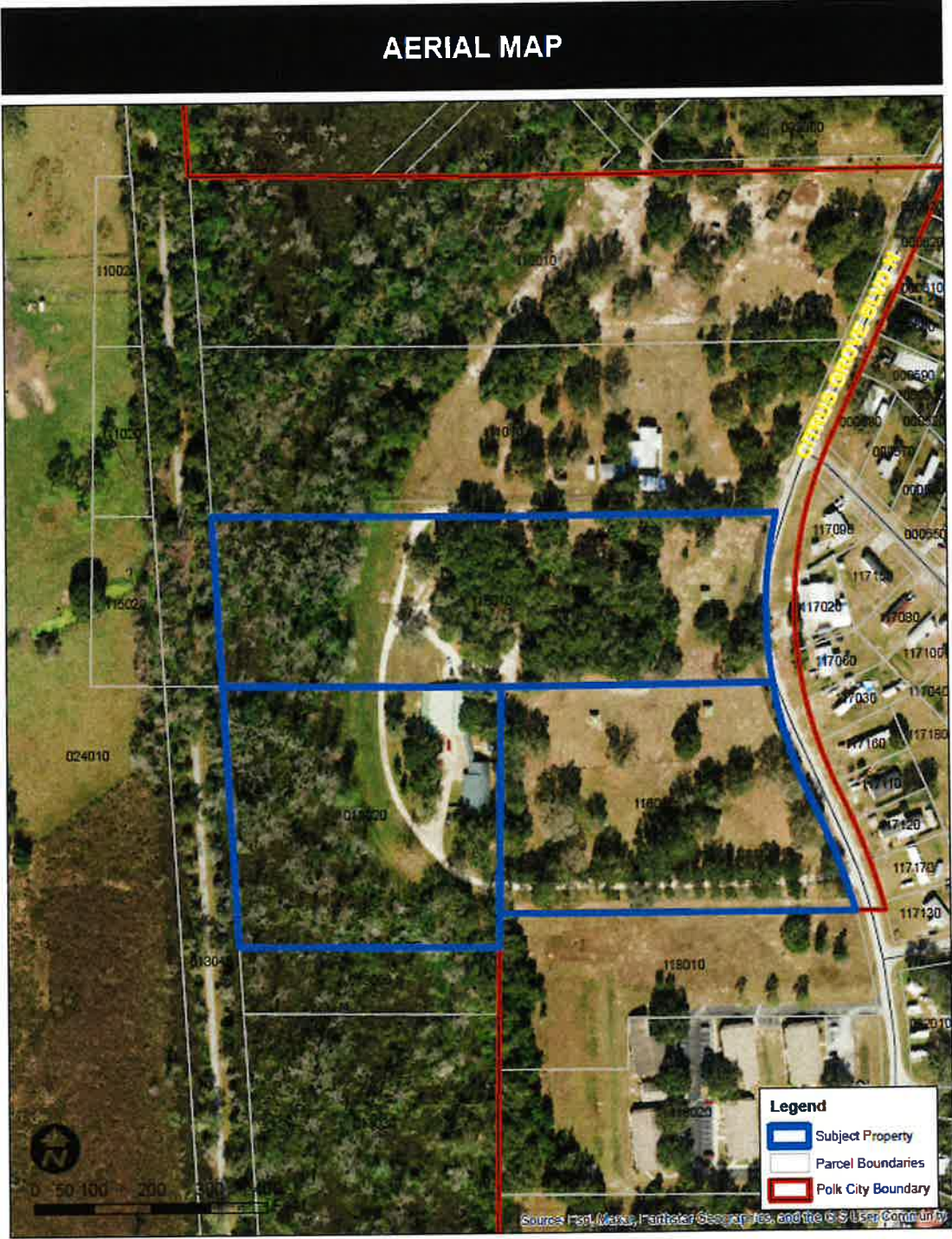
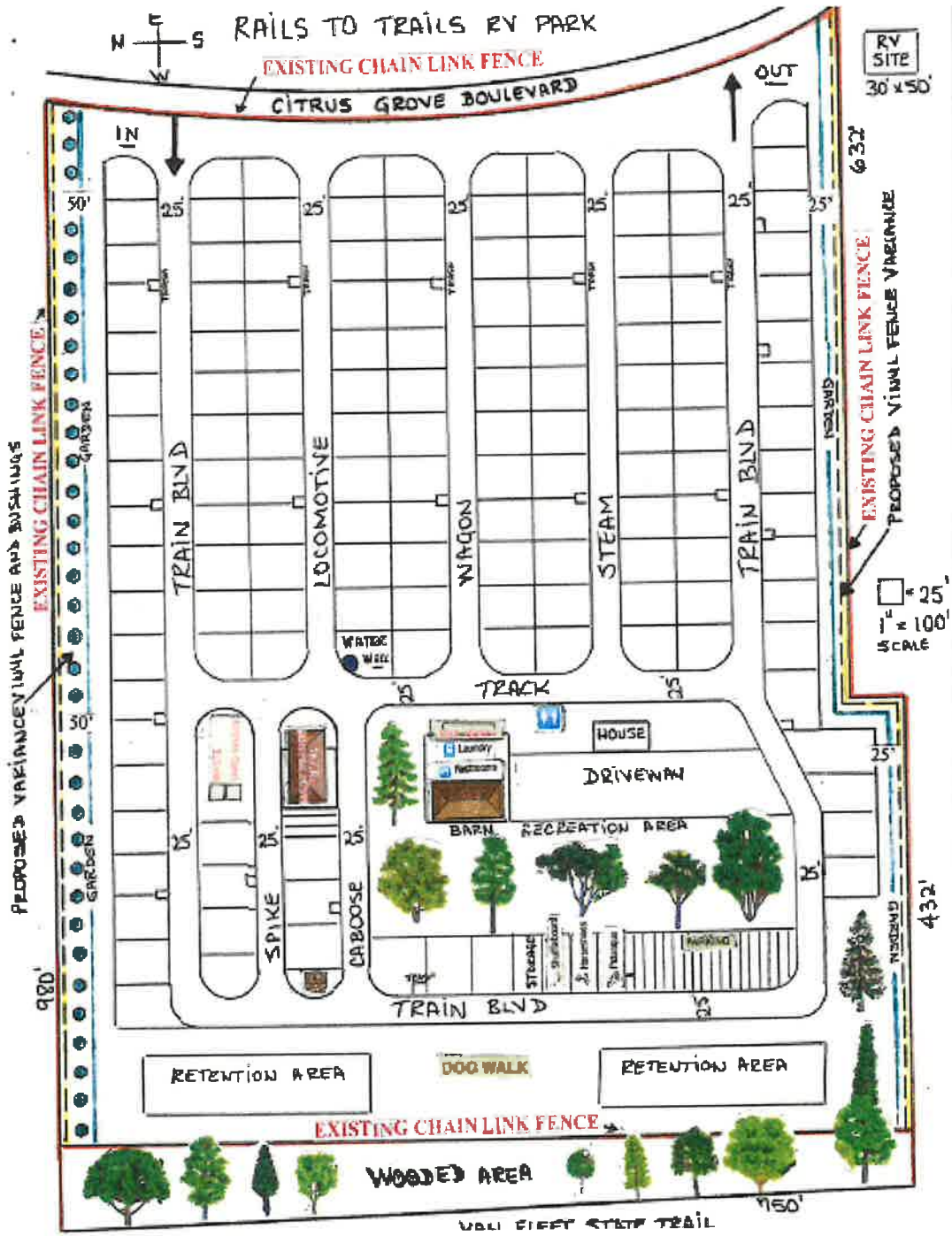


Exhibit "B"
Conceptual Site plan





City of Polk City
 Community Development Dept.
 123 Broadway Boulevard SE
 Polk City, Florida 33868
 (863) 984-1375

FOR OFFICE USE ONLY:
 Date Approved _____
 Plans Review _____
 Hearing Date _____

APPLICATION FOR VARIANCE

(PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION)

1. JOE DUNLOP - LINDA DUNLOP - JOSH ROELOFS - ANA MARIA GRANIS
 Applicant's Name (Person to appear before Zoning Board) Phone

2. 405 N. CITRUS GROVE BLVD - POLK CITY - FL 33868 248-520-0960
 Mailing Address

ANA MARIA GRANIS - FRENY E. SEVILLA - BERTHA M. SEVILLA - ELOISA M. WING
 Property Owner's Name Phone

405 N. CITRUS GROVE BLVD - POLK CITY - FL 33868 863-287-2683
 Mailing Address

3. **PROPERTY INFORMATION:** TRACK #1 - 425 N. CITRUS GROVE BLVD - POLK CITY - FL 33868
 TRACK #2 - 405 N. CITRUS GROVE BLVD - POLK CITY - FL 33868
 Address TRACK #3 - N. CITRUS GROVE BLVD - POLK CITY - FL 33868
 Square Footage 283,800 Lot Dimensions 979' x 300' x 946' x 300' TRACK #1
194,400 455' x 450' x 432' x 450' TRACK #2
196,400 491' x 400' x 632' x 400' TRACK #3
 Present Zoning Classification RESIDENTIAL - AGRICULTURAL
 Present Use RESIDENTIAL - AGRICULTURAL

4. **VARIANCE INFORMATION:** (Please obtain the following information from a staff member. Thank you.)

Type of Variance(s) Needed 6-FOOT VINYL PRIVACY FENCE COUPLED WITH
A VEGETATION BUFFER.

Ordinance Requirement(s): 6-FOOT CONCRETE WALL WITH STUCCO

Applicant's Request: 6-FOOT VINYL PRIVACY FENCE COUPLED WITH
A VEGETATION BUFFER

" PLEASE SEE ATTACHED JUSTIFICATION STATEMENT "

4. The Zoning Board of Adjustments and Appeals is a five member board. The concurring vote of four (4) members is necessary to grant a variance.

Variances for Signs

Variances may be allowed by the Board of Adjustment when, as a result of special conditions, a literal enforcement of these provisions will, in an individual case, result in unnecessary hardship. No variance shall be given to permit the construction of a billboard.

TO SUBMIT AN APPLICATION:

1. Along with a completed application, the applicant will need to furnish the Board with the following documents:
 - a) A legal printout describing your property (called a Pic Report) which is obtained at the Polk County Property Appraisers Office or can be printed off line using the Property appraiser's web site (<http://www.polkpa.org>).
 - b) A survey or hand-drawn site plan, (drawn to scale), showing the location of present and proposed structures and indicating all necessary structure dimensions and setback measurements. Be sure to clearly differentiate between existing and proposed structures. (Please note: No site plans, other drawings, or documents larger than 8 1/2" x 14" will be accepted.)
 - c) A Justification Statement explaining the specific hardship.
 - d) If the applicant is not the actual property owner, a certification from the owner of record stating that the applicant has authorization to apply for the variance will be needed.
2. The original set of documents and 10 additional sets (a total of 11 sets), will be submitted to the Building Division by the 10th of the month in order to be scheduled for the following month's Board meeting.
3. A non-refundable application processing fee of \$300.00 will be collected at the time the application is submitted. (Make checks payable to: the City of Polk City).
4. Upon receipt by the Building Division, the application will be reviewed for sufficiency within seven (7) calendar days. If sufficient, the Building Inspection Division will schedule the request for a public hearing before the Zoning Board of Adjustments and Appeals. If deficient, the applicant will be notified of the deficiencies and given a time limit to provide additional information. As soon as the deficiencies have been corrected, the request will be scheduled for public hearing.

IMPORTANT:

Due to specific deadlines outlined in Florida State statutes regarding the legal advertising of the meeting's agenda and notification of surrounding property owners, an applicant's failure to carefully read

and comply with the above requirements may result in delays that cause the scheduling of the request to be postponed to a later meeting date.

MEETING DATE: 10-08-2024
LOCATION AND TIME: POLK CITY ADMINISTRATION BUILDING
6:00 P.M.

****Justification Statement for Variance Request****

Address: 405 N Citrus Grove Blvd, Polk City, FL 33868

****To Whom It May Concern:****

We respectfully request a variance to allow the installation of a 6-foot vinyl privacy fence, coupled with a vegetation buffer, for the property located at 405 N Citrus Grove Blvd. This variance seeks relief from the ordinance requiring a concrete wall for the following reasons:

1. ****Economic Hardship:****

Constructing a 6-foot concrete wall along the perimeter of the property, which spans approximately 1100 feet, would impose an undue financial burden. The cost of concrete wall construction far exceeds that of a vinyl privacy fence, making the project economically unfeasible. This considerable expense would cause significant financial strain on the property owner, making it difficult to comply with the city's requirements without compromising other essential property improvements and upkeep.

2. ****Aesthetic Appeal and Harmony with Surrounding Area:****

A vinyl privacy fence, paired with appropriate landscaping and vegetation as a buffer, provides a visually appealing alternative that aligns with the aesthetics of the surrounding neighborhood. Many neighboring properties already utilize similar fencing materials, creating a cohesive visual environment. A concrete wall could be seen as stark and imposing, contrasting with the natural surroundings. A vinyl fence, especially in neutral tones, will blend seamlessly with the landscape while maintaining privacy and visual appeal.

3. ****Reasonableness and Practicality:****

The installation of a vinyl privacy fence is a practical and effective solution for ensuring privacy and security while meeting the city's intent of establishing a proper boundary. Coupling the fence with a vegetation buffer would further enhance privacy, create a softer visual barrier, and contribute to environmental beautification. The combined approach of the fence and vegetation serves the same functional purpose as a concrete wall while providing a more reasonable and sustainable option.

4. ****Maintenance and Cost Savings:****

Vinyl fencing offers significant long-term savings compared to concrete walls in terms of maintenance. Vinyl is virtually maintenance-free, requiring only occasional cleaning to maintain its appearance, and it is highly resistant to Florida's harsh weather conditions, including humidity, rain, and UV exposure. In contrast, concrete walls are prone to cracks, discoloration, and erosion over time, particularly in areas prone to heavy rainfall and high humidity. These walls may require frequent repairs, resealing, and repainting, leading to substantial ongoing costs.

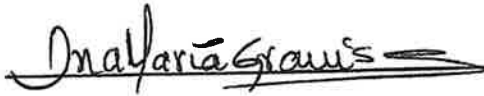
The cost savings associated with a vinyl fence are not only seen during installation but extend throughout the lifespan of the fence due to lower maintenance requirements. This translates into fewer financial burdens for the property owner and ensures the longevity of the structure without the need for costly repairs or replacements, which are common with concrete walls.

5. ****Environmental Impact:****

A concrete wall would require extensive resources for construction and would have a greater environmental footprint compared to a vinyl fence. By opting for a vinyl fence with a vegetation buffer, we are promoting a more environmentally responsible solution, reducing the need for heavy construction materials, and contributing to the city's green initiatives by incorporating natural elements.

In conclusion, we believe that granting this variance for a vinyl privacy fence will not only alleviate the financial hardship but also offer a solution that is in harmony with the community's character. It will meet the city's objectives of privacy and security while being economically and environmentally responsible, with the added benefit of reduced maintenance costs over time. We kindly ask for your consideration in approving this request.

Sincerely,



 9-16-2024



 9-16-2024

Property Owners/Representatives
405 N Citrus Grove Blvd
Polk City, FL 33868



Parcel Details: 25-26-33-296500-115010

-  [TAX EST](#)
-  [PRT CALC](#)
-  [PRC](#)
-  [HTML PRC](#)
-  [TRIM](#)
-  [HTML TRIM](#)
-  [TAX BILL](#)

Owners [Recently purchased this property? Click here.](#)

GRAVIS ANA MARIA 100%

Mailing Address [\(Address Change form\)](#)

Address Line 1 **PO BOX 93113**
 Address Line 2
 Address Line 3 **LAKELAND FL 33804-3113**

Physical Street Address [Looking for site address? Click here.](#)

Address Line 1 **425 CITRUS GROVE BLVD N**
 Address Line 2

Postal City and Zip

City/St/Zip **POLK CITY FL 33868**

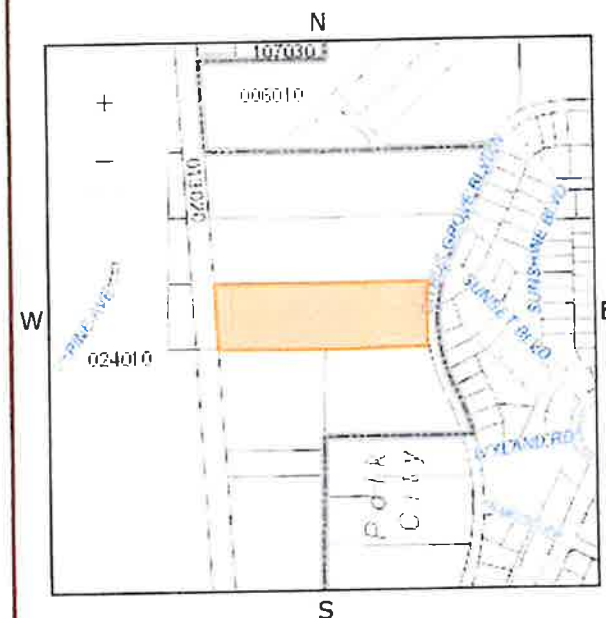
Parcel Information

Municipality / Taxing District **UNINCORP/SWFWM (Code: 90000)**
 Neighborhood **330016.00**
[Show Recent Sales in this Neighborhood](#)
 Subdivision **POLK CITY PB 24 PG 1 & 1A**
 Property (DOR) Use Code **Unplatted up to 10 acres (Code: 9900)**
 Acreage **6.44**
 Community Redevelopment Area **NOT IN CRA**

Property Desc

DISCLAIMER: This property description is a condensed version of the original legal description recorded in the public records of Polk County, FL. It does not include the section, township, range, or the county where the property is located. It is a description of the ownership boundaries only and does not include easements or other interests of record. The property description should not be used when conveying property. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

Area Map



Recorded Plat

Visit the Polk County Clerk of Courts website to view the Recorded Plat for this parcel

Note: Some plats are not yet available on the Clerk's website. The site contains images of plats recorded on 01/05/1973 (beginning with book 058 Page 020) or later. For information on Plats recorded before 01/05/1973 (Book 058 Page 019 or less) please contact the Polk County Clerk's Office.

Mapping Worksheets (plats) for 252633

[Mapping Worksheet HTML](#) (opens in new tab)
[Mapping Worksheet Printable PDF](#)

Parcel Details: 25-26-32-000000-013020

- [TAX EST](#)
[PRT CALC](#)
[PRC](#)
[HTML PRC](#)
[TRIM](#)
[HTML TRIM](#)
[TAX BILL](#)

Owners *Recently purchased this property? [Click here.](#)*

GRAVIS ANA MARIA	33.34%
SEVILLA FREDY ENRIQUE	33.33%
SEVILLA BERTHA MERCEDES	33.33%

Mailing Address ([Address Change form](#))

Address Line 1 **PO BOX 93113**
 Address Line 2
 Address Line 3 **LAKELAND FL 33804-3113**

Physical Street Address *Looking for site address? [Click here.](#)*

Address Line 1 **405 N CITRUS GROVE BLVD**
 Address Line 2

Postal City and Zip

City/St/Zip **POLK CITY FL 33868**

Parcel Information

Municipality / Taxing District **UNINCORP/SWFMD (Code: 90000)**
 Neighborhood **330016.00**
 [Show Recent Sales in this Neighborhood](#)
 Subdivision **NOT IN SUBDIVISION**
 Property (DOR) Use Code **SFR 2.5 TO 9.99AC (Code: 0101)**
 Acreage **4.81**
 Community Redevelopment Area **NOT IN CRA**

Property Desc

DISCLAIMER: This property description is a condensed version of the original legal description recorded in the public records of Polk County, FL. It does not include the section, township, range, or the county where the property is located. It is a description of the ownership boundaries only and does not include easements or other interests of record. The property description should not be used when conveying property. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

Area Map



Mapping Worksheets (plats) for 252632

[Mapping Worksheet HTML](#) [Mapping Worksheet Printable PDF](#)
 (opens in new tab)

Sales History

Important Notice: If you wish to obtain a copy of a deed for this parcel, click on the blue OR Book/Page number. Doing so will cause you to leave the Property Appraiser's website and access the Polk County Clerk of the Circuit Court's Official Records Search. Once the document opens, click the printer icon to print the document. If you have any issues opening the document once you have met all the listed system

Parcel Details: 25-26-33-296500-116000

-  TAX EST
-  PRT CALC
-  PRC
-  HTML PRC
-  TRIM
-  HTML TRIM
-  TAX BILL

Owners *Recently purchased this property? [Click here.](#)*

WING ELOISA M	50%
SEVILLA BERTHA M	50%

Mailing Address ([Address Change form](#))

Address Line 1 **PO BOX 93113**
 Address Line 2
 Address Line 3 **LAKELAND FL 33804-3113**

Physical Street Address *Looking for site address? [Click here.](#)*

Address Line 1 **CITRUS GROVE BLVD N**
 Address Line 2

Postal City and Zip

City/St/Zip **POLK CITY FL 33868**

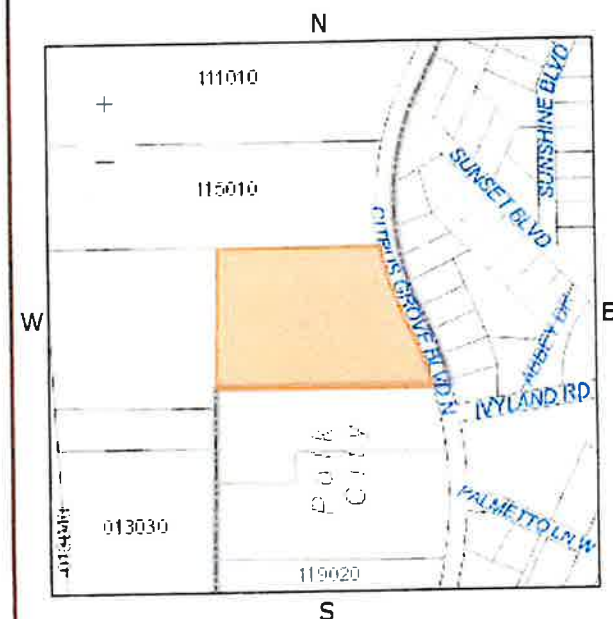
Parcel Information

Municipality / Taxing District **UNINCORP/SWFWMD (Code: 90000)**
 Neighborhood **330016.00**
 [Show Recent Sales in this Neighborhood](#)
 Subdivision **POLK CITY PB 24 PG 1 & 1A**
 Property (DOR) Use Code **Res. or MH lot w/ misc impr of some value (Code: 0007)**
 Acreage **4.88**
 Community Redevelopment Area **NOT IN CRA**

Property Desc

DISCLAIMER: This property description is a condensed version of the original legal description recorded in the public records of Polk County, FL. It does not include the section, township, range, or the county where the property is located. It is a description of the ownership boundaries only and does not include easements or other interests of record. The property description should not be used when conveying property. The Property Appraiser assumes no responsibility for the consequences of inappropriate uses or interpretations of the property description. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.

Area Map



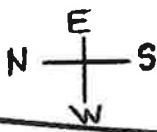
Recorded Plat

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Mapping Worksheets (plats) for 252633

Mapping Worksheet HTML (opens in new tab) [Mapping Worksheet Printable PDF](#)



RAILS TO TRAILS RV PARK

EXISTING CHAIN LINK FENCE

CITRUS GROVE BOULEVARD

RV SITE
30' x 50'

PROPOSED VARIANCE VINYL FENCE AND BUSHINGS
EXISTING CHAIN LINK FENCE
GARDEN

EXISTING CHAIN LINK FENCE
PROPOSED VINYL FENCE VARIANCE
GARDEN

1" = 100'
SCALE

980'

432'

750'



RETENTION AREA

DOG WALK

RETENTION AREA

EXISTING CHAIN LINK FENCE

WOODED AREA

VAN FLEET STATE TRAIL

WELCOME TO...

RAILS TO TRAILS RV PARK RULES

The friendly staff at RAILS-TO-TRAILS RV PARK Welcomes you to "THE BEST RV PARK IN CENTRAL FLORIDA" We hope your stay with us will be pleasant and relaxing!!!

In order to make all our guests comfortable, we have a few rules and guidelines that we request all to follow:

- Check out time is 12:00 noon.
- Quiet time is from 10:00 p.m. to 8:00 a.m.

- **ONLY ONE CAMPING UNIT PER SITE, INCLUDING TENTS.**
- No open campfires
- No clotheslines

- **GENERAL CONDUCT:** Behavior that is detrimental to Health, Safety, or Peaceful enjoyment of the park or its inhabitants may cause for removal from the park.

- **PETS:** All pets (including cats) must be always kept on a leash!!!
- All pets must be walked in the pet section only and cleaned up after immediately.
- Pets must never be left unattended.

- **NO SMOKING** Allowed in any building including but not limited to the Office, Recreation Hall, Laundry rooms, Bathrooms, Exercise room and Comfort Centers, Proper attire is required.

- **STATE LAW** requires use of a sewer donut and prohibits of grey water on the ground.
- No one under the legal Florida Driving age of 16 can operate a golf car in the park.
- Recreational facilities are for the enjoyment of our residents and the overnight guests only.

- **MANAGEMENT** Reserves the right to refuse service to anyone for any reason and evict anyone from the park for detrimental conduct or failure to follow rules and regulations, if you are uncertain about whether something is permissible, please check with the Office.

- If we may be of service to you or if you have any questions, please let us Know.

RV FACILITIES AND ACTIVITIES

- 150 Total sites
- Lighted Streets
- Planned Activities
- Exercise Room
- Laundry Room
- Mail Services
- LP Gas
- 3600 Square Foot Recreation Hall and Shelter

OPEN ALL YEAR



**CITY OF POLK CITY
VARIANCE REQUEST
OVERVIEW REPORT**

December 17, 2024

TO: Polk City Commission (acting as the Zoning Board of Appeals)

FROM: Central Florida Regional Planning Council

SUBJECT: **RESOLUTION 2024-05*:**

Applicant-initiated request for a variance to the requirement for a six (6)-foot masonry wall along the property lines of the property for a proposed recreational vehicle park to be located at 425 and 405 Citrus Grove Boulevard, Polk City. The applicant requests a 6-foot vinyl privacy fence coupled with a vegetative buffer. (Polk County Parcel Numbers 25-26-33-296500-115010, 25-26-32-000000-013020, and 25-26-33-296500-116000)

***Please note the subject parcels are located in unincorporated Polk County. Any variance approval would be contingent upon approved annexation, Future Land Use Map Amendment, Rezoning, Special Exception and Site Plan.**

AGENDA & HEARING DATE:

December 17, 2024 at 7:00 pm: Polk City Zoning Board of Appeals (Public Hearing)

ATTACHMENTS:

- Location Map
- Aerial Photo Map
- Conceptual Site Plan
- Variance Application

ZONING BOARD OF APPEALS MOTION OPTIONS

1. I move the City Commission, acting as the Zoning Board of Appeals, approve Resolution 2024-05 contingent upon approval of **annexation, Future Land Use Map Amendment, Rezoning, Special Exception and Site Plan.**
2. I move the City Commission, acting as the Zoning Board of Appeals, **deny** Resolution 2024-05.

3. **GENERAL INFORMATION:**

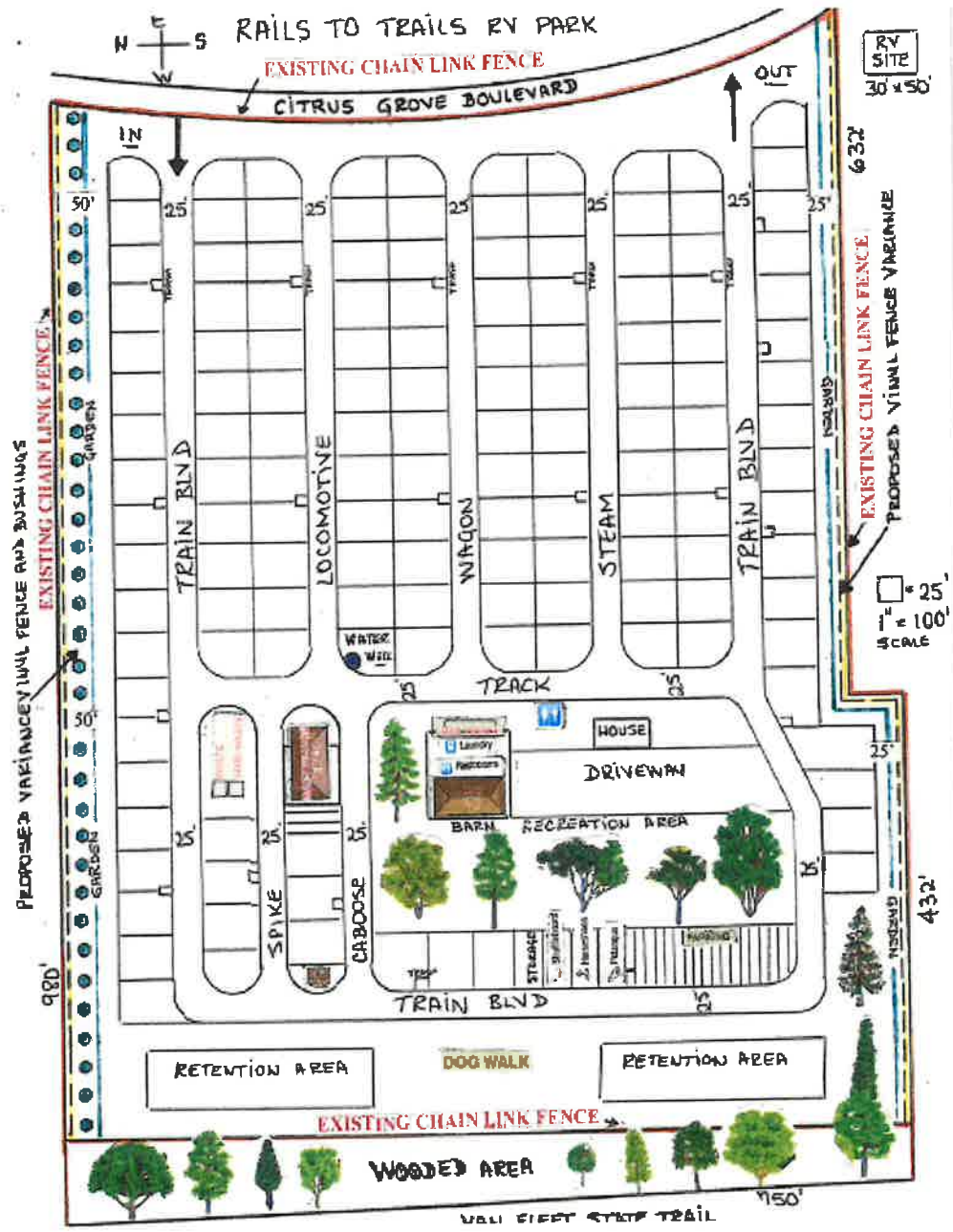
Applicants	Joe Dunlop Linda Dunlop Josh Roelofs Ana Maria Gravis
Property Owners	Ana Maria Gravis Sevilla Fredy Enrique Sevilla Bertha Mercedes Eloisa M. Wing, Bertha M. Sevilla
Property Location	425 and 405 Citrus Grove Boulevard East Side of Citrus Gove Boulevard Unincorporated Polk County
Parcel ID	25-26-33-296500-115010 (6.44 ac) 25-26-32-000000-013020 (4.81 ac) 25-26-33-296500-116000 (4.88 ac)
Subject Area	+/- 16.13 acres
Assigned Future Land Use	County – A/RR
Assigned Zoning	Not Applicable
Previous Hearings	None

OVERVIEW OF REQUEST:

The applicants are requesting a variance to the requirement for a six (6)-foot masonry wall along the property lines of the property for a proposed recreational vehicle park to proposed to be located at 425 and 405 Citrus Grove Boulevard, Polk City. The applicant requests a 6-foot vinyl privacy fence coupled with a vegetative buffer. The property comprises +/-16.13 acres. (Polk County Parcel Numbers 25-26-33-296500-115010, 25-26-32-000000-013020, and 25-26-33-296500-116000)

***Please note the subject parcels are located in unincorporated Polk County. Any variance approval would be contingent upon approved annexation, Future Land Use Map Amendment, Rezoning, Special Exception and Site Plan.**

See Conceptual Site Plan below illustrating the area of the proposed variance.



CRITERIA FOR GRANTING VARIANCES:

Per Section 7.08.00 of the City's Land Development Code, the granting of a variance shall be based on a determination by the City Commission (acting as the Zoning Board of Appeals) that the request will not be contrary to the public interest and the intent of this Code, and the strict enforcement of the regulation in question would create an undue and unnecessary hardship for the applicant. Consideration of health, convenience or economics shall not be considered as justification for a variance. Approval of a variance shall be based solely on the following criteria, all of which must be fully satisfied:

- (A) Special conditions and circumstances exist that are peculiar to the land or structure involved and that are not applicable to other lands or structures in the same land use classification.
- (B) The special conditions and circumstances do not result from the actions of the applicant.
- (C) The requested variance, if approved, will not confer on the applicant any special privilege that is denied by the provisions of this Code to other lands or structures in the same land use classification.
- (D) Literal interpretation of the provisions of this Code would deprive the applicant of rights commonly enjoyed by other property owners in the identical land use classification and will constitute an unnecessary hardship on the applicant.
- (E) That the variance granted is the minimum variance that will make possible a reasonable use of the land or structure.
- (F) That the granting of the variance will be in harmony with the general intent of this Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

For each variance granted, the City Commission (acting as the Zoning Board of Appeals) shall approve, and the chairman shall sign, a resolution listing the above criteria and attesting that each has been satisfied.

Below is the applicant's explanation for the request of the variance, addressing the criteria required for granting variance approval.

APPLICANT'S EXPLANATION FOR REQUEST OF VARIANCE:

****Justification Statement for Variance Request****

Address: 405 N Citrus Grove Blvd, Polk City, FL 33868

****To Whom It May Concern:****

We respectfully request a variance to allow the installation of a 6-foot vinyl privacy fence, coupled with a vegetation buffer, for the property located at 405 N Citrus Grove Blvd. This variance seeks relief from the ordinance requiring a concrete wall for the following reasons:

1. ****Economic Hardship:****

Constructing a 6-foot concrete wall along the perimeter of the property, which spans approximately 1100 feet, would impose an undue financial burden. The cost of concrete wall construction far exceeds that of a vinyl privacy fence, making the project economically unfeasible. This considerable expense would cause significant financial strain on the property owner, making it difficult to comply with the city's requirements without compromising other essential property improvements and upkeep.

2. ****Aesthetic Appeal and Harmony with Surrounding Area:****

A vinyl privacy fence, paired with appropriate landscaping and vegetation as a buffer, provides a visually appealing alternative that aligns with the aesthetics of the surrounding neighborhood. Many neighboring properties already utilize similar fencing materials, creating a cohesive visual environment. A concrete wall could be seen as stark and imposing, contrasting with the natural surroundings. A vinyl fence, especially in neutral tones, will blend seamlessly with the landscape while maintaining privacy and visual appeal.

3. ****Reasonableness and Practicality:****

The installation of a vinyl privacy fence is a practical and effective solution for ensuring privacy and security while meeting the city's intent of establishing a proper boundary. Coupling the fence with a vegetation buffer would further enhance privacy, create a softer visual barrier, and contribute to environmental beautification. The combined approach of the fence and vegetation serves the same functional purpose as a concrete wall while providing a more reasonable and sustainable option.

4. ****Maintenance and Cost Savings:****

Vinyl fencing offers significant long-term savings compared to concrete walls in terms of maintenance. Vinyl is virtually maintenance-free, requiring only occasional cleaning to maintain its appearance, and it is highly resistant to Florida's harsh weather conditions, including humidity, rain, and UV exposure. In contrast, concrete walls are prone to cracks, discoloration, and erosion over time, particularly in areas prone to heavy rainfall and high humidity. These walls may require frequent repairs, resealing, and repainting, leading to substantial ongoing costs.

The cost savings associated with a vinyl fence are not only seen during installation but extend throughout the lifespan of the fence due to lower maintenance requirements. This translates into fewer financial burdens for the property owner and ensures the longevity of the structure without the need for costly repairs or replacements, which are common with concrete walls.

5. **Environmental Impact:**

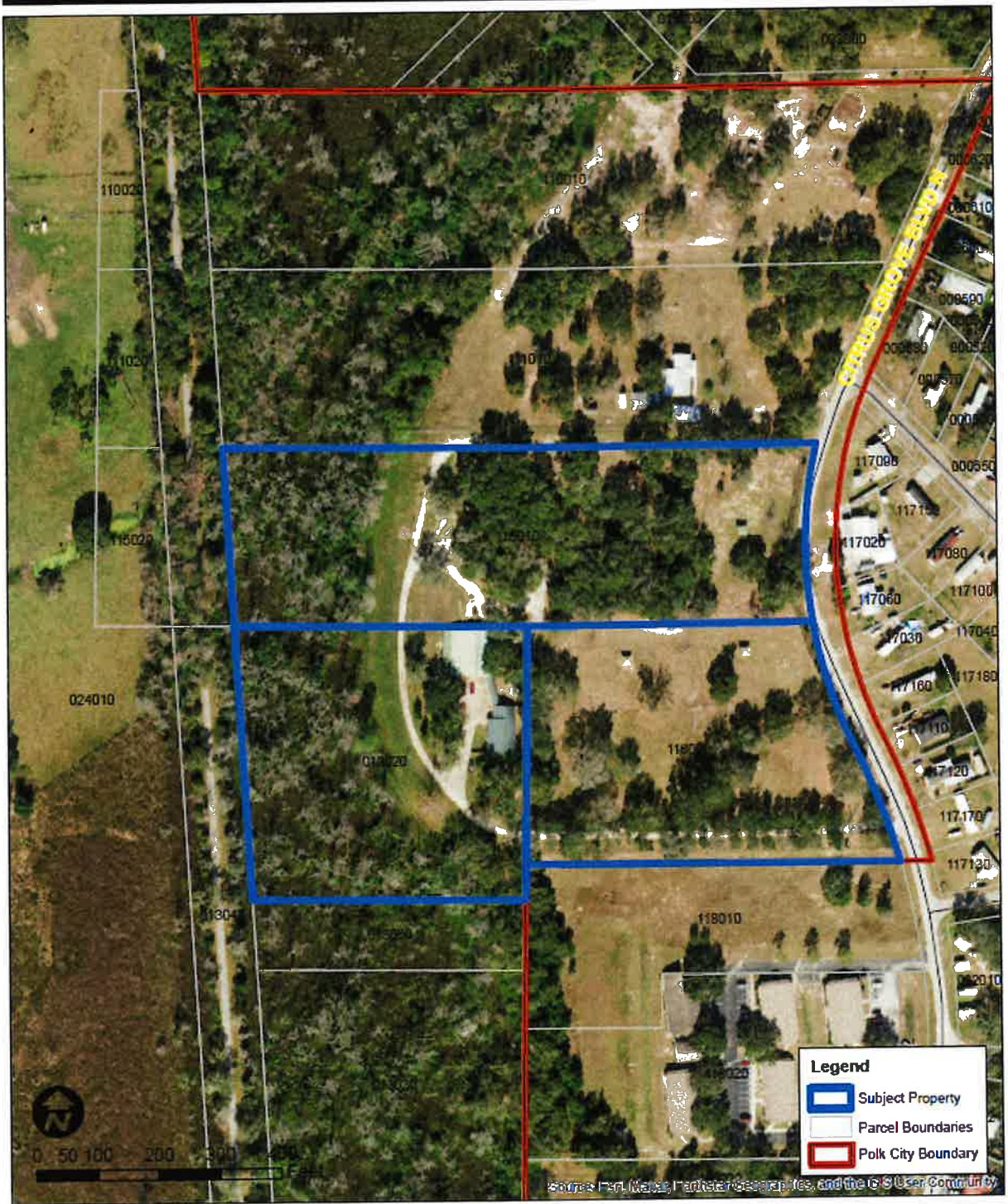
A concrete wall would require extensive resources for construction and would have a greater environmental footprint compared to a vinyl fence. By opting for a vinyl fence with a vegetation buffer, we are promoting a more environmentally responsible solution, reducing the need for heavy construction materials, and contributing to the city's green initiatives by incorporating natural elements.

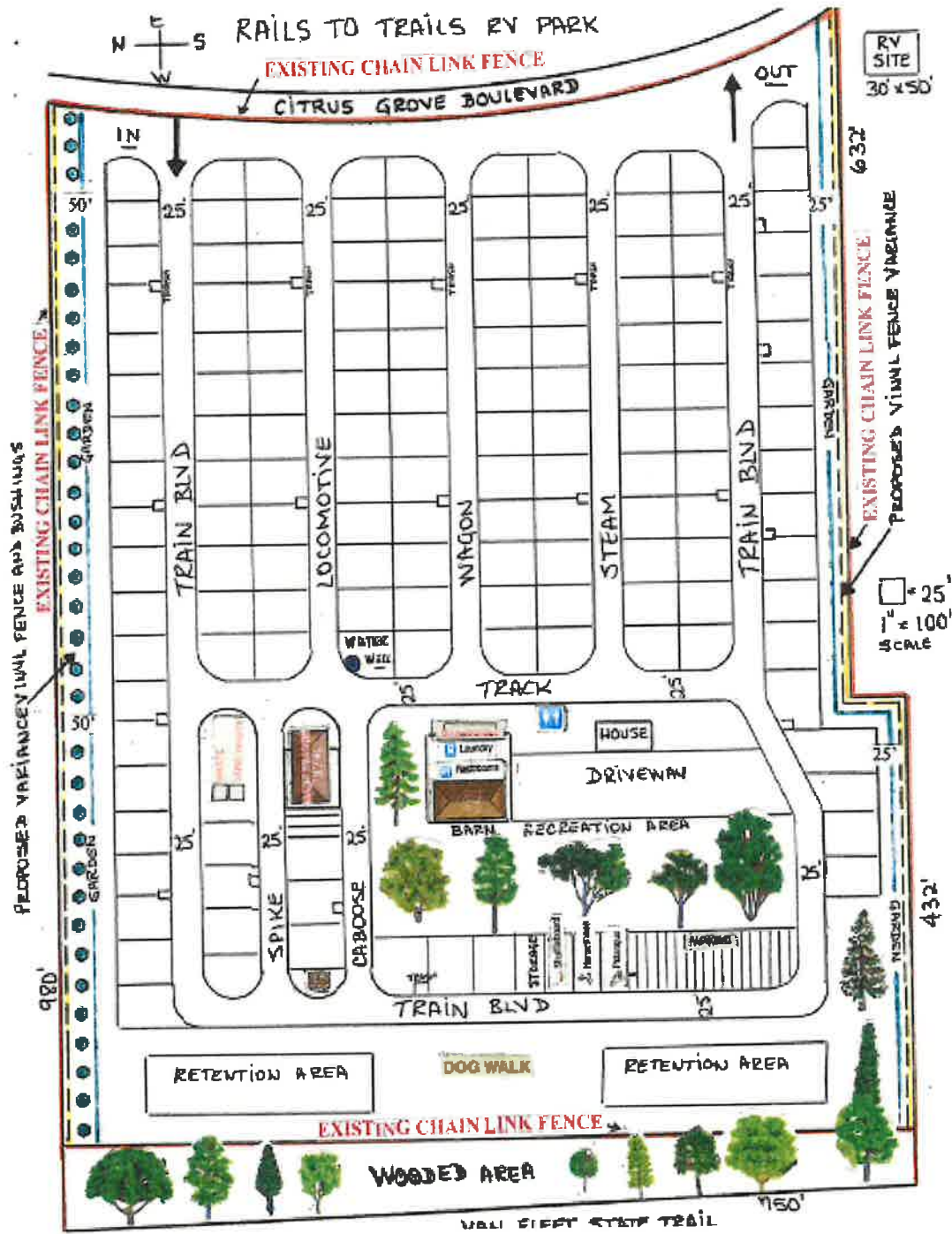
In conclusion, we believe that granting this variance for a vinyl privacy fence will not only alleviate the financial hardship but also offer a solution that is in harmony with the community's character. It will meet the city's objectives of privacy and security while being economically and environmentally responsible, with the added benefit of reduced maintenance costs over time. We kindly ask for your consideration in approving this request.

FINDINGS FOR CONSIDERATION:

- The application **does not demonstrate consistency** with the Variance Criteria listed below. In addition, this request is premature as the property has not been annexed into the City and a full review of an RV Park on this site has not been conducted.
 - (A) Special conditions and circumstances exist that are peculiar to the land or structure involved and that are not applicable to other lands or structures in the same land use classification.
 - (B) The special conditions and circumstances do not result from the actions of the applicant.
 - (C) The requested variance, if approved, will not confer on the applicant any special privilege that is denied by the provisions of this Code to other lands or structures in the same land use classification.
 - (D) Literal interpretation of the provisions of this Code would deprive the applicant of rights commonly enjoyed by other property owners in the identical land use classification and will constitute an unnecessary hardship on the applicant.
 - (E) That the variance granted is the minimum variance that will make possible a reasonable use of the land or structure.
 - (F) That the granting of the variance will be in harmony with the general intent of this Code, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

AERIAL MAP





**City Commission Meeting
December 17, 2024**

AGENDA ITEM #3:

**Voyles Loop Lift Station – Odom Contracting Construction
Services Agreement**

INFORMATION ONLY
 ACTION REQUESTED

ISSUE:

Voyles Loop Lift Station - Odom Contracting Construction Services Agreement

ATTACHMENT:

Odom Contracting Quote
Odom Contracting Construction Services Agreement

ANALYSIS:

During the October 15, 2024 City Commission Meeting, the City Commission rejected a bid that came in from the Hinterland Group in the amount of \$394,760.

The City Commission approved her to negotiate a contract with Odom Contracting not to exceed \$275,000 in the amount. However, because this item does exceed \$275,000, it is being brought to the City Commission for approval.

STAFF RECOMMENDATION:

Approve the Odom Contracting Construction Services Agreement contract in the amount of \$288,300.



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

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

DATE: 10/30/2024

REVISED 12/05/2024

ATTN: PATRICIA JACKSON

RE: VOYLES LOOP LIFT STATION

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
SANITARY LIFT STATION DEMO AND RECONSTRUCT LIFT STATION VALVE VAULT PIPING PER CIVILSURV PLANS DATED 7/17/2024	1	EA		
TOTAL SANITARY				<u>\$288,300.00</u>
TOTAL PROJECT				<u>\$288,300.00</u>

NOTES & CONDITIONS:

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

EXCLUSIONS:

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

KEVIN ODOM

CONSTRUCTION SERVICES AGREEMENT

This Construction Services Agreement (hereafter "Agreement") is effective this **17th** day of **December** 2024, ("Effective Date") between Odom Contracting, LLC, a Florida limited liability company authorized to do business in the State of Florida (hereinafter "Contractor") and Polk City, Florida, a municipal corporation created under the laws of the State of Florida (hereafter "City"). Contractor and the City are collectively referred to as the "Parties" (or individually as a "Party").

1. City is a municipal corporation duly organized pursuant to the laws of the State of Florida with the authority to contract for construction services involving the provision of all materials, equipment, and labor necessary to complete the City's Voyles Loop Lift Station project per the Construction Plans and Technical Specifications, both dated July 17, 2024 which are hereby incorporated by reference in this Agreement (hereafter "construction services"), and City desires to have these construction services performed by Contractor in accordance with the terms and conditions of this Agreement.

2. The City desires to employ Contractor in connection thereof upon the terms and conditions hereinafter set forth, and Contractor is desirous of obtaining such employment and has represented that it is qualified and competent to perform such services upon said terms and conditions.

3. Contractor agrees to perform these services for City under the terms and conditions set forth in this Agreement.

ACCORDINGLY, for and in consideration of the Recitals hereof, the mutual undertakings and agreements herein contained and assumed, and other good and valuable consideration the receipt and sufficiency of which are acknowledged by the Parties, the Parties hereby covenant and agree as follows:

SECTION 1. RECITALS. The above Recitals are true and correct and form a material part of this Agreement.

SECTION 2. SCOPE OF SERVICES & DESCRIPTION OF WORK. Contractor shall be responsible for providing all materials, equipment and labor necessary for installation of new piping, internal rails, new slab, demolition of existing piping, and bypass pumping of Voyles Loop pump station with related restoration as necessary to complete the project per the plans and specs.

SECTION 3. PAYMENT OF COMPENSATION FOR SERVICES. Contractor has provided the City with a Bid Form, dated 12/05/2024, for a total of \$288,300.00. A copy of the Bid Form is hereby accepted by the City and is incorporated into this Agreement as Exhibit "A." Unless otherwise agreed, Contractor will invoice City monthly for services completed, or expenses incurred, in accordance with the payment basis and markup values set forth in Exhibit "A." Payment of Contractor invoices shall be due upon receipt by City. Invoices not paid within 30 calendar days shall be subject to an assessed interest charge of eighteen percent (18%) per annum.

SECTION 4. INSURANCE. Contractor agrees to carry throughout the term of this Agreement insurance policies of the following types and with the following limits: Workers' compensation – statutory; employers' liability – \$1,000,000 per accident/ disease/ employee (US); automobile liability – \$1,000,000 combined single limit; commercial general liability – \$1,000,000 per occurrence and \$2,000,000 in aggregate; and professional liability – \$1,000,000 per claim and \$2,000,000 in aggregate.

SECTION 5. INDEPENDENT CONTRACTOR AND SUBCONTRACTING. The Parties acknowledge and agree that Contractor shall be an independent contractor and shall have responsibility for and control over the means of providing the services. Contractor shall have the right to use subcontractors as Contractor deems necessary to assist in the performance of the services.

SECTION 6. PUBLIC RECORDS RETENTION. Contractor has been advised the City and all its activities are subject to the Public Records Law (Chapter 119, Florida Statutes) and the Sunshine Law (Section 286.011, Florida Statutes), and agrees to maintain all records necessary to comply with the requirement of such laws, and for the proper supervision of the services performed pursuant to this Agreement. Contractor agrees to comply with all City policies and procedures in observing the requirement of said laws.

SECTION 7. TERMINATION. City will have the right to terminate this Agreement at any time with or without cause provided that Contractor is provided 30 calendar days advance written notice of the termination. City shall pay Contractor for all services performed and expenses incurred prior to the effective date of termination.

SECTION 8. FORCE MAJEURE. If either Party is rendered unable, wholly or in part, by Force Majeure (as defined below) to carry out its obligations under this Agreement, other than the obligation to pay funds due, that Party shall give the other Party prompt written notice of the Force Majeure with reasonably full particulars thereof. Thereupon, the obligations of the Party giving notice, so far as they are affected by the Force Majeure, shall be suspended during, but not longer than, the continuance of the Force Majeure. The affected Party shall use all reasonable diligence to remove or remedy the Force Majeure as quickly as possible, except that this requirement shall not require the settlement of strikes, lockouts, or other labor difficulty. The term "Force Majeure" as used in this Agreement shall mean an Act of God, natural events, labor, civil, or industrial disturbance, pandemic, governmental or legislative actions, or orders of any court or agency having jurisdiction of the Party's actions, unavailability of equipment, personnel, or information, and any other cause which is not reasonably within the control of the Party claiming suspension.

SECTION 9. SUCCESSORS & ASSIGNMENTS. Neither Party may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this Agreement without the written consent of the other Party. The obligations of the Parties under this Agreement will not terminate upon any attempted assignment that violates this Agreement. Any assignment or attempted assignment violating this Agreement is void.

SECTION 10. NOTICE. Whenever any notice, demand or consent is required or permitted under this Agreement, such notice, demand or consent shall be written and shall be deemed given when sent by certified mail, return receipt requested to the following address:

To City: Polk City
123 Broadway Blvd., SE
Polk City, FL 33868
Attention: City Manager

To Contractor: Odom Contracting, LLC
4605 County Road 542
Lakeland, FL 33801

SECTION 11. SEVERABILITY. The Parties agree that, in the event one or more of the provisions of this Agreement or a portion thereof should be declared void or unenforceable, the remaining provisions shall not be affected and shall continue in full force and effect. The Parties also agree that the obligations and representations which by their nature are intended to survive the termination of this Agreement, including but not limited to those pertaining to indemnification, limitations of liability, and intellectual property, shall survive the termination of this Agreement.

SECTION 12. THIRD PARTY BENEFICIARIES. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the Parties.

SECTION 13. GOVERNING LAW. This Agreement shall be governed by the laws and statutes of the State of Florida.

SECTION 14. AUTHORITY TO SIGN. Each of the persons signing below on behalf of any Party hereby represents and warrants that they are signing with full and complete authority to bind the Party on whose behalf they are signing to every term of this Agreement. This Agreement may be executed in counterparts, each of which will be deemed an original and which together will constitute one and the same instrument.

SECTION 15. ENTIRE AGREEMENT. This Agreement, including the attached Exhibit and documents referenced in the Exhibit, constitute the complete and final agreement between Contractor and City regarding the subject matter hereof. This Agreement supersedes all prior or contemporaneous communications, representations, undertakings, or understandings of the Parties, whether oral or written, relating to the services and subject matter of this Agreement, except to the extent that such prior communications have explicitly been incorporated into the Agreement or one of the attached Exhibit. Modifications of this Agreement shall not be binding unless made in writing and signed by an authorized representative of each Party.

IN WITNESS WHEREOF, Contractor and City have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

POLK CITY, FLORIDA, a municipal corporation

ATTEST:

APPROVED:

Patricia Jackson, City Manager/Clerk

Joe LaCascia, Mayor

APPROVED AS TO FORM & LEGALITY:

By: _____
Thomas A. Cloud, City Attorney

ODOM CONTRACTING, LLC, a Florida Corporation

By: _____

Print Name: _____

Title: _____

**City Commission Meeting
December 17, 2024**

AGENDA ITEM #4:

Request for Proposal of an Independent Auditor - Ratification

INFORMATION ONLY
 ACTION REQUESTED

ISSUE:

Request for Proposal of an Independent Auditor

ATTACHMENT:

None

ANALYSIS:

At the November City Commission Meeting, this item was on the Meeting Agenda with lengthy discussion. However, it did not receive any kind of official vote. Therefore, we need ratify this item with a proper vote in order to proceed with advertising for Tuesday, December 17, 2024.

STAFF RECOMMENDATION:

Staff is requesting approval of the RFP for an Independent Auditor.

City Commission Meeting
December 17, 2024

CITY ATTORNEY ITEM #:1

PFM Financial Advisors

INFORMATION ONLY
 ACTION REQUESTED

ISSUE:

FDEP Consent Order Item – Municipal Utilities Financial Advising

ATTACHMENT:

PFM Financial Advisors Engagement Letter

ANALYSIS:

City Attorney Cloud will discuss the PFM Financial Advisors item

STAFF RECOMMENDATION:

Authorize City Manager to move forward with PFM Financial Advisors



December 9, 2024

Patricia R. Jackson
City Manager
Polk City, FL
123 Broadway Blvd. SE
Polk City, FL 33868

Dear Ms. Jackson:

The purpose of this letter (this "Engagement Letter") is to confirm our agreement that PFM Financial Advisors LLC ("PFM") will act as financial advisor to Polk City, Florida (the "Client"). PFM will provide, upon request of the Client, services related to financial planning, budget and strategic advice and planning, policy development and services related to debt issuance, as applicable and set forth in Exhibit A to this Engagement Letter. Most tasks requested by Client will not require all services provided for in Exhibit A and as such the specific scope of services for such task shall be limited to just those services required to complete the task.

pfm

200 S Orange Avenue
Suite 760
Orlando, FL 32811
407.648.2208

pfm.com

PFM is a registered municipal advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. If Client has designated PFM as its independent registered municipal advisor ("IRMA") for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA exemption"), then services provided pursuant to such designation shall be the services described in Exhibit A hereto, subject to any agreed upon limitations. Verification of independence (as is required under the IRMA exemption) shall be the responsibility of such third party seeking to rely on such IRMA exemption. PFM shall have the right to review and approve in advance any representation of PFM's role as IRMA to Client.

MSRB Rules require that municipal advisors make written disclosures to their clients of all material conflicts of interest, certain legal or disciplinary events and certain regulatory requirements. Such disclosures are provided in PFM's Disclosure Statement delivered to Client prior to or together with this Engagement Letter.

PFM's services will commence as soon as practicable after the execution of this Engagement Letter by the Client and a request by the Client for such service. Any material changes in or additions to the scope of services described in Exhibit A shall be promptly reflected in a written supplement or amendment to this Engagement Letter. Services provided by PFM which are not included in the scope of services set forth in Exhibit A of this Engagement Letter shall be completed as agreed in writing in advance between the Client and the PFM. Upon the request of Client, an affiliate of PFM or a third party referred or otherwise introduced by PFM and/or designated by the Client may agree to additional services to be provided under a separate writing, including separate scope and compensation, between Client and such affiliate or third party.

For the services described in Exhibit A, PFM's professional fees will be paid as provided in Exhibit B. All fees shall be due to PFM within thirty (30) days of the date of invoice. In addition to fees for services, PFM will be reimbursed for necessary, reasonable out-of-pocket expenses incurred, including, but not limited to, travel, meals, lodging, telephone, mail, and other ordinary or extraordinary costs such as for graphics, printing, document production (including as required by a subpoena or other legal document or order), data processing and computer time which are incurred by PFM. Upon request of Client, documentation of such expenses will be provided.



This Engagement Letter shall be effective from December 9, 2024 until December 31, 2025 (the "Initial Term") and shall automatically renew for additional 1 year periods (each a "Renewal Term" and together with the Initial Term, the "Term"), unless terminated in writing by either party upon thirty (30) days written notice to the other party. Upon any such termination, PFM will be paid for all services performed and costs and expenses incurred up to the termination date.

PFM shall not assign or transfer any interest in this Engagement Letter or subcontract any of the work performed under this Engagement Letter without the prior written consent of the Client; provided that PFM retains the right to enter into a sale, merger, internal reorganization, or similar transaction involving PFM's business without any such consent.

All information, data, reports, and records in the possession of the Client or any third party necessary for carrying out any services to be performed under this Engagement Letter ("Data") shall be furnished to PFM. PFM may rely on the Data in connection with its provision of the services under this Engagement Letter and the provider thereof shall remain solely responsible for the adequacy, accuracy and completeness of such Data.

All notices and other communication required under this Engagement Letter will be in writing and may be sent by certified mail, return receipt requested, by nationally recognized courier, with written verification of receipt, or by electronic mail. Notices shall be addressed to the party for whom it is intended, at the addresses on the first page of this Engagement Letter.

All materials, except functioning or dynamic financial models, prepared by PFM pursuant exclusively to this Engagement Letter will be the property of the Client. Subject to the preceding exception, upon termination of this Engagement Letter, PFM will deliver to the Client copies of any and deliverables pertaining to this Engagement Letter.

The following employees of PFM will provide the services set forth in this Engagement Letter: Jay Glover and Julie Santamaria. PFM may, from time to time, supplement or otherwise amend team members. The Client has the right to request, for any reason, PFM to replace any member of the advisory staff. Should the Client make such a request, PFM will promptly suggest a substitute for approval by the Client.

PFM will maintain insurance coverage with policy limits not less than as stated in Exhibit C. Except to the extent caused by its willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties under this Engagement Letter, PFM shall have no liability to any party under this Engagement Letter.

PFM, its employees, officers and representatives at all times will be independent contractors and will not be deemed to be employees, agents, partners, servants and/or joint venturers of Client by virtue of this Engagement Letter or any actions or services rendered under this Engagement Letter. Nothing in this Engagement Letter is intended or shall be construed to give any person, other than the parties hereto, their successors and permitted assigns, any legal or equitable rights, remedy or claim under or in respect of this Engagement Letter or any provisions contained herein. In no event will PFM be liable for any act or omission of any third party or for any circumstances beyond PFM's reasonable control including, but not limited to, fire, flood, or other natural disaster, war, riot, strike, act of terrorism, act of civil or military authority, software and/or equipment failure, computer virus, or failure or interruption of electrical, telecommunications or other utility services.



This Engagement Letter shall be construed, enforced, and administered according to the laws of the State of Florida. PFM and the Client agree that, should a disagreement arise as to the terms or enforcement of any provision of this Engagement Letter, each party will in good faith attempt to resolve said disagreement prior to pursuing other action.

This Engagement Letter represents the entire agreement between Client and PFM and may not be amended or modified except in writing signed by both parties. For the sake of clarity, any separate agreement between Client and an affiliate of PFM or a third party referred or introduced by PFM and/or designated by the Client shall not in any way be deemed an amendment or modification of this Engagement Letter. The invalidity in whole or in part of any provision of this Engagement Letter shall not void or affect the validity of any other provision.

Please have an authorized official of the Client sign a copy of this Engagement Letter and return it to us to acknowledge the terms of this engagement. This Engagement Letter may be signed in any number or counterparts, each of which shall be an original and all of which when taken together shall constitute one and the same document.

Sincerely,

PFM FINANCIAL ADVISORS LLC

By: 
James W. Glover
Managing Director

Accepted by:

POLK CITY, FLORIDA

Authorized Signature

Name

Title

Date



EXHIBIT A
SCOPE OF SERVICES

1. Services related to the Financial Planning and Policy Development upon request of the Client:
 - Assist the Client in the formulation of Financial and Debt Policies and Administrative Procedures.
 - Review current debt structure, identifying strengths and weaknesses of structure so that future debt issues can be designed to maximize ability to finance future capital needs. This will include, but not be limited to, reviewing existing debt for the possibility of refunding that debt to provide the Client with savings.
 - Analyze future debt capacity to determine the Client's ability to raise future debt capital.
 - Assist the Client in the development of the Client's Capital Improvement Program by identifying sources of capital funding.
 - Assist the Client with the development of the Client's financial planning efforts and process by assessing capital needs, identifying potential revenue sources, analyze financing alternatives such as pay-as-you-go, lease/purchasing, short-term vs. long-term financings, assessments, user fees, impact fees, developer contributions, public/private projects and grants, and provide analysis of each alternative as required as to the budgetary and financial impact.
 - Review the reports of accountants, independent engineers and other project feasibility consultants to ensure that such studies adequately address technical, economic, and financial risk factors affecting the marketability of any proposed revenue debt issues; provide bond market assumptions necessary for financial projections included in these studies; attend all relevant working sessions regarding the preparations, review and completion of such independent studies; and provide written comments and recommendations regarding assumptions, analytic methods, and conclusions contained therein.
 - Develop, manage and maintain computer models for long-term capital planning which provide for inputs regarding levels of ad valorem and non-ad valorem taxation, growth rates by operating revenue and expenditure item, timing, magnitude and cost of debt issuance, and project operating and capital balances, selected operating and debt ratios and other financial performance measures as may be determined by the Client.
 - Conduct strategic modeling and planning and related consulting.



- Attend meetings with Client's staff, consultants and other professionals and the Client.
- Undertake financial planning and policy development assignments made by the Client regarding financings, and financial policy including budget, tax, cash management issues and related fiscal policy and programs.
- Assist the Client in preparing financial presentations for public hearings and/or referendums.
- Provide special financial services as requested by the Client.

2. Services Related to Debt Transactions (Includes short term financings, notes, loans, letters of credit, line of credit and bonds); provided that if the transaction is competitive, the services of the financial advisor will be modified to reflect that process. Upon the request of the Client:

- Analyze financial and economic factors to determine if the issuance of bonds is appropriate.
- Develop a financing plan in concert with Client's staff which would include recommendations as to the timing and number of series of bonds to be issued.
- Assist the Client by recommending the best method of sale, either as a negotiated sale, private placement or a public sale. In a public sale, make recommendation as to the determination of the best bid. In the event of a negotiated sale, assist in the solicitation, review and evaluation of any investment banking proposals, and provide advice and information necessary to aid in such selection.
- Advise as to the various financing alternatives available to the Client.
- Develop alternatives related to debt transaction including evaluation of revenues available, maturity schedule and cash flow requirements.
- Evaluate benefits of bond insurance and/or security insurance for debt reserve fund.
- If appropriate, develop credit rating presentation and coordinate with the Client the overall presentation to rating agencies.
- Review underwriter's proposals and submit a written analysis of same to the Client.
- Assist the Client in the procurement of other services relating to debt issuance such as printing, paying agent, registrar, etc.
- Identify key bond covenant features and advise as to the financial consequences of provisions to be included in bond indentures, resolutions or other governing documents regarding security, creation of reserve funds, flow



of funds, redemption provisions, additional parity debt tests, etc.; review and comment on successive drafts of bond governing documents.

- Review the requirements and submit analysis to bond insurers, rating agencies and other professionals as they pertain to the Client's obligation.
- Review the terms, conditions and structure of any proposed debt offering undertaken by the Client and provide suggestions, modifications and enhancements where appropriate and necessary to reflect the constraints or current financial policy and fiscal capability.
- Coordinate with Client's staff and other advisors as respects the furnishing of data for offering documents, it being specifically understood that PFM is not responsible for the inclusion or omission of any material in published offering documents.
- As applicable, advise the Client on the condition of the bond market at the time of sale, including volume, timing considerations, competing offerings, and general economic considerations.
- Assist and advise the Client in negotiations with investment banking groups regarding fees, pricing of the bonds and final terms of any security offering, and make recommendations regarding a proposed offering to obtain the most favorable financial terms based on existing market conditions.
- Arrange for the closing of the transaction including, but not limited, to bond printing, signing and final delivery of the bonds.



EXHIBIT B
COMPENSATION FOR SERVICES

For the scope of services described in Exhibit A, PFM will charge a retainer fee of \$6,000 paid annually each July 1. Also, upon the successful closing of any debt transaction, PFM will charge a \$1.25 per bond with a minimum fee of \$20,000 plus out-of-pocket expenses at a flat rate of \$500 per transaction. All transactional fees are contingent on the successful closing of the transaction and will be paid from proceeds of the transaction.



EXHIBIT C

Insurance Statement

PFM Financial Advisors LLC ("PFM") has a complete insurance program, including property, casualty, general liability, automobile liability and workers compensation. PFM maintains Professional (E&O)/Cyber Liability coverage which total \$5 million single loss/ aggregate.

Our Professional/Cyber Liability policies are a "claims made" policy and our General Liability policy claims would be made by occurrence.

Deductibles/SIR:

Automobile \$100 comprehensive & \$1,000 collision General Liability \$0
Professional (E&O)/ Cyber Liability \$250,000 Crime \$50,000

Insurance Company & AM Best Rating

Professional Liability (E&O)..... AIG Specialty Insurance Company; (A; Stable)
Cyber Liability..... AIG Specialty Insurance Company (A; Stable)
Crime..... Berkley Regional Insurance Company; (A+;
Stable)
General Liability..... The Continental Insurance Company; (A Stable)
Automobile Liability..... The Continental Insurance Company; (A Stable)
Excess /Umbrella Liability..... The Continental Insurance Company; (A Stable)
Workers Compensation..... The Continental Insurance Company; (A Stable)
& Employers Liability

**DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER
IMPORTANT MUNICIPAL ADVISORY INFORMATION
PFM Financial Advisors LLC**

I. Introduction

PFM Financial Advisors LLC and PFM Swap Advisors LLC (hereinafter, referred to as “We,” “Us,” or “Our”) are registered municipal advisors with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. In accordance with MSRB rules, this disclosure statement is provided by Us to each client prior to the execution of its advisory agreement with written disclosures of all material conflicts of interests and legal or disciplinary events that are required to be disclosed with respect to providing financial advisory services pursuant to MSRB Rule G-42(b) and (c) (ii). We employ a number of resources to identify and subsequently manage actual or potential conflicts of interest in addition to disclosing actual and potential conflicts of interest provided herein.

How We Identify and Manage Conflicts of Interest

Code of Ethics. The Code requires that all employees conduct all aspects of Our business with the highest standards of integrity, honesty and fair dealing. All employees are required to avoid even the appearance of misconduct or impropriety and avoid actual or apparent conflicts of interest between personal and professional relationships that would or could interfere with an employee’s independent exercise of judgment in performing the obligations and responsibilities owed to a municipal advisor and Our clients.

Policies and Procedures. We have adopted policies and procedures that include specific rules and standards for conduct. Some of these policies and procedures provide guidance and reporting requirements about matters that allows Us to monitor behavior that might give rise to a conflict of interest. These include policies concerning the making of gifts and charitable contributions, entertaining clients, and engaging in outside activities, all of which may involve relationships with clients and others that are important to Our analysis of potential conflicts of interest.

Supervisory Structure. We have both a compliance and supervisory structure in place that enables Us to identify and monitor employees’ activities, both on a transaction and Firm-wide basis, to ensure compliance with appropriate standards. Prior to undertaking any engagement with a new client or an additional engagement with an existing client, appropriate municipal advisory personnel will review the possible intersection of the client’s interests, the proposed engagement, Our engagement personnel, experience and existing obligations to other clients and related parties. This review, together with employing the resources described above, allows Us to evaluate any situations that may be an actual or potential conflict of interest.

Disclosures. We will disclose to clients those situations that We believe would create a material conflict of interest, such as: 1) any advice, service or product that any affiliate may provide to a client that is directly related to the municipal advisory work We perform for such client; 2) any payment made to obtain or retain a municipal advisory engagement with a client; 3) any fee-splitting arrangement with any provider of an investment or services to a client; 4) any conflict that may arise from the type of compensation arrangement We may have with a client; and 5) any other actual or potential situation that We are or become aware of that might constitute a material conflict of interest that could reasonably expect to impair Our ability to provide advice to or on behalf of clients consistent with regulatory requirements. If We identify such situations or circumstances, We will prepare meaningful disclosure that will describe the implications of the situation and how We intend to manage the situation. We will also disclose any legal or disciplinary events that are material to a client’s evaluation or the integrity of Our management or advisory personnel. We will provide this disclosure (or a means to access this information) in writing prior to starting Our proposed engagement, and will provide such additional information or clarification as the client may request. We will also advise Our clients in writing of any subsequent material conflict of interest that may arise, as well as the related implications, Our plan to manage that situation, and any additional information such client may require.

II. General Conflict of Interest Disclosures

Disclosure of Conflicts Concerning the Firm’s Affiliates

Our affiliates offer a wide variety of financial services, and Our clients may be interested in pursuing services separately provided by an affiliate. The affiliate’s business with the client could create an incentive for Us to recommend a course of action designed to increase the level of the client’s business activities with the affiliate or to recommend against a course of

action that would reduce the client's business activities with the affiliate. In either instance, We may be perceived as recommending services for a client that are not in the best interests of Our clients, but rather are in Our interests or the interests of Our affiliates. Accordingly, We mitigate any perceived conflict of interest that may arise in this situation by disclosing it to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances. Further, We receive no compensation from Our affiliates with respect to a client introduction or referral. If a client chooses to work with an affiliate, We require that the client consult and enter into a separate agreement for services, so that the client can make an independent, informed, evaluation of the services offered.

Disclosure of Conflicts Related to the Firm's Compensation

From time to time, We may be compensated by a municipal advisory fee that is or will be set forth in an agreement with the client to be, or that has been, negotiated and entered into in connection with a municipal advisory service. Payment of such fee may be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal or par amount of municipal securities or municipal financial product or the complexity of the municipal securities transaction or municipal financial product. While this form of compensation is customary in the municipal securities market, it may be deemed to present a conflict of interest since We may appear to have an incentive to recommend to the client a transaction that is larger in size or more complex than is necessary. Further, We may also receive compensation in the form of a fixed fee arrangement. While this form of compensation is customary, it may also present a potential conflict of interest, if the transaction requires more work than contemplated and We are perceived as recommending a less time consuming alternative contrary to the client's best interest so as not to sustain a loss. Finally, We may contract with clients on an hourly fee basis. If We do not agree on a maximum amount of hours at the outset of the engagement, this arrangement may pose a conflict of interest as We would not have a financial incentive to recommend an alternative that would result in fewer hours. We manage and mitigate all of these types of conflicts by disclosing the fee structure to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

Disclosure of Conflicts Related to the Firm's Compensation Structure for Our Registered Advisors. Pursuant to various employee compensation structures, from time to time We offer certain of Our registered municipal advisors ("Registered Advisors") financial benefits based on his or her business plan, client base, performance, and/or transactions closed. This provides an incentive for such Registered Advisors to seek to retain additional clients and/or transactions or services from clients. While this form of compensation may be customary in some segments of the municipal advisory market, provision of such financial benefits may be deemed to present a conflict of interest. We manage and mitigate these types of conflicts by Registered Advisor's adherence to Our Code of Ethics and Policies and Procedures, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives and financial circumstances.

Disclosure Concerning Provision of Services to State and Local Government, and Non-Profit Clients

We regularly provide financial advisory services to state and local governments, their agencies, and instrumentalities, and non-profit clients. While Our clients have expressed that this experience in providing services to a wide variety of clients generally provides great benefit for all of Our clients, there may be or may have been clients with interests that are different from (and adverse to) other clients. If for some reason any client sees Our engagement with any other particular client as a conflict, We will mitigate this conflict by engaging in a broad range of conduct, if and as applicable. Such conduct may include one or any combination of the following: 1) disclosing the conflict to the client; 2) requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, including the client's needs, objectives and financial circumstances; 3) implementing procedures that establishes an "Informational Bubble" that creates physical, technological and procedural barriers and/or separations to ensure that non-public information is isolated to particular area such that certain governmental transaction team members and supporting functions operate separately during the course of work performed; and 4) in the rare event that a conflict cannot be resolved, We will withdraw from the engagement.

Disclosure Related to Legal and Disciplinary Events

As registered municipal advisors with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2, Our legal, disciplinary and judicial events are required to be disclosed on Our forms MA and MA-I filed with the SEC, in 'Item 9 Disclosure Information' of form MA, 'Item 6 Disclosure Information' of form MA-I, and if applicable, the corresponding disclosure reporting page(s) ("DRP"). To review the foregoing disclosure items and material change(s) or amendment(s), if any, clients may electronically

access PFM Financial Advisors LLC filed forms MA and MA-I on the SEC's Electronic Data Gathering, Analysis, and Retrieval system, listed by date of filing starting with the most recently filed, at:

PFM Financial Advisors LLC –

<http://www.sec.gov/cgi-bin/browse-edgar?company=PFM+Financial&owner=exclude&action=getcompany>

III. Specific Conflicts of Interest Disclosures – Polk City, Florida – New Financial Advisory Engagement

To Our knowledge, following reasonable inquiry, we are not aware of any other actual or potential conflict of interest that could reasonably be anticipated to impair Our ability to provide advice to or on behalf of the client in accordance with applicable standards of conduct of MSRB Rule G-42.

IV. Municipal Advisory Complaint and Client Education Disclosure

The MSRB protects state and local governments and other municipal entities and the public interest by promoting fair and efficient municipal securities markets. To that end, MSRB rules are designed to govern the professional conduct of brokers, dealers, municipal securities dealers and municipal advisors. Accordingly, if you as municipal advisory customer have a complaint about any of these financial professionals, please contact the MSRB's website at www.msrb.org, and consult the MSRB's Municipal Advisory Client brochure. The MSRB's Municipal Advisory Client brochure describes the protections available to municipal advisory clients under MSRB rules, and describes the process for filing a complaint with the appropriate regulatory authority.

PFM's Financial Advisory services are provided by PFM Financial Advisors LLC. PFM's Swap Advisory services are provided by PFM Swap Advisors LLC. Both entities are registered municipal advisors with the MSRB and SEC under the Dodd Frank Act of 2010.