

## (6)

## GOVERNMENT FINANCE OFFICERS ASSOCIATION

# Distinguished Budget Presentation Award 

## PRESENTED TO

## Polk County <br> Florida

For the Biennium Beginning
October 01, 2021


Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to Polk County, Florida for its annual budget for the fiscal year beginning October 1, 2021. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. The award is valid for one year. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

## BoCC Organizational Chart



## Polk County Board of County Commissioners Polk County, Florida

## Our Mission We enhance the quality of life for people throughout Polk County.

## Our Vision

Polk County ... where people excel.

## Our Values

Results-oriented We know what is expected of us, and we get it done on time!

Excellence We do right things right, first time, every time.
Accountability We take personal responsibility for what is expected of us.

Collaboration We work together to accomplish more than we could as individuals. Together Everyone Accomplishes More!

Honesty We tell the truth to the best of our knowledge and do not mask or hide it.

Integrity We act justly and honorably, consistent with our words. We walk the talk.

Stewardship We each take responsibility for the care and management of the resources entrusted to us: our communities, the environment, the financial and human resources of Polk County.

# Polk County Board of County Commissioners <br> Polk County, Florida 

Polk County Commission

George M. Lindsey, III
Rick Wilson
William C. Braswell
Martha Santiago
Neil Combee

Lori Edwards
Marsha M. Faux
Grady Judd
Joe G. Tedder
Stacy M. Butterfield

Bill Beasley
Todd Bond
Joe Halman, Jr.
Ryan Taylor
Randy Mink
Christia Johnson
Ben Dunn
Autumn Fenton
Mianne Nelson
Nicole Walker
Michelle Thurner
Paul Womble
Kandis Buford
Keith Tate
Hezedean Smith
Robert Biller
Marcia Andresen
David Palmer
Paul Banerjee, M.D.
Gaye Sharpe
John Bohde
Fran McAskill
Mark Thomas
Jay Jarvis
Mark Jackson
Tamara Richardson
Ana Wood

Christia Johnson
Glenda Rogers
Carol Crews
Robyn Dearth
Kelsey Dukesherer
Ramiro Ortega

* To be determined *

Delia Jouppi

* To be determined *

Susan Dragonetti

District 1
District 2
District 3
District 4
District 5
Commissioner Commissioner Commissioner Commissioner Commissioner

## Elected County Officers

Supervisor of Elections
Property Appraiser
Sheriff
Tax Collector
Clerk and Comptroller
Polk County Management
County Manager
Deputy County Manager
Deputy County Manager
Deputy County Manager
County Attorney
Budget and Management Services Director
Building Director
Code Enforcement Director
Communications Director
Cooperative Extension Services Director
County Probation Director
Emergency Management Director
Equity Office \& Human Resources Director
Facilities Management Director
Fire Chief
Fleet Management Director
Health and Human Services Director
Information Technology Director
Office of Medical Direction Director
Parks and Natural Resources Director
Planning and Development Director
Procurement Director
Risk Management Director
Roads and Drainage Director
Tourism / Sports Marketing Director
Utilities Director
Waste and Recycling Director
Budget and Management Services
Budget and Management Services Director Lead Management and Budget Analyst
Senior Management and Budget Analyst
Senior Management and Budget Analyst
Senior Management and Budget Analyst
Senior Management and Budget Analyst
Senior Management and Budget Analyst
Management and Budget Analyst II
Management \& Budget Analyst I
Secretary II

# Polk County Board of County Commissioners Polk County, Florida 

FY 22/23 Budget
How to Use This Budget Document

## Format of the Budget Document

The annual budget document is designed to serve several purposes to meet the needs of various interested groups and citizens in Polk County. Primarily, the body of this book has been prepared to provide the Board of County Commissioners with a budget for consideration and adoption in conformance with Florida Statutes. However, in an effort to present much more than "just numbers," the County Profile, Budget Process and Policies, and Executive Summary add information to present the budget as a policy document, financial plan, operations guide, and communications device. This document is provided in a user-friendly format with commonly understood terminology, where possible.

Recognizing that not everyone will want to read the entire budget book, the following description of each section is presented to guide the reader to particular areas of interest. An index provided at the back of the book helps users quickly locate specific divisions, programs, functions, or information in the budget.

## Budget Message

The budget message from Bill Beasley, County Manager, summarizes the major areas and issues found in the budget, as well as influences affecting the budget. This is presented from both budgetary and administrative perspectives to show what Polk County faces. Included are discussions about taxes, major revenues, major projects, personnel, and changes.

## County Profile

This section provides facts about Polk County.

## Budget Process and Policies

This section outlines Polk County's budget process, as well as specific information pertaining to the County's accounting, budgeting, and fiscal policies.

## Executive \& Financial Summaries

The Executive Summary will be of interest to everyone who wants to know something about the Polk County budget. This section presents a summary of the total budget with charts and graphs depicting the major aspects of the budget.

## Historical Summaries

This section includes listings of tax rates and assessed valuations, and illustrations of revenues, expenditures, transfers, and balances.

## Schedule of Employees

This section includes the number of County personnel.

## Mission, Vision, Objectives

This section describes Polk County's mission, vision, and objectives, and makes the link between its division objectives and the overall objective of the County to provide services that residents desire.

## Five-Year Projections

This section includes five-year projections for Polk County's major funds and helps the County forecast the stability of these funds.

## Result Areas

This section includes seven Result Areas (Basic Needs, Economic Development, Good Government, Growth and Infrastructure, Natural Resources and Environment, Recreation and Cultural Arts, and Safety) and represents the program budgets for Polk County's divisions and elected officials.

## Debt Service

Debt Service funds are used to account for the accumulation of resources for, and the payment of, long-term debt principal, interest, and related costs.

## Capital

This section provides a brief explanation of a Community Investment Program, as well as providing a summary of proposed projects encompassing the FY 22/23 through FY 26/27 plan.

## Glossary

The Glossary provides an explanation of commonly used budgetary terms and concepts. Other supplemental information may be shown in this section.

## Index

The Index provides the reader with quick, easy access to any item or area of interest in the budget document.

## Appendix

This section includes Resolutions that adopt the ad valorem millage rates and Final Budget for FY 22/23.

## POLK COUNTY, FLORIDA <br> FISCAL YEAR 2022/2023 <br> ADOPTED BUDGET <br> TABLE OF CONTENTS

| BUDGET MESSAGE | 1 |
| :---: | :---: |
| COUNTY PROFILE | 9 |
| Location of County | 12 |
| County Organization Chart | 13 |
| Charter Government | 14 |
| Annual Review | 16 |
| TRENDS AND ISSUES | 18 |
| Building Permits | 18 |
| Polk County top Employers | 19 |
| Polk County Municipalities | 20 |
|  |  |
| BUDGET PROCESS AND POLICIES | 21 |
| Budget Calendar (State and Internal) | 23 |
| Accounting Policies | 26 |
| General Fiscal / Budget Policies | 29 |
| Fiscal Policy for Annual Operating Revenue and Expenses | 30 |
| Capital Expenditures and Debt Financing | 32 |
| Amendments After Adoption | 33 |
| Investment Policy | 35 |
| Reserve and Fund Balance Policy | 45 |
| GASB Spending Policy | 50 |
| Community Investment Program Policy | 51 |
| CIP Process and Timeline | 53 |
|  |  |
| EXECUTIVE \& FINANCIAL SUMMARIES | 55 |
| Financial Sources | 56 |
| Expenditures by Result Area | 57 |
| EXPENDITURES BY Function | 58 |
| Expenditures by Character | 59 |
| Expenditures by Fund Group | 60 |
| Operating Expenditures and Revenues by Funds | 61 |
| Operating Expenditures by Result Area | 62 |
| General Fund Revenues | 63 |
| General Fund Expenditures by Character | 64 |
| General Fund Revenue Summary | 65 |
| General Fund Expenditure Summary | 68 |


| Summary of Revenue and Expenditure by Fund (Budget Summary) | 72 |
| :---: | :---: |
| Summary of Program Matrix by Unit and Fund Group | 73 |
| Summary of Revenues by Character and Object | 86 |
| Summary of Expenditures by Character and Object | 89 |
| Expenditures by Function and Program | 91 |
| Summary of Reserves by Fund | 93 |
| Proposed Budget Versus Adopted Budget | 97 |
| Funding Sources / Changes to Fund Balance \& Net Assets | 98 |
| Revenue Sources | 101 |
| Impact Fee Rate Changes | 111 |
| Description of Fund Types and Funds | 112 |
| TAX AND MILLAGE InFormation | 118 |
|  |  |
| HISTORICAL SUMMARIES | 121 |
| Historical Total Adopted Budget | 122 |
| Historical Revenues by Character (Budgeted) | 123 |
| Historical Taxes by Object (Budgeted) | 124 |
| Historical Ad Valorem Revenue and State Revenue Sharing | 125 |
| Historical Sales Tax and Gas Tax Revenue | 126 |
| Historical Adopted Budgets and Millage | 127 |
| Historical General Fund Property Tax Rate and Countywide Property Tax Rate | 128 |
| Historical Municipal Services Taxing Units and Countywide Final Taxable Value | 129 |
|  |  |
| SCHEDULE OF EMPLOYEES | 130 |
| Allocated Positions by Board Functional Units | 131 |
| Allocated Positions by Board Divisions | 132 |
|  |  |
| MISSION, VISION, OBJECTIVES | 135 |
|  |  |
| FIVE-YEAR PROJECTIONS | 143 |
|  |  |
| RESULT AREAS |  |
| Basic Needs | 163 |
| Economic Development | 187 |
| Good Government | 203 |
| Growth and Infrastructure | 289 |
| Natural Resources and Environment | 354 |
| Recreation and Cultural Arts | 383 |
| SAFETY | 386 |


| DEBT SERVICE | 492 |
| :--- | ---: |
|  |  |
| CAPITAL/COMMUNITY INVESTMENT PROGRAM (CIP) | 498 |
|  |  |
| GLOSSARY | 519 |
|  | 535 |
| INDEX |  |
| APPENDIX | 541 |
|  |  |

