

POLK CITY

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

March 16, 2020

Polk City Government Center
123 Broadway Blvd., SE

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

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

AGENDA

- 1. PUBLIC HEARING - Ordinance 2020-01 - an Ordinance of Polk City amending the Polk City Code of Ordinances and the Unified Land Development Code of Polk City; amending and updating Article 3, Development Design and Improvement Standards, Section 3.07.00, Compatibility, Landscaping and Buffering Standards, and amending Article 9, Definitions; providing for applicability; providing for repeal of conflicting Ordinances; providing for severability; providing an effective date, **Second and Final Reading****
- 2. Resolution 2020-01 - Declaring Certain Property Surplus**
- 3. Purchase of Utility Truck for Utility Department**

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Vice Mayor Kimsey
Commissioner Blethen
Commissioner Carroll
Commissioner Harper
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

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

CONSENT AGENDA
March 16, 2020

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

A. CITY CLERK

1. Accept minutes – February 17, 2020 – City Commission Meeting
2. Accept minutes – February 17, 2020 – City Commission Workshop

B. REPORTS

1. Building Permits Report – February 2020
2. Code Enforcement Report – January/February 2020
3. Finance Report – February 2020
4. Library Report – February 2020
5. Polk County Fire Rescue – January 2020
6. Polk County Sheriff's Office – February 2020
7. Utilities Report – February 2020

C. OTHER

**City Commission Meeting
March 16, 2020**

CONSENT AGENDA ITEM: Accept minutes for:

1. Accept minutes – February 17, 2020 – City Commission Meeting
2. Accept minutes – February 17, 2020 – City Commission Workshop

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. Accept minutes – February 17, 2020 – City Commission Meeting
2. Accept minutes – February 17, 2020 – City Commission Workshop

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

February 17, 2020

Mayor Joe LaCascia called the meeting to order at 7:10 p.m.

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

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

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

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

APPROVE CONSENT AGENDA

Unanimously approved by Voice Vote.

PUBLIC COMMENT - None

ORDER OF BUSINESS

RFQ– Engineering Services, Community Development Block Grant Program – FFY 2019

City Manager Jackson discussed that Polk City opted out of the Polk County CDBG in order to apply through the State of Florida for Community Development Block Grant Program. It is expected the next round to accept applications will be in the early part of 2020; it is anticipated the Grant Award will be \$650,000, which is what the proposals are based upon.

Based on that, Polk City placed an advertisement seeking RFQ's for an Engineering Firm in the Ledger; three RFQ's were received as follows: 1) Chastain-Skillman, Inc. (494 points), 2) Mittauer & Associates (453 points), 3) Wood Environmental (435 points).

City Commissioners were asked to complete the scoring sheet for each proposal and they will be ranked 1st, 2nd and 3rd based on combined totals of each Commissioner's total for each RFQ. The City will negotiate (pricing) with the number one choice for Engineering Services.

City Manager Jackson also advised the RFQ's are on file in the City Manager's Office and/or Sheandolen's Office.

Motion by Commission Harper to authorize negotiations with Chastain-Skillman and bring forth a contract for Engineering Services; this motion was seconded by Commissioner Carroll.

Motion carried unanimously by Voice Vote.

Gerry Hartman Invoices – DEP Contingencies

City Manager Jackson stated at the December meeting, the City Commission approved Contingency Expenditures in the amount of \$59,979.17 for SRF Project #WW53402—loan and Project #WW531403—grant has an \$84,000 Contingency.

Department of Environmental Protection (DEP) allowed a “direct purchase” of the contingency items. During that time it was noted there could be additional expenditures for Hartman Consultants as well as Ardaman & Associates.

The shed we purchased was less than \$2,000, which leaves a balance of \$25,792.60 in Contingencies.

Hartman Consultants, LLC had a run-over of \$358.40 without additional expenses, and with additional expenses, there was a run-over of \$31,826.05. The City’s portion will be \$6,033.45 after using the DEP Contingencies.

Staff recommended approval of the expenditures of \$31,826.05 as presented, with the City’s portion being \$6,033.45.

Motion by Vice Mayor Kimsey to approved the invoices in the amount of \$31,826.05; this motion was seconded by Commissioner Harper.

Motion carried unanimously by Voice Vote.

Ordinance 2020-01

An Ordinance of Polk City amending the Polk City Code of Ordinances and the Unified Land Development Code of Polk City; amending and updating Article 3, Development Design and Improvement Standards, Section 3.07.00, Compatibility, Landscaping and Buffering Standards, and amending Article 9, Definitions; providing for applicability; providing for repeal of conflicting Ordinances; providing for severability; providing an effective date, **first reading**

City Attorney Cloud read this Ordinance by title only.

Stephanie Von Pelaske-Bush (CFRPC) briefly discussed this Ordinance as well as the Powerpoint.

Mayor LaCascia provided brief clarity on this item.

Motion by Mayor LaCascia to approve Ordinance 2020-01 on first reading; this motion was seconded by Commissioner Harper.

No Discussion.

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

Motion carried 4/1.

Citrus Hill Drive Water Main – Engineering Proposal

City Manager Jackson stated Polk City has received several requests regarding the extension of the water main to Citrus Hill Drive, which is near Fountain Park Phase 3 on Mt. Olive Road. This is in our Utility Service Area, and we can use water impact fees for this project.

Wood Engineering (one of the Engineers Polk City uses) has been asked to prepare a quote for the extension of the water main and what the scope of work would be.

Would like to discuss this with the Commission and hopefully get these residents city water.

The Engineering cost would be \$21,275. The funds would come out of the impact fees as they are an extension of our system. There would be approximately twenty (20) homes getting City water as they are not inside the city limits, but are in the Polk City service area.

Commissioner Blethen inquired about fire hydrants in the area.

Mark Frederick (Wood Engineering) responded there are hydrants every 500 feet.

After lengthy discussion, **Motion by Commissioner Harper** to approve the Citrus Hill Drive Water Main Engineering Proposal; this motion was seconded by Commissioner Carroll.

Motion carried unanimously by Voice Vote.

Replace Carpet in Donald Bronson Community Center

City Manager Jackson and Public Works Director Keith Prestage discussed the carpet in the Donald Bronson Community Center has major stains and extreme wear damage.

The recommendation would be to replace the old carpet with a heavy traffic carpet tile, which allows replacement of single tiles, as needed in the future. This is a budgeted item.

Motion by Commissioner Blethen to approve replacing the carpet in the Donald Bronson Community Center using R&B Flooring and More LLC in the amount of

\$10,800; this motion was seconded by Commissioner Harper.

Motion carried unanimously by Voice Vote.

CITY MANAGER ITEMS

- 1) **Notebooks for City Commissioner Meeting Packets** - Commissioners consensus to just have tabs in the packets, no notebooks.
- 2) **Republic Services** – Their contract with Polk City will expire soon. We will notify them and they may want to extend the contract.
- 3) **Municipal Election** – Qualifying started today at 1:00 pm and will end on Thursday at 1:00 pm.

CITY ATTORNEY ITEMS

Coca-Cola Agreement – City Attorney Cloud stated after reviewing this Agreement, he is advising against finalizing this agreement as the terms are unsatisfactory. Brief discussion ensued. **Motion by Mayor LaCascia** to reject the Coca-Cola Agreement; this motion was seconded by Commissioner Blethen. Motion carried unanimously by Voice Vote.

PRWC DRAFT Agreement – There are problems with Agreement. With the assistance of Gerry Hartman a letter will be prepared to send to the Water Cooperative. Will need consensus from the City Commission. Commissioners provided consensus.

COMMISSIONER ITEMS

Vice Mayor Kimsey – Inquired about why City offices were open today (President's Day). City Manager Jackson provided explanation.

Commissioner Blethen – Thanked everyone for coming.

Commissioner Carroll – Thanked everyone for coming.

Commissioner Harper – Thanked everyone for coming.

Mayor LaCascia – Discussed Polk City's Centennial (100th) Anniversary. A committee will be formed to aid in the planning of a celebratory event.

Mayor LaCascia will visit each business in Polk City as he is interested in forming a Chamber of Commerce in Polk City. City Manager Jackson has expertise in this area and will assist the Mayor in these efforts.

ANNOUNCEMENTS - None

ADJOURNMENT – 7:50 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CONSENT AGENDA
February 17, 2020

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A. CITY CLERK

1. Accept minutes – January 21, 2020 – City Commission Meeting
2. Accept minutes – January 21, 2020 – City Commission Workshop

B. REPORTS

1. Building Permits Report – January 2020
2. Code Enforcement Report – N/A
3. Financial Report – January 2020
4. Library Report – January 2020
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – January 2020
7. Public Works Report – January 2020
8. Utilities Report – December 2019/January 2020

C. OTHER

CITY COMMISSION WORKSHOP MINUTES

February 17, 2020

Mayor LaCascia called the Workshop to order at 6:00 p.m.

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

Present: Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Mike Blethen, Commissioner Wayne Harper, City Attorney Tom Cloud and City Manager Patricia Jackson

Agenda Review - City Commission Meeting – February 17, 2020

Mayor LaCascia stated the purpose of the Workshop is to discuss items being presented on the Regular Meeting Agenda and address any questions or concerns and ultimately be able to proceed in a more efficient manner at the Regular Meeting.

ORDER OF BUSINESS

RFQ– Engineering Services, Community Development Block Grant Program – FFY 2019

City Manager Jackson discussed that Polk City opted out of the Polk County CDBG in order to apply through the State of Florida for Community Development Block Grant Program. It is expected the next round to accept applications will be in the early part of 2020; it is anticipated the Grant Award will be \$650,000, which is what the proposals are based upon. Based on that, Polk City placed an advertisement seeking RFQ's for an Engineering Firm in the Ledger.

Each Commissioner provided their rankings of each company. Based on those individual rankings, Chastain-Skillman is #1, Mittauer is #2 and Wood is #3.

Scott Modessit provided a brief over of the process.

Gerry Hartman Invoices – DEP Contingencies

City Manager Jackson stated at the November meeting, the City Commission was advised that there was an \$84,000 contingency. Contingency Expenditures in the amount of \$59,979.17 for SRF Project #WW53402—loan and Project #WW531403.

The Department of Environmental Protection (DEP) allowed a “direct purchase” of the contingency terms. During that time it was noted there could be additional expenditures for Hartman Consultants as well as Ardaman & Associates.

Gerry Hartman provided a thorough explanation of the expenses.

The shed we purchased was less than \$2,000, which leaves a balance of \$25,792.60 in Contingencies.

Hartman Consultants, LLC had a run-over of \$358.40 without additional expenses, and with additional expenses, there was a run-over of \$31,826.05. The City's portion will be \$6,033.45 after using the DEP Contingencies.

COMMENTS HERE

Ordinance 2020-01

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City Attorney read the Ordinance by Title only.

Stephanie Von Pelaske-Bush (CFRPC) briefly discussed this Ordinance as well as the Powerpoint.

Commissioner Harper asked if this Ordinance is applicable to existing single family homes?

Mrs. Von Pelaske-Bush responded this for new construction.

Commissioner Blethen inquired about the number of people that have seen this Ordinance.

City Manager Jackson stated this has been presented at the Planning Commission Meeting and duly advertised.

City Attorney Cloud reiterated all legal notices have been done.

Stephanie Von Pelaske-Bush stated this Ordinance is trying to accomplish suggestions for plants that don't need a ton of water to survive.

City Manager Jackson stated the Planning Commission has asked to review the Landscape piece. This is the end result. This recommendation makes it user friendly.

Commissioner Blethen asked who wrote this Ordinance?

This Ordinance was written by Central Florida Regional Planning Council coming from Polk City's Land Development Code.

City Manager Jackson stated based on current codes we have plus any changes recommended by PC and CFRPC put everything together for presentation.

Lengthy discussion ensued.

Citrus Hill Drive Water Main – Engineering Proposal

City Manager Jackson stated Polk City has received several requests regarding the extension of the water main to Citrus Hill Drive, which is near Fountain Park Phase 3 on Mt. Olive Road, east of Fountain Park, Phase 3. This is in our Utility Service Area, and we can use water Impact Fees for this project.

Wood Engineering (one of the Engineers Polk City uses) has been asked to prepare a quote for the extension of the water main and what the scope of work would be.

Would like to discuss this with the Commission and hopefully get these residents City water.

The Engineering cost would be \$21,275 which would include the Survey and Construction plans. The funds would come out of the Impact Fees as they are an extension of our system. There would be approximately twenty (20) homes getting City water as they are not inside the city limits, but are in the Polk City service area.

Replace Carpet in Donald Bronson Community Center

City Manager Jackson and Public Works Director Keith Prestage discussed the carpet in the Donald Bronson Community Center has major stains and extreme wear damage.

The recommendation would be to replace the old carpet with a heavy traffic carpet tile, which allows replacement of single tiles, as needed in the future. This is a budgeted item.

ADJOURNMENT – 7:00 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
March 16, 2020**

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 – February 2020
2. Code Enforcement Report – January/February 2020
3. Finance Report – February 2020
4. Library Report – February 2020
5. Polk County Fire Rescue – January 2020
6. Polk County Sheriff's Office – February 2020
7. Utilities Report – February 2020

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added

From: 02/01/20 To: 02/29/2020

COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2020-255	120 CARTER BLVD, POLK CITY, FL 33868	1,500.00	02/11/2020
BC-2020-260	330 N COMMONWEALTH AVE, POLK CITY, FL 33868	1,855,174.00	02/11/2020
BC-2020-262	330 N COMMONWEALTH AVE, POLK CITY, FL 33868	1,000,000.00	02/11/2020
BC-2020-263	330 N COMMONWEALTH AVE, POLK CITY, FL 33868	100,000.00	02/11/2020
Subtotal:		\$2,956,674.00	

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-1584	525 EDGEWATER DR, POLK CITY, FL 33868	24,139.00	02/04/2020
BT-2020-2547	305 CLEARWATER AVE, POLK CITY, FL 33868	500.00	02/21/2020
Subtotal:		\$24,639.00	

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-2764	392 BAYBERRY DR, POLK CITY, FL 33868	6,824.00	02/26/2020
Subtotal:		\$6,824.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-1646	416 2ND ST, POLK CITY, FL 33868	5,650.00	02/05/2020
BT-2020-1846	529 SUNRISE BLVD, POLK CITY, FL 33868	12,400.00	02/10/2020
BT-2020-2008	715 4TH ST, POLK CITY, FL 33868	6,510.00	02/12/2020
BT-2020-2009	715 4TH ST, POLK CITY, FL 33868	6,510.00	02/12/2020
BT-2020-2510	776 N CITRUS GROVE BLVD, POLK CITY, FL 33868	4,800.00	02/20/2020
Subtotal:		\$35,870.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2020-1086	413 2ND ST, POLK CITY, FL 33868	8,500.00	02/04/2020
BR-2020-1178	5433 Animosh CT, Polk City, FL 33868	96,800.00	02/06/2020
BR-2020-1195	760 MEANDERING WAY, POLK CITY, FL 33868	350,000.00	02/06/2020
BR-2020-1307	715 4TH ST, POLK CITY, FL 33868	1,000.00	02/10/2020
BR-2020-1462	715 4TH ST, POLK CITY, FL 33868	2,500.00	02/14/2020
BR-2020-1465	715 4TH ST, POLK CITY, FL 33868	2,500.00	02/14/2020
BR-2020-1511	5445 Animosh CT, Polk City, FL 33868	100,100.00	02/13/2020
BR-2020-1520	8773 Micmac CT, Polk City, FL 33868	108,900.00	02/13/2020
BR-2020-1666	111 W PALMETTO LN, POLK CITY, FL 33868	1,000.00	02/19/2020

BR-2020-1696	8826 Fox DR, Polk City, FL 33868	108,900.00	02/20/2020
BR-2020-1703	8742 Conoy AVE, Polk City, FL 33868	135,300.00	02/20/2020
BR-2020-1794	8760 Rindge RD, Polk City, FL 33868	108,900.00	02/21/2020
BR-2020-1979	211 S CITRUS GROVE BLVD, POLK CITY, FL 33868	7,500.00	02/04/2020

Subtotal: \$1,031,900.00

Grand Total: \$4,055,907.00

8 SFR to Date

Hatky Help

Code Enforcement Report

JANUARY 2020

DATE	ADDRESS	VIOLATION	STATUS
1/2/2020	CITY WIDE	SNIFE SIGNS	REMOVED 10 SIGNS
1/2/2020	305 CLEARWATER AVE	NOISE	LETTER SENT
1/2/2020	CITY HALL	SET UP REPORT	OFFICE
1/2/2020	CITY HALL	RETURNED CALLS AND EMAILS	OFFICE
1/2/2020	CITY HALL	PUT SOME TREE DECO AWAY	LOBBY
1/2/2020	CITY WIDE	RE-INSPECTIONS / SIGNS	NO SIGNS
1/7/2020	322 BROADWAY	STOPPED & ASKED THEM TO REMOVE SINGS	FIELD
1/7/2020	CITY WIDE	CHECKING SM CASES	FIELD
1/7/2020	SET SM DATE, MET W CITIZENS, WORKED CASES	FENCING, OG, NUMBERS, D/A VEHICLE PINE AND 1ST	MAILED OUT
1/7/2020	OFFICE	WORKED ON EXCEL	IN PROGRESSION
1/7/2020	303 BROADWAY	SIGNS AT ROAD	REMOVED BY OWNER
1/8/2020	POLK COUNTY	P.A.C.E. MEETING	BARTOW
1/13/2020	646 2 ND ST	INSPECTED VIOLATION	VIOLATION LETTER MAILED OUT
1/13/2020	FOUNTIAN PARK	IRRIGATION ISSUE	COMPLIED
1/14/2020	CITY HALL	WORKED CASES FOR SM	OFFICE
1/14/2020	CITY HALL	PRINTED ALL PAPERWORK FOR SM	OFFICE
1/15/2020	CITY WIDE	RE INSPECTED SM CASES	FIELD
1/15/2020	CITY HALL	SPECIAL MAGISTRATE	COMMISSION CHAMBERS
1/16/2020	CITY HALL	COPIES AND MAILINGS OF FINDINGS	OFFICE
1/16/2020	OFFICE	MET WITH A FEW CITIZENS	WENT OVER THEIR VIOLATIONS
1/21/2020	CITY WIDE	SIGNS	REMOVED 2
1/21/2020	CITY HALL	WENT OVER RECORDS FROM 2019	OFFICE

1/22/2020	CITY HALL	MET WITH CITIZEN	OFFICE
1/22/2020	188 SUNSHINE	VIOLATION INSPECTION	VIOLATION LETTER MAILED OUT
1/23/2020	CITY HALL	PLACED SUPPLY ORDERS	OFFICE
1/23/2020	CITY HALL	FILED 2019 CASES IN CABINET	OFFICE
1/23/2020	CITY HALL	LOOKED UP LAND DEV .	OFFICE
1/28/2020	505 ORANGE	MEETING	FIELD
1/28/2020	CITY HALL	MEETING	BUILDING OFFICE
1/28/2020	617 4TH SY	VIOLATION	VIOLATION LETTER MAILED OUT
1/28/2020	136 HONEY BEE	RE INSPECTED	C/O
1/29/2020	CITY WIDE	SIGNS	NO SIGNS TO BE PICKED UP
1/29/2020	510 CITRUS GROVE	RE INSPECTED	C/O
1/29/2020	0 HONEY BEE	RE INSPECTED	C/O
1/30/2020	224 CITRUS GROVE	VIOLATIONS	VIOLATION LETTER MAILED OUT

Code Enforcement Report

FEBRUARY 2020

DATE	ADDRESS	VIOLATION	STATUS
2/4/2020	0 2ND ST	RE INSPECT	C/O
2/4/2020	CITY WIDE	SIGNS	REMOVE 5 SIGNS
2/4/2020	CITY HALL	SET UP REPORT	OFFICE
2/4/2020	CITY HALL	RETURNED CALLS AND EMAILS	OFFICE
2/5/2020	CITY HALL	RETURNED CALLS AND EMAILS	OFFICE
2/5/2020	148 HONEY BEE	RE INSPECTED	C/O
2/6/2020	237 LARKSPUR	VIOLATION	VIOLATION LETTER MAILED OUT
2/6/2020	227 LAKRSPUR	VIOLATION	VIOLATION LETTER MAILED OUT
2/6/2020	702 3RD STS	VIOLATION	VIOLATION LETTER MAILED OUT
2/6/2020	474 MARKLEN LOOP	VIOLATION	VIOLATION LETTER MAILED OUT
2/6/2020	212 SUNSHINE	RE INSPECT	C/O
2/11/2020	CITY HALL	RETURNED CALLS AND EMAILS	OFFICE
2/11/2020	CITY WIDE	INSPECTED VIOLATION	FIELD
2/11/2020	CITY HALL	WORKED ON PREP FOR MEETING	CITY HALL
2/11/2020	BRONSON CENTER	SET UP FOR PACE	BRONSON BUILDING
2/12/2020	CITY HALL	GATHERED UP SUPPLIES FOR MEETING	OFFICE
2/12/2020	BRONSON CENTER	PUT OUT REFRESHMENTS/ BEVERAGES	BRONSON BUILDING
2/12/2020	BRONSON CENTER	MEETING /CLEAN UP	BRONSON / CITY HALL
2/13/2020	FIELD	0 CENTRAL	C/O COMPLIED
2/13/2020	FIELD	583 MARKLEN	C/O COMPLIED
2/13/2020	CITY WIDE	SIGNS	REMOVED 2
2/13/2020	CITY HALL	RETURNED CALLS AND EMAILS	OFFICE
2/18/2020	CITY HALL	FINISHED UP 2019 FILING	OFFICE
2/18/2020	CITY HALL	RETURNED CALLS AND EMAILS	OFFICE
2/18/2020	CITY HALL	PLACED SUPPLY ORDERS	OFFICE
2/18/2020	FIELD	641 CENTRAL AVE	VIOLATION LETTER MAILED OUT
2/18/2020	CITY HALL	INSPECTED PROPERTIES	FIELD
2/19/2020	FIELD	210 TRAILVIEW WAY	C/O COMPLIED
2/19/2020	FIELD	518 ROSEWOOD	C/O COMPLIED
2/19/2020	FIELD	305 CLEARWATER	COMPLAINT FOUND BUT IN CO.
2/19/2020	FIELD	110 V. MATT WILLIAMS	VIOLATION LETTER MAILED OUT
2/20/2020	FIELD	744 1ST	VIOLATION LETTER MAILED OUT

2/20/2020	CITY WIDE	SIGNS	NO SIGNS TO BE PICKED UP
2/20/2020	FIELD	617 4TH	VIOLATION LETTER MAILED OUT
2/20/2020	FIELD	0 2ND	C/O COMPLIED
2/25/2020	CITY HALL	RETURNED CALLS AND EMAILS	OFFICE
2/25/2020	FIELD	SIGNS	REMOVED 22
2/25/2020	CITY HALL	MOVED FILES	OFFICE
2/26/2020	FIELD	224 CITRUS BLVD	VIOLATION LETTER MAILED OUT
2/26/2020	FIELD	710 3RD	VIOLATION LETTER MAILED OUT
2/26/2020	FIELD	230 SUNSHINE	VIOLATION LETTER MAILED OUT
2/26/2020	FIELD	542 CITRUS GROVE	VIOLATION LETTER MAILED OUT
2/26/2020	FIELD	776 CITRUS GROVE	C/O COMPLIED
2/27/2020	FIELD	410 PINE	C/O COMPLIED
2/27/2020	FIELD	237 LARKSPUR	C/O COMPLIED
2/27/2020	FIELD	439 SUNRISE	C/O COMPLIED
2/27/2020	FIELD	218 CARTER	C/O COMPLIED
2/27/2020	FIELD	417 HONEY BEE	C/O COMPLIED
2/27/2020	FIELD	541 SUNRISE	C/O COMPLIED
2/27/2020	FIELD	212 SUNSINE	C/O COMPLIED
2/27/2020	FIELD	217 LARKSPUR	VIOLATION LETTER MAILED OUT
2/27/2020	FIELD	403 2ND	VIOLATION LETTER MAILED OUT
2/27/2020	FIELD	550 CITRUS GROVE	VIOLATION LETTER MAILED OUT
2/27/2020	FIELD	GASED UP JEEP	STATION

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2020 thru Fiscal Month: Feb, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	2,453,750.52	
01-101-800	Cash - GF Police Public Safety Impact Fees	175,084.60	
01-101-801	Cash - GF Fire Public Safety Impact Fees	113,841.07	
01-101-802	Cash - GF Recreation Impact Fees	341,172.32	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	344,761.51	
01-101-990	Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	32,512.16-	
01-115-110	Accounts Receivable - NSF	50.00-	
01-115-120	Accounts Receivable - Local Bus Licenses	7,100.00	
01-115-130	Accounts Receivable - Readiness to Serve	2,476.98	
01-115-200	Accounts Receivable - Year End	171,090.91-	
01-117-100	Allowance for Bad Debt	8,857.17-	
01-117-200	Allowance for Uncollectible A/R	2,476.98-	
01-133-100	Due From Other Governmental Units	86,142.26	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	7,282.75	
01-153-302	Restricted Cash - New Local Opt Gas Tax	126,233.41	
01-153-303	Restricted Cash - Building and Codes	160,917.77	
01-160-902	Reserve Account	177,764.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		3,845,898.65
01-202-100	Accounts Payable	41,236.79-	
01-202-200	Accounts Payable - Year End	24,155.56	
01-202-900	Customer Deposits	4,885.00	
01-208-200	Due to BCAIB - Builder's Surcharge	6.00	
01-208-300	Due to County - Impact Fees	50,269.52	
01-208-310	Due to DCA - Bldg Permit Surcharge	4.03-	
01-208-320	Due to Dept of Business - License Fees	1,339.09	
01-208-330	Due to PCSO - Police Education Revenue	388.11	
01-216-100	Accrued Payroll	12,712.66-	
01-217-200	Accrued Sales Tax	448.34	
01-218-050	Payroll Liabilities	87.80	
01-218-100	Payroll Taxes Payable	7,840.55	
01-218-200	FRS Retirement Payable	15,565.81	
01-218-310	Long Term Disability Payable	964.00	
01-218-320	Supplemental Insurance Payable	2,533.06	
01-218-327	CHL- Child Support	242.78-	
01-218-400	Dental Plan Payable	25.72-	
01-218-410	Vision Plan Payable	498.53	
	** TOTAL LIABILITY**		54,759.39
01-243-100	Encumbrances Placed	36,804.95	
01-245-100	Reserved for Encumbrances	36,804.95-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,134,062.37	
	** TOTAL EQUITY**		3,134,062.37
	** TOTAL REVENUE**		1,639,556.17
	** TOTAL EXPENSE**		982,479.28
	TOTAL LIABILITY AND EQUITY		3,845,898.65

GENERAL FUND REVENUES
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS) /DEFICIT	PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	782,473.21	927,853.00	927,853.00	26,171.38	867,532.60	60,320.40	93.50 %
01-312-300	9th Cent Gas Tax	15,347.53	14,594.00	14,594.00	1,454.33	4,105.66	10,488.34	28.13 %
01-312-400	Local Option Gas Tax	85,233.57	84,702.00	84,702.00	16,747.35	31,505.79	53,196.21	37.20 %
01-312-410	New Local Option Gas Tax	53,778.65	52,721.00	52,721.00	10,336.82	19,029.07	33,691.93	36.09 %
01-314-100	Electric - Utility Tax	118,047.79	102,387.00	102,387.00	8,314.71	36,804.89	65,582.11	35.95 %
01-314-300	Water - Utility Tax	65,509.85	57,258.00	57,258.00	5,148.81	22,266.35	34,991.65	38.89 %
01-314-301	Water - Utility Tax - Readiness to Se	0.00	2,171.00	2,171.00	0.00	0.00	2,171.00	0.00 %
01-314-400	Gas - Utility Tax	7,883.91	5,800.00	5,800.00	797.41	2,292.90	3,507.10	39.53 %
01-315-100	Communications Services Tax	214,000.60	215,244.00	215,244.00	15,903.45	66,837.26	148,406.74	31.05 %
01-316-100	Local Business Licenses	5,344.00	17,500.00	17,500.00	0.00	7,150.20	10,349.80	40.86 %
01-316-102	County Business Tax	1,260.08	0.00	0.00	27.40	182.60	(182.60)	0.00 %
01-322-100	Building Permits	39,808.62	54,075.00	54,075.00	3,317.30	35,739.25	18,335.75	66.09 %
01-322-101	Bldg Permit - Plan Checking	19,077.94	26,780.00	26,780.00	1,832.00	17,342.76	9,437.24	64.76 %
01-322-102	Bldg Permit - Admin Fee	5,120.00	2,060.00	2,060.00	440.00	2,120.00	(60.00)	102.91 %
01-322-103	Bldg Permit - Electrical	8,895.00	12,875.00	12,875.00	1,325.00	8,350.00	4,525.00	64.85 %
01-322-104	Bldg Permit - Plumbing	7,900.00	12,875.00	12,875.00	802.50	6,927.50	5,947.50	53.81 %
01-322-105	Bldg Permit - Mechanical	8,725.00	12,875.00	12,875.00	750.00	7,750.00	5,125.00	60.19 %
01-322-107	Bldg Permit - Cert of Occupancy	3,450.00	3,090.00	3,090.00	270.00	420.00	2,670.00	13.59 %
01-322-108	Bldg Permit - Inspections	137,495.65	100,000.00	100,000.00	9,730.00	44,597.81	55,402.19	44.60 %
01-322-109	Bldg Permit - Demolition	57.50	0.00	0.00	0.00	0.00	0.00	0.00 %
01-323-100	Electric	74,157.26	76,492.00	76,492.00	0.00	13,852.57	62,639.43	18.11 %
01-323-300	Solid Waste	33,627.76	65,640.00	65,640.00	2,250.00	9,000.00	56,640.00	13.71 %
01-324-100	Police - Public Safety Impact Fee	27,089.58	59,984.00	59,984.00	3,869.94	33,996.50	25,987.50	56.68 %
01-324-110	Fire/Rescue - Public Safety Impact Fe	14,494.62	32,095.00	32,095.00	2,070.66	17,255.50	14,839.50	53.76 %
01-324-610	Parks & Recreation Impact Fee	42,646.56	96,734.00	96,734.00	6,240.96	52,008.00	44,726.00	53.76 %
01-324-710	Public Facilities Impact Fee	73,416.42	162,564.00	162,564.00	10,488.06	87,400.50	75,163.50	53.76 %
01-329-220	Site Plan Reviews	10,835.00	1,600.00	1,600.00	0.00	1,900.00	(300.00)	118.75 %
01-331-400	FEMA Federal Reimb. - Irma 2017	60,999.44	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-201	Justice Assistance Grant (JAG)	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
01-334-400	FEMA State Reimb. - Irma 2017	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-334-910	DEO GRANT	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-335-120	MRS - State Sales Tax	58,081.06	58,720.00	58,720.00	4,893.36	24,466.80	34,253.20	41.67 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	17,725.70	17,888.00	17,888.00	1,432.27	7,161.35	10,726.65	40.03 %
01-335-123	MRS - Municipal Fuel Tax	51.70	50.00	50.00	0.62	3.10	46.90	6.20 %
01-335-140	Mobile Home License	5,455.30	5,486.00	5,486.00	380.62	4,318.14	1,167.86	78.71 %
01-335-150	Alcoholic Beverage License	1,125.71	1,126.00	1,126.00	0.00	0.00	1,126.00	0.00 %
01-335-180	Half-Cent Sales Tax	121,829.13	143,520.00	143,520.00	12,633.36	46,373.33	97,146.67	32.31 %
01-337-100	Library Coop Funding	33,876.08	31,990.00	31,990.00	21,613.11	21,613.11	10,376.89	67.56 %
01-340-400	Solid Waste	303,419.35	326,479.00	326,479.00	26,599.36	104,956.31	221,522.69	32.15 %

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

GENERAL FUND REVENUES
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-340-700	Stormwater Utility Fees	31,540.17	24,019.00	24,019.00	2,794.41	11,120.64	12,898.36	46.30 %
01-340-900	Notary Fees	175.00	0.00	0.00	10.00	110.00	(110.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	16,303.82	16,304.00	16,304.00	0.00	0.00	16,304.00	0.00 %
01-347-100	Library Income	7,209.99	6,000.00	6,000.00	690.55	3,111.15	2,888.85	51.85 %
01-351-200	Fines, Penalties, and Forfeitures	11,166.63	6,500.00	6,500.00	0.00	2,853.72	3,646.28	43.90 %
01-359-100	Other Fines and/or Forfeitures	902.50	0.00	0.00	0.00	436.29	(436.29)	0.00 %
01-359-300	Late Fees	204.08	200.00	200.00	10.50	103.50	96.50	51.75 %
01-361-100	Interest Income	1,009.22	900.00	900.00	0.00	474.24	425.76	52.69 %
01-362-100	Activity Center Rentals	3,150.00	2,700.00	2,700.00	150.00	700.00	2,000.00	25.93 %
01-362-200	Donald Bronson Community Center Renta	8,450.00	5,000.00	5,000.00	1,250.00	4,950.00	50.00	99.00 %
01-365-100	Sales of Surplus Property	136.10	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-100	Private Donations	490.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-366-101	Private Donations - Christmas	2,000.00	2,000.00	2,000.00	0.00	1,775.00	225.00	88.75 %
01-366-102	Private Donations - Halloween	1,000.00	1,000.00	1,000.00	0.00	1,605.00	(605.00)	160.50 %
01-366-110	Private Donations - Library	7,395.00	1,000.00	1,000.00	0.00	20.50	979.50	2.05 %
01-369-100	Misc. Income	942.76	100.00	100.00	204.00	204.00	(104.00)	204.00 %
01-369-101	Misc Income - Copies and Faxes	105.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-369-102	Misc Income - Collection Allowance	6,488.06	5,000.00	5,000.00	1,285.49	4,938.28	61.72	98.77 %
01-369-120	Misc Income - Christmas	180.00	160.00	160.00	0.00	300.00	(140.00)	187.50 %
01-369-130	Misc Income - Halloween	320.00	240.00	240.00	0.00	60.00	180.00	25.00 %
01-369-400	Insurance Proceeds	2,214.91	2,000.00	2,000.00	1,099.00	1,099.00	901.00	54.95 %
01-369-401	Insurance - Claims	2,265.16	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-500	Refund of State Gas Tax	1,391.22	500.00	500.00	228.19	435.00	65.00	87.00 %
01-381-400	Transfer From Enterprise Fund	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-381-900	Cash Carry Forward	0.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
DEPARTMENT TOTALS		2,619,529.19	2,944,564.00	2,944,564.00	203,562.92	1,639,556.17	1,305,007.83	55.68 %

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	7,863.60	10,800.00	10,800.00	900.00	5,400.00	5,400.00	50.00 %
01-511-160	Bonuses and Gift Certificates - Legis	2,165.65	2,500.00	2,500.00	0.00	2,707.11	(207.11)	108.28 %
01-511-210	Fica Taxes - Legislative	767.21	1,033.00	1,033.00	68.87	620.21	412.79	60.04 %
01-511-240	Worker's Compensation - Legislati	11.00	25.00	25.00	0.00	13.61	11.39	54.44 %
01-511-400	Travel and Training - Legislative	5,034.30	5,500.00	5,500.00	0.00	25.00	5,475.00	0.45 %
01-511-470	Printing and Reproduction - Legislati	54.69	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	150.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-511-510	Office Supplies - Legislative	142.22	400.00	400.00	0.00	0.00	400.00	0.00 %
01-511-520	Operating Supplies - Legislative	857.40	1,000.00	1,000.00	0.00	114.56	885.44	11.46 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,670.00	4,000.00	4,000.00	0.00	3,203.00	797.00	80.08 %
DEPARTMENT TOTAL		20,716.07	31,258.00	31,258.00	968.87	12,083.49	19,174.51	38.66 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	137,526.06	139,276.00	139,276.00	12,252.80	63,457.02	75,818.98	45.56 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	2,030.82	2,769.18	42.31 %
01-512-140	Overtime - Executive	71.80	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-160	Bonuses and Gift Certificates - Execu	21,056.34	22,750.00	22,750.00	0.00	25,663.26	(2,913.26)	112.81 %
01-512-210	Fica Taxes - Executive	12,249.92	11,022.00	11,022.00	950.87	7,131.73	3,890.27	64.70 %
01-512-220	Retirement Contribution - Executive	25,392.26	26,529.00	26,529.00	2,432.04	13,232.35	13,296.65	49.88 %
01-512-230	Life & Health Insurance - Executive	16,400.00	18,868.00	18,868.00	1,588.42	7,942.10	10,925.90	42.09 %
01-512-240	Worker's Compensation - Executive	194.00	320.00	320.00	0.00	175.49	144.51	54.84 %
01-512-310	Professional Services - Executive	32.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-512-400	Travel and Training - Executive	4,132.50	5,500.00	5,500.00	0.00	692.22	4,807.78	12.59 %
01-512-410	Communication Services - Executive	738.89	700.00	700.00	123.92	310.73	389.27	44.39 %
01-512-470	Printing and Reproduction - Executive	0.00	200.00	200.00	0.00	133.50	66.50	66.75 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	800.00	800.00	0.00	0.00	800.00	0.00 %
01-512-490	Other Current Charges - Executive	2,780.48	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-512-510	Office Supplies - Executive	362.73	1,000.00	1,000.00	0.00	78.69	921.31	7.87 %
01-512-520	Operating Supplies - Executive	1,534.19	1,000.00	1,000.00	28.00	91.97	908.03	9.20 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	889.33	2,000.00	2,000.00	0.00	606.34	1,393.66	30.32 %
DEPARTMENT TOTAL		228,160.62	238,565.00	238,565.00	17,745.29	121,546.22	117,018.78	50.95 %

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
CITY CLERK								
01-513-310	Professional Services - City Clerk	120.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-513-400	Travel and Training - City Clerk	2,467.10	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-513-460	Repairs and Maintenance - City Clerk	160.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-470	Printing and Reproduction - City Cler	3,585.75	3,500.00	3,500.00	0.00	1,175.00	2,325.00	33.57 %
01-513-490	Other Current Charges - City Clerk	7,580.01	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
01-513-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-513-510	Office Supplies - City Clerk	267.30	800.00	800.00	0.00	275.41	524.59	34.43 %
01-513-520	Operating Supplies - City Clerk	942.69	900.00	900.00	0.00	213.96	686.04	23.77 %
01-513-540	Books, Pub., Sub., & Memberships - Ci	701.00	500.00	500.00	0.00	110.00	390.00	22.00 %
DEPARTMENT TOTAL		15,823.85	15,700.00	15,700.00	0.00	1,774.37	13,925.63	11.30 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	42,992.10	60,000.00	60,000.00	4,199.44	16,820.45	43,179.55	28.03 %
01-514-480	Promo Activities & Legal Ads - Legal	13,487.56	10,000.00	10,000.00	386.17	3,020.87	6,979.13	30.21 %
DEPARTMENT TOTAL		56,479.66	70,000.00	70,000.00	4,585.61	19,841.32	50,158.68	28.34 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	25,000.00	25,000.00	25,000.00	0.00	12,500.00	12,500.00	50.00 %
01-515-312	Professional Services-Other- Comp Pla	3,000.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-515-320	DEO - Grants	30,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
DEPARTMENT TOTAL		58,000.00	53,000.00	53,000.00	0.00	12,500.00	40,500.00	23.58 %
FINANCE AND ACCOUNTING								

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-516-120	Regular Salary - Wages - Fin & Acctng	74,903.00	87,256.00	87,256.00	6,696.97	34,205.93	53,050.07	39.20 %
01-516-140	Overtime - Fin & Acctng	246.23	519.00	519.00	0.00	183.68	335.32	35.39 %
01-516-210	Fica Taxes - Fin & Acctng	5,329.03	6,715.00	6,715.00	488.39	2,639.23	4,075.77	39.30 %
01-516-220	Retirement Contribution - Fin & Acctng	6,216.66	7,435.00	7,435.00	567.23	3,061.21	4,373.79	41.17 %
01-516-230	Life & Health Insurance - Fin & Acctng	15,369.46	18,580.00	18,580.00	1,564.44	7,822.20	10,757.80	42.10 %
01-516-240	Worker's Compensation - Fin & Acc	124.00	202.00	202.00	0.00	109.94	92.06	54.43 %
01-516-310	Professional Services - Fin & Acctng	1,500.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-400	Travel and Training - Fin & Acctng	2,003.39	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	586.72	600.00	600.00	131.92	330.73	269.27	55.12 %
01-516-470	Printing and Reproduction - Fin & Acc	410.40	700.00	700.00	0.00	0.00	700.00	0.00 %
01-516-510	Office Supplies - Fin & Acctng	731.34	1,200.00	1,200.00	110.25	135.82	1,064.18	11.32 %
01-516-520	Operating Supplies - Fin & Acctng	2,947.21	3,000.00	3,000.00	412.70	511.02	2,488.98	17.03 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	463.74	450.00	450.00	0.00	179.88	270.12	39.97 %
DEPARTMENT TOTAL		110,831.18	131,657.00	131,657.00	9,971.90	49,179.64	82,477.36	37.35 %
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DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	74,323.84	76,922.00	76,922.00	6,312.90	31,620.35	45,301.65	41.11 %
01-517-720	Interest - CB&T Debt Service Pmts	45,486.61	42,865.00	42,865.00	3,671.31	18,300.70	24,564.30	42.69 %
DEPARTMENT TOTAL		119,810.45	119,787.00	119,787.00	9,984.21	49,921.05	69,865.95	41.67 %
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LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	99,374.00	101,500.00	101,500.00	0.00	50,648.50	50,851.50	49.90 %
01-521-310	Professional Services - Law Enf	27,920.00	28,000.00	28,000.00	1,936.00	10,928.00	17,072.00	39.03 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	500.00	500.00	3,099.00	3,099.00	(2,599.00)	619.80 %
01-521-510	Office Supplies - Law Enf	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
01-521-520	Operating Supplies - Law Enf	0.00	150.00	150.00	0.00	0.00	150.00	0.00 %
01-521-649	Machinery & Equip - JAG Grant - Law E	0.00	5,113.00	5,113.00	0.00	0.00	5,113.00	0.00 %
DEPARTMENT TOTAL		127,294.00	135,363.00	135,363.00	5,035.00	64,675.50	70,687.50	47.78 %
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POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	82,135.82	87,048.00	87,048.00	6,694.40	34,536.04	52,511.96	39.67 %
01-524-140	Overtime - Bldg & Zoning	384.86	464.00	464.00	0.00	254.82	209.18	54.92 %
01-524-210	Fica Taxes - Bldg & Zoning	6,060.85	6,695.00	6,695.00	498.06	2,729.93	3,965.07	40.78 %
01-524-220	Retirement Contribution - Bldg & Zoni	6,780.09	7,412.00	7,412.00	567.00	3,108.72	4,303.28	41.94 %
01-524-230	Life & Health Insurance - Bldg & Zoni	16,124.30	18,623.00	18,623.00	1,568.05	7,840.25	10,782.75	42.10 %
01-524-240	Worker's Compensation - Bldg & Zo	912.00	1,331.00	1,331.00	0.00	977.40	353.60	73.43 %
01-524-310	Professional Services - Bldg & Zoning	143,341.33	100,000.00	100,000.00	0.00	14,637.85	85,362.15	14.64 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel and Training - Bldg & Zoning	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-524-480	Promo Activities & Legal Ads - Bldg &	0.00	0.00	0.00	0.00	432.20	(432.20)	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	299.84	200.00	200.00	174.02	257.59	(57.59)	128.80 %
01-524-520	Operating Supplies - Bldg & Zoning	1,888.16	100.00	100.00	179.99	179.99	(79.99)	179.99 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	226.68	0.00	0.00	0.00	59.96	(59.96)	0.00 %
01-524-630	Improvements Other than Building - Bl	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
DEPARTMENT TOTAL		258,153.93	231,373.00	231,373.00	9,681.52	65,014.75	166,358.25	28.10 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	21,424.50	23,978.00	23,978.00	1,891.00	10,013.68	13,964.32	41.76 %
01-529-210	Fica Taxes - Code Enf	1,563.19	1,834.00	1,834.00	140.58	780.49	1,053.51	42.56 %
01-529-220	Retirement Contribution - Code Enf	1,742.87	2,031.00	2,031.00	160.16	889.32	1,141.68	43.79 %
01-529-230	Life & Health Insurance - Code Enf	6,689.85	9,267.00	9,267.00	763.25	3,821.48	5,445.52	41.24 %
01-529-240	Worker's Compensation - Code Enf	372.00	549.00	549.00	0.00	403.08	145.92	73.42 %
01-529-310	Professional Services - Code Enf	4,000.00	6,000.00	6,000.00	0.00	1,500.00	4,500.00	25.00 %
01-529-400	Travel and Training - Code Enf	1,030.86	500.00	500.00	0.00	75.00	425.00	15.00 %
01-529-410	Communication Services - Code Enf	558.72	0.00	0.00	111.92	280.73	(280.73)	0.00 %
01-529-470	Printing and Reproduction - Code Enf	330.69	0.00	0.00	0.00	0.00	0.00	0.00 %
01-529-480	Promo Activities & Legal Ads - Code E	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-492	Recording & Other Fees	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-529-510	Office Supplies - Code Enf	167.44	200.00	200.00	53.38	90.17	109.83	45.09 %
01-529-520	Operating Supplies - Code Enf	1,611.39	100.00	100.00	0.00	0.00	100.00	0.00 %
01-529-540	Books, Pub., Sub., & Memberships - Co	0.00	1,584.00	1,584.00	0.00	80.00	1,504.00	5.05 %

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
01-529-630	Improvements Other than Building - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
DEPARTMENT TOTAL		39,491.51	52,443.00	52,443.00	3,120.29	17,933.95	34,509.05	34.20 %
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	140,669.36	176,840.00	176,840.00	15,142.62	73,393.20	103,446.80	41.50 %
01-534-342	Refuse Disposal - Commercial - Refuse	85,664.63	85,722.00	85,722.00	7,569.21	44,141.22	41,580.78	51.49 %
DEPARTMENT TOTAL		226,333.99	262,562.00	262,562.00	22,711.83	117,534.42	145,027.58	44.76 %
STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-538-311	Engineering Services - Stormwater	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-538-400	Travel and Training - Stormwater	812.28	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	14,000.00	14,000.00	0.00	8,585.00	5,415.00	61.32 %
01-538-492	Recording & Other Fees - Stormwater	100.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	1,000.00	500.00	500.00	0.00	0.00	500.00	0.00 %
DEPARTMENT TOTAL		1,912.28	21,000.00	21,000.00	0.00	8,585.00	12,415.00	40.88 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	18,033.01	22,000.00	22,000.00	2,082.00	6,006.95	15,993.05	27.30 %
01-539-312	Professional Services - Other - Gen G	1,807.00	6,000.00	6,000.00	0.00	413.34	5,586.66	6.89 %
01-539-411	City Hall - Communication - Gen Gov&#	13,566.49	15,500.00	15,500.00	1,126.32	5,565.97	9,934.03	35.91 %
01-539-413	Public Works - Communication - Gen Go	1,866.91	2,200.00	2,200.00	208.02	945.02	1,254.98	42.96 %
01-539-414	Community Center-Communication-Gen Go	1,686.78	2,000.00	2,000.00	153.08	775.95	1,224.05	38.80 %
01-539-431	City Hall - Utilities - Gen Gov't	15,832.67	23,000.00	23,000.00	1,075.48	6,171.27	16,828.73	26.83 %
01-539-432	Activity Center - Utilities - Gen Gov	4,658.25	4,000.00	4,000.00	113.84	849.94	3,150.06	21.25 %
01-539-433	Public Works - Utilities - Gen Gov	2,466.57	3,000.00	3,000.00	247.86	1,007.24	1,992.76	33.57 %
01-539-434	Community Center-Utilities-Gen Gov	5,235.40	5,500.00	5,500.00	320.40	2,060.60	3,439.40	37.47 %

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L		2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-541-490	Other Current Charges - Roads & Stree	6.60	0.00	0.00	0.00	0.00	0.00	0.00 %
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	695.03	1,000.00	1,000.00	0.00	89.59	910.41	8.96 %
01-541-520	Operating Supplies - Roads & Streets	12,810.30	10,000.00	10,000.00	1,679.35	5,948.81	4,051.19	59.49 %
01-541-524	Chemicals - Roads & Streets	141.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	3,376.09	15,000.00	15,000.00	0.00	1,763.91	13,236.09	11.76 %
01-541-531	Landscape Materials & Supplies - Road	0.00	0.00	0.00	117.86	4,228.92	(4,228.92)	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	208.20	500.00	500.00	0.00	152.81	347.19	30.56 %
01-541-630	Improvements Other than Building - Ro	0.00	100,000.00	100,000.00	50,338.50	50,338.50	49,661.50	50.34 %
01-541-640	Machinery & Equipment - Roads & Stree	9,061.76	50,000.00	50,000.00	0.00	562.98	12,632.07	1.13 %
DEPARTMENT TOTAL		340,352.09	545,817.00	545,817.00	77,547.30	205,141.79	303,870.26	37.58 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	74,947.60	83,606.00	83,606.00	5,259.22	27,166.38	56,439.62	32.49 %
01-571-140	Overtime - Library	451.71	986.00	986.00	0.00	471.11	514.89	47.78 %
01-571-210	Fica Taxes - Library	5,542.34	6,471.00	6,471.00	383.20	2,126.98	4,344.02	32.87 %
01-571-220	Retirement Contribution - Library	6,229.31	7,165.00	7,165.00	445.46	2,468.18	4,696.82	34.45 %
01-571-230	Life & Health Insurance - Library	16,125.88	18,756.00	18,756.00	1,568.66	7,843.30	10,912.70	41.82 %
01-571-240	Worker's Compensation - Library	0.00	195.00	195.00	0.00	105.04	89.96	53.87 %
01-571-310	Professional Services - Library	4,938.44	2,000.00	2,000.00	481.00	1,580.50	419.50	79.03 %
01-571-312	Professional Services - Other - Libra	1,752.50	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-571-400	Travel and Training - Library	194.75	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	3,741.50	6,200.00	6,200.00	572.77	1,937.42	4,262.58	31.25 %
01-571-420	Education Reimbursement - Library	0.00	2,040.00	2,040.00	0.00	0.00	2,040.00	0.00 %
01-571-430	Utilities - Library	3,015.20	4,500.00	4,500.00	278.68	1,745.10	2,754.90	38.78 %
01-571-460	Repairs and Maintenance - Library	3,617.00	4,100.00	4,100.00	687.95	1,946.96	2,153.04	47.49 %
01-571-480	Promo Activities & Legal Ads - Librar	583.48	2,500.00	2,500.00	0.00	386.42	2,113.58	15.46 %
01-571-490	Other Current Charges - Library	0.00	0.00	0.00	0.00	42.79	(42.79)	0.00 %
01-571-510	Office Supplies - Library	449.83	1,300.00	1,300.00	113.71	283.08	1,016.92	21.78 %
01-571-520	Operating Supplies - Library	3,604.76	9,000.00	9,000.00	173.91	1,765.08	7,234.92	19.61 %
01-571-540	Books, Pub., Sub., & Memberships - Li	706.07	600.00	600.00	0.00	53.00	547.00	8.83 %
01-571-630	Improvements Other than Building - Li	0.00	0.00	0.00	12,510.00	12,510.00	(12,510.00)	0.00 %
01-571-660	Books, Pub.& Library Materials - Libr	16,033.54	17,000.00	17,000.00	1,343.40	6,838.04	10,161.96	40.22 %
DEPARTMENT TOTAL		141,933.91	169,619.00	169,619.00	23,817.96	69,269.38	100,349.62	40.84 %

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	1,056.50	0.00	0.00	0.00	4,443.77	(4,443.77)	0.00 %
01-572-430	Utilities - Parks	7,026.15	23,000.00	23,000.00	1,671.95	3,998.59	19,001.41	17.39 %
01-572-460	Repairs and Maintenance - Parks	12,232.19	15,000.00	15,000.00	481.91	12,844.99	2,155.01	85.63 %
01-572-493	Equipment Rental - Parks	0.00	1,000.00	1,000.00	184.22	630.42	369.58	63.04 %
01-572-520	Operating Supplies - Parks	1,829.33	1,200.00	1,200.00	276.73	981.07	218.93	81.76 %
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 %
01-572-640	Machinery & Equipment - Parks	0.00	0.00	0.00	0.00	562.98	(562.98)	0.00 %
DEPARTMENT TOTAL		22,144.17	50,200.00	50,200.00	2,614.81	23,461.82	26,738.18	46.74 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	680.00	2,000.00	2,000.00	0.00	560.00	1,440.00	28.00 %
01-574-440	Rentals and Leases - Spec Events	125.00	1,000.00	1,000.00	0.00	3,387.40	(2,387.40)	338.74 %
01-574-470	Printing and Reproduction - Spec Even	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	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	0.00	0.00	0.00	0.00	145.58	(145.58)	0.00 %
01-574-520	Operating Supplies - Spec Events	8,652.46	11,000.00	11,000.00	0.00	8,815.22	2,184.78	80.14 %
DEPARTMENT TOTAL		9,457.46	16,500.00	16,500.00	0.00	12,908.20	3,591.80	78.23 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	9,785.28	25,000.00	25,000.00	896.25	4,024.43	20,975.57	16.10 %
01-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-312	Professional Services - Other - Non-D	2,310.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-590-315	Inmate Labor - GF Non - Dept	28,748.50	28,749.00	28,749.00	0.00	14,374.26	14,374.74	50.00 %
01-590-320	Accounting and Auditing - Non-Dept	19,271.44	17,000.00	17,000.00	315.56	5,235.03	11,764.97	30.79 %
01-590-450	Liability Insurance - Non-Dept	65,121.50	70,000.00	70,000.00	10,039.50	46,519.00	23,481.00	66.46 %
01-590-464	Vehicle Fuel - Non- Departmental	443.55	500.00	500.00	25.03	109.65	390.35	21.93 %

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L		2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
01-590-465	Vehicle Maintenance - Non-Departmenta	823.41	500.00	500.00	0.00	57.50	442.50	11.50 %
01-590-510	Office Supplies - Non-Departmental	937.63	2,000.00	2,000.00	0.00	209.94	1,790.06	10.50 %
01-590-520	Operating Supplies - Non-Dept	2,625.27	3,000.00	3,000.00	373.69	1,000.27	1,999.73	33.34 %
01-590-521	Emergencies & Contingencies - Operati	2,676.27	20,000.00	20,000.00	0.00	3,726.07	16,273.93	18.63 %
01-590-525	Uniforms - Non Dept	2,899.14	4,500.00	4,500.00	0.00	619.85	3,880.15	13.77 %
01-590-528	Postage - Non-Dept	766.10	1,000.00	1,000.00	28.45	73.25	926.75	7.33 %
01-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	2,725.00	(2,725.00)	0.00 %
01-590-930	Transfer - Police Public Safety Impac	0.00	59,984.00	59,984.00	0.00	0.00	59,984.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	32,095.00	32,095.00	0.00	0.00	32,095.00	0.00 %
01-590-932	Transfer - Parks & Rec Impact Reserve	0.00	96,734.00	96,734.00	0.00	0.00	96,734.00	0.00 %
01-590-933	Transfer -Public Facility Impact Rese	0.00	162,564.00	162,564.00	0.00	0.00	162,564.00	0.00 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	63,392.00	63,392.00	0.00	0.00	63,392.00	0.00 %
01-590-941	Reserves - Emergencies & Contingencie	5,191.76	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	2,340.00	5,000.00	5,000.00	0.00	350.00	4,650.00	7.00 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-590-996	Bad Debt - Non-Dept	(2,476.98)	3,000.00	3,000.00	0.00	8,722.63	(5,722.63)	290.75 %
01-590-999	Other - Non-Operating Charges - Non-D	(877.25)	5,500.00	5,500.00	77.70	3,676.79	1,823.21	66.85 %
DEPARTMENT TOTAL		140,585.62	621,018.00	621,018.00	11,756.18	91,423.67	529,594.33	14.72 %

General Fund Revenues Total	2,619,529.19	2,944,564.00	2,944,564.00	203,562.92	1,639,556.17	1,305,007.83	44.32%
General Fund Expenditures Total	-2,036,282.51	-2,944,564.00	-2,944,564.00	-207,493.45	-982,479.28	-1,925,277.77	65.38%
Total Revenue vs. Expenditures	583,246.68	0.00	0.00	-3,930.53	657,076.89	-620,269.94	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2020 thru Fiscal Month: Feb, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	451,705.58	
05-101-710	Cash - Enterprise Fund Capital Imprvmnts	52,898.45	
05-101-800	Cash - Sewer Impact Fee Account	1,879,585.09	
05-101-900	Cash - Water Impact Fee Account	405,075.05	
05-101-913	DEP Loan - Sinking Fund	72,586.70	
05-101-915	Tax Exempt Leasing - Sinking Fund	56,754.88	
05-101-916	US Bank - Sink Fund	284,612.45	
05-101-917	US Bank - Renewal & Replacement Series	9,375.23	
05-101-918	DEP Loan WW531400 - Sink Fund	820.85	
05-101-920	Cash - Customer Deposits	380,070.71	
05-101-930	Restricted Cash - Reclass	737,400.48	
05-101-934	Fifth Third Bank - Reserves	610,967.73	
05-101-935	Fifth Third Bank - Renewal & Replacement	150,000.00	
05-101-999	Restricted Class - Reclass	737,400.48	
05-115-100	Accounts Receivable - Utilities	173,351.87	
05-115-130	Accounts Receivable - Readiness to Serve	62,985.83	
05-115-200	Accounts Receivable - Year End	344,321.00	
05-117-100	Allowance for Bad Debt	42,672.50	
05-117-200	Allowance for Uncollectible A/R	57,398.98	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	37,363.62	
05-159-100	Deferred Outflows - Related to Pension	82,455.25	
05-159-200	Deferred Outflows - Loss on Refunding	810,157.03	
05-160-902	Reserve Account	225,392.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-160-904	Reserve Acct - CIP Purchases	25,778.78	
05-160-906	Reserve Acct - Cardinal Hill	25,000.00	
05-161-900	Fixed Assets - Land	2,730,735.50	
05-164-100	Utility Plant in Service	12,268,964.59	
05-164-900	Improvements Other than Buildings	33,331.74	
05-164-910	Improvements Other than Buildings - MOSN	33,331.74	
05-165-900	Acc.Dep. - Improvements Other than Build	316,892.74	
05-166-900	Equipment & Furniture	400,049.61	
05-167-900	Accumulated Depreciation - Equipment	3,519,580.52	
05-169-900	CIP - Construction Costs	161,736.60	
	** TOTAL ASSET**		16,778,897.92
05-202-100	Accounts Payable	209,958.72	
05-202-900	Customer Deposits	321,554.16	
05-203-100	Accumulated Interest Payable	56,733.60	
05-203-600	SRF Loan WW51201P	2,059,675.11	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	35,641.30	
05-203-710	US Bank 2017 Bond Note	8,185,000.00	
05-203-750	Tax Exempt Leasing Loan	45,074.78	
05-203-910	Unamortized Bond Premiums - US Bank	602,902.93	
05-208-305	Taxes Payable	6,402.42	
05-210-800	Compensated Absences - Current	9,180.20	
05-216-100	Accrued Payroll	5,931.77	
05-225-100	Deferred Inflows - Related to Pension	15,306.77	
05-234-100	L-T-D - Current Portion	509,139.61	
05-234-901	Less: Current Portion of LTD	509,139.61	
05-235-900	Net Pension Liability	151,555.85	
	** TOTAL LIABILITY**		11,241,971.39
05-243-100	Encumbrances Placed	167,358.05	
05-245-100	Reserved for Encumbrances	167,358.05	
	** TOTAL ENCUMBRANCE**		0.00

For Fiscal Year: 2020 thru Fiscal Month: Feb, for Fund: 05

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	3,817,725.94	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		5,177,437.13
	** TOTAL REVENUE**		1,411,697.29
	** TOTAL EXPENSE**		1,054,320.38
	TOTAL LIABILITY AND EQUITY		16,776,785.43

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L ACCOUNT	DESCRIPTION	2019 PRIOR YR REVENUE	2020 ANTICIPATED REVENUE	ADJ ANTICIPATED	2020 CURRENT REVENUE	2020 YTD REVENUE	2020 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	2,112.49	0.00	0.00	82.02	105.95	(105.95)	0.00 %
05-324-210	Water Impact Fees	85,603.00	162,471.00	162,471.00	12,229.00	89,097.00	73,374.00	54.84 %
05-324-220	Sewer Impact Fees	211,920.00	410,595.00	410,595.00	30,905.00	220,750.00	189,845.00	53.76 %
05-325-111	Connection Fees - Water - Cash Basis	42,430.16	81,840.00	81,840.00	5,220.00	43,935.00	37,905.00	53.68 %
05-325-112	Connection Fees - Water - Accrual Bas	3,045.00	500.00	500.00	435.00	3,840.44	(3,340.44)	768.09 %
05-325-210	Readiness to Serve Charge - Sewer	30,892.30	29,148.00	29,148.00	1,665.60	1,665.60	27,482.40	5.71 %
05-325-211	Readiness to Serve Charge - Water	21,260.00	21,704.00	21,704.00	820.32	1,059.58	20,644.42	4.88 %
05-329-200	Other Lic./Fees/Permits	2,661.00	2,000.00	2,000.00	200.00	800.00	1,200.00	40.00 %
05-331-350	Sewer/Wastewater Grants	0.00	0.00	0.00	0.00	248,489.00	(248,489.00)	0.00 %
05-331-370	Small Community Wastewater Grant	128,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-340-300	Water Utility Revenue	1,165,225.74	1,214,879.00	1,214,879.00	95,529.08	387,312.48	827,566.52	31.88 %
05-340-500	Sewer Utility Revenue	1,091,753.54	1,149,532.00	1,149,532.00	99,584.50	379,507.61	770,024.39	33.01 %
05-359-100	Other Fines and/or Forfeitures	30,795.00	23,800.00	23,800.00	3,480.00	17,145.00	6,655.00	72.04 %
05-359-200	Non Sufficient Funds	1,560.00	1,300.00	1,300.00	180.00	570.00	730.00	43.85 %
05-359-300	Late Fees	30,996.00	29,000.00	29,000.00	2,782.50	11,718.00	17,282.00	40.41 %
05-369-100	Misc. Income	(505.68)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-111	Cash Drawer Overage	0.00	0.00	0.00	0.00	20.00	(20.00)	0.00 %
05-369-400	Insurance Proceeds	0.00	0.00	0.00	0.00	5,681.63	(5,681.63)	0.00 %
05-369-401	Insurance - Claims	7,023.45	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
DEPARTMENT TOTALS		2,854,772.00	3,256,769.00	3,256,769.00	253,113.02	1,411,697.29	1,845,071.71	43.35 %

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L ACCOUNT	DESCRIPTION	2019 ACTUALS	2020 ADOPTED BUDGET	2020 ADJ BUDGET	2020 MTD EXPENSES	2020 YTD EXPENSES	2020 AVAIL BUDGET	PERCENTAGE REALIZED
Water:								
05-533-120	Regular Salary - Wages - Water Oper	176,307.51	205,272.00	205,272.00	12,275.18	59,994.05	145,277.95	29.23 %
05-533-140	Overtime - Water Oper	2,916.21	5,262.00	5,262.00	178.88	2,274.04	2,987.96	43.22 %
05-533-210	Fica Taxes - Water Oper	13,253.83	16,106.00	16,106.00	926.27	4,908.99	11,197.01	30.48 %
05-533-220	Retirement Contribution - Water Oper	37,538.23	17,832.00	17,832.00	1,054.87	5,982.42	11,849.58	33.55 %
05-533-230	Life & Health Insurance - Water Oper	42,373.15	54,105.00	54,105.00	2,375.64	17,994.55	36,110.45	33.26 %
05-533-240	Worker's Compensation - Water Oper	7,570.00	9,746.00	9,746.00	0.00	6,304.58	3,441.42	64.69 %
05-533-310	Professional Services - Water Oper	28,291.81	20,000.00	20,000.00	1,230.00	6,326.31	13,673.69	31.63 %
05-533-311	Engineering Services - Water Oper	(1,558.00)	30,000.00	30,000.00	0.00	2,937.50	27,062.50	9.79 %
05-533-312	Professional Services - Other - Water	3,952.02	20,000.00	20,000.00	113.70	1,092.23	18,907.77	5.46 %
05-533-313	Professional Services - Polk Regional	2,871.00	5,000.00	5,000.00	0.00	913.82	4,086.18	18.28 %
05-533-400	Travel and Training - Water Oper	872.95	500.00	500.00	0.00	35.00	465.00	7.00 %
05-533-410	Communication Services - Water Oper	4,160.22	3,500.00	3,500.00	386.98	1,514.58	1,985.42	43.27 %
05-533-420	Education Reimbursement - Water Oper	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-533-430	Utilities - Water Oper	1,266.22	0.00	0.00	99.97	509.16	(509.16)	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Oper	3,191.68	6,900.00	6,900.00	1,167.36	7,325.15	(6,325.15)	106.16 %
05-533-432	Commonwealth WTP - Utilities - Water	1,501.25	4,620.00	4,620.00	65.71	142.85	4,477.15	3.09 %
05-533-433	V.Matt Williams WTP - Utilities - Water	12,853.99	12,000.00	12,000.00	695.53	14,953.30	(2,953.30)	124.61 %
05-533-460	Repairs and Maintenance - Water Oper	39,221.53	40,000.00	40,000.00	1,656.32	4,608.99	35,391.01	11.52 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	34,080.99	10,000.00	10,000.00	0.00	2,148.00	7,852.00	21.48 %
05-533-462	Commonwealth WTP - Repairs and Maint	0.00	8,000.00	8,000.00	0.00	2,586.00	5,414.00	32.33 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	0.00	8,000.00	8,000.00	0.00	4,061.41	3,938.59	50.77 %
05-533-464	Vehicle Fuel - Water Oper	10,665.49	7,000.00	7,000.00	999.92	3,197.20	3,802.80	45.67 %
05-533-465	Vehicle Maintenance - Water Oper	13,133.97	8,000.00	8,000.00	11.99	238.31	7,761.69	2.98 %
05-533-466	Public Works/Utilities Facility - Rep	4,265.01	6,000.00	6,000.00	0.00	526.01	5,473.99	8.77 %
05-533-470	Printing and Reproduction - Water Oper	0.00	0.00	0.00	0.00	155.00	(155.00)	0.00 %
05-533-492	Recording & Other Fees - Water Oper	5,300.00	4,300.00	4,300.00	0.00	(1,000.00)	5,300.00	(23.26) %
05-533-493	Equipment Rental - Water Oper	0.00	0.00	0.00	0.00	218.38	(218.38)	0.00 %
05-533-510	Office Supplies - Water Oper	252.66	1,000.00	1,000.00	10.80	85.51	914.49	8.55 %
05-533-520	Operating Supplies - Water Oper	24,075.89	15,000.00	15,000.00	363.39	6,729.47	8,270.53	44.86 %
05-533-524	Chemicals - Water Oper	3,233.99	9,000.00	9,000.00	0.00	1,987.00	7,013.00	22.08 %
05-533-526	Meter Supplies - New Installs - Water	56,117.68	90,000.00	90,000.00	17,901.28	62,414.44	27,585.56	69.35 %
05-533-527	Meter Supplies - Repairs & Maintenanc	11,814.64	20,000.00	20,000.00	16,686.67	34,979.14	(13,716.04)	174.90 %
05-533-530	Road Materials & Supplies - Water Oper	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	1,403.78	0.00	0.00	300.00	300.00	(300.00)	0.00 %
05-533-605	Depreciation Expense - Water Oper	122,184.87	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	0.00	120,000.00	120,000.00	0.00	0.00	113,368.92	0.00 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	0.00	150,000.00	150,000.00	60,000.00	80,000.00	(34,934.00)	53.33 %

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L		2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-533-642	Commonwealth WTP - Machinery & Equipm	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-643	V.Matt Williams WTP - Machinery & Equ	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-533-650	Construction In Progress - Water Oper	0.00	0.00	0.00	0.00	0.00	(21,275.00)	0.00 %
05-533-660	Other Capital Assets - Water Operatio	0.00	0.00	0.00	0.00	32,177.50	(32,177.50)	0.00 %
05-533-710	Principal - Water Oper	0.00	79,277.00	79,277.00	0.00	0.00	79,277.00	0.00 %
05-533-720	Interest - Water Oper	76,351.08	72,847.00	72,847.00	0.00	36,423.57	36,423.43	50.00 %
DEPARTMENT TOTAL		739,463.65	1,104,267.00	1,104,267.00	118,500.46	405,044.46	561,745.56	36.68 %

Sewer

05-535-120	Regular Salary - Wages - Sewer Oper	109,003.76	130,319.00	130,319.00	7,624.80	35,471.56	94,847.44	27.22 %
05-535-140	Overtime - Sewer Oper	3,492.28	3,475.00	3,475.00	355.41	2,152.81	1,322.19	61.95 %
05-535-210	Fica Taxes - Sewer Oper	8,464.96	10,235.00	10,235.00	598.76	2,973.85	7,261.15	29.06 %
05-535-220	Retirement Contribution - Sewer Oper	20,575.66	11,332.00	11,332.00	675.92	3,703.25	7,628.75	32.68 %
05-535-230	Life & Health Insurance - Sewer Oper	22,997.52	30,744.00	30,744.00	1,959.65	9,798.24	20,945.76	31.87 %
05-535-240	Worker's Compensation - Sewer Ope	3,694.00	10,388.00	10,388.00	0.00	0.00	10,388.00	0.00 %
05-535-310	Professional Services - Sewer Oper	35,123.80	25,000.00	25,000.00	3,947.00	24,985.70	(23,235.70)	99.94 %
05-535-311	Engineering Services - Sewer Oper	(1,558.00)	20,000.00	20,000.00	0.00	8,238.75	11,761.25	41.19 %
05-535-312	Professional Services - Other - Sewer	4,566.06	14,000.00	14,000.00	0.00	295.83	13,704.17	2.11 %
05-535-400	Travel and Training - Sewer Oper	1,941.52	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-410	Communication Services - Sewer Oper	3,299.99	3,500.00	3,500.00	256.69	1,108.71	2,391.29	31.68 %
05-535-411	Cardinal Hill WWTP - Comm Srvcs - Sew	975.47	1,500.00	1,500.00	0.00	131.70	1,368.30	8.78 %
05-535-412	Mt. Olive WWTP - Comm Srvcs - Sewer O	2,376.00	2,500.00	2,500.00	197.95	1,031.80	1,468.20	41.27 %
05-535-430	Utilities - Sewer Oper	6,216.09	7,000.00	7,000.00	532.55	2,800.61	4,199.39	40.01 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	18,679.65	21,000.00	21,000.00	1,442.09	7,586.84	13,413.16	36.13 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	7,476.06	11,000.00	11,000.00	869.03	3,908.69	7,091.31	35.53 %
05-535-460	Repairs and Maintenance - Sewer Oper	53,550.80	100,000.00	100,000.00	2,199.76	39,630.42	60,369.58	39.63 %
05-535-461	Cardinal Hill - Repairs and Maint - S	4,887.70	40,000.00	40,000.00	0.00	1,494.00	38,506.00	3.74 %
05-535-464	Vehicle Fuel - Sewer Oper	12,007.80	4,000.00	4,000.00	3,193.51	5,451.70	(1,451.70)	136.29 %
05-535-465	Vehicle Maintenance - Sewer Oper	13,287.66	8,000.00	8,000.00	0.00	1,228.94	6,771.06	15.36 %
05-535-466	Public Works/Utilities Facility - Rep	4,420.68	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	0.00	60.00	60.00	0.00	0.00	60.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	168.22	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	125.00	1,000.00	1,000.00	0.00	100.00	900.00	10.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	262.98	1,000.00	1,000.00	10.79	85.50	914.50	8.55 %

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

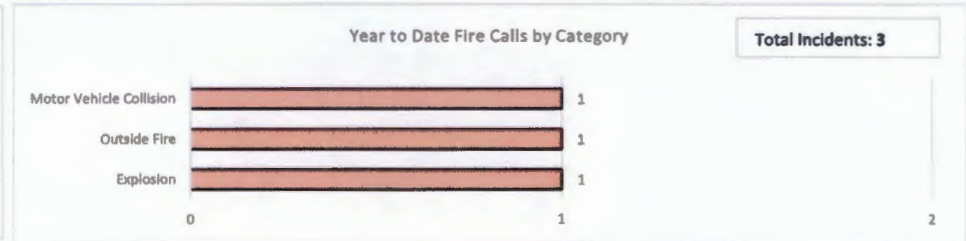
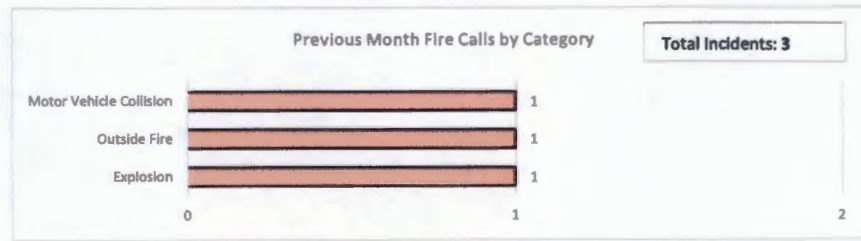
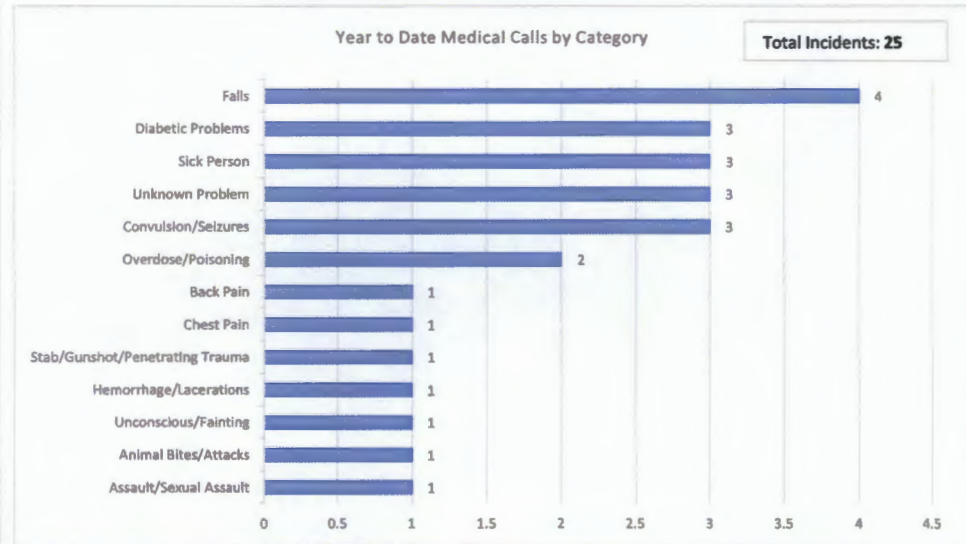
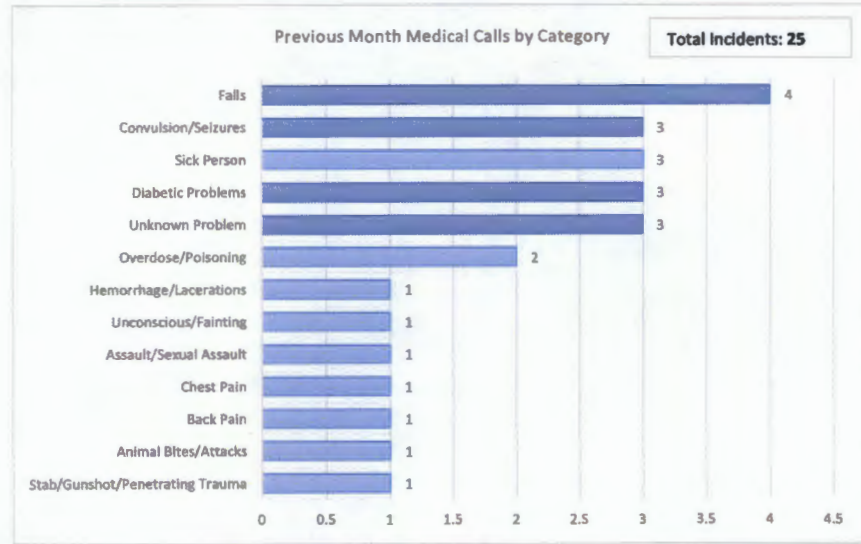
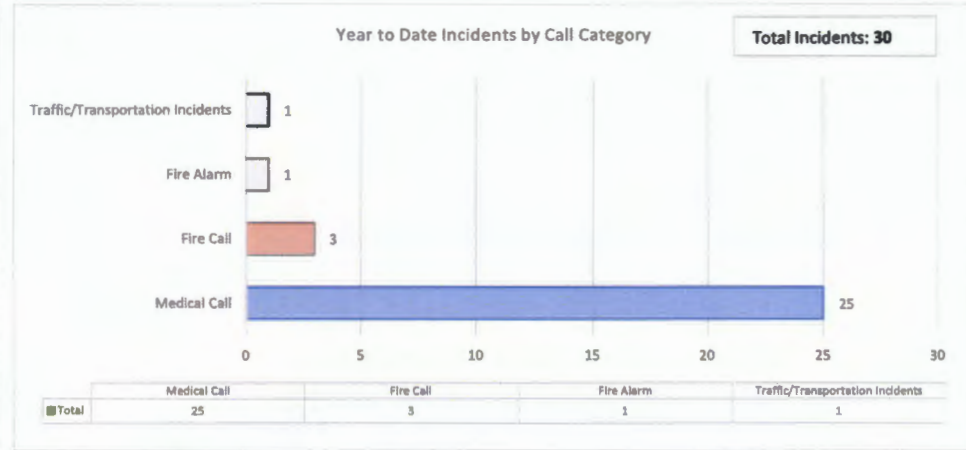
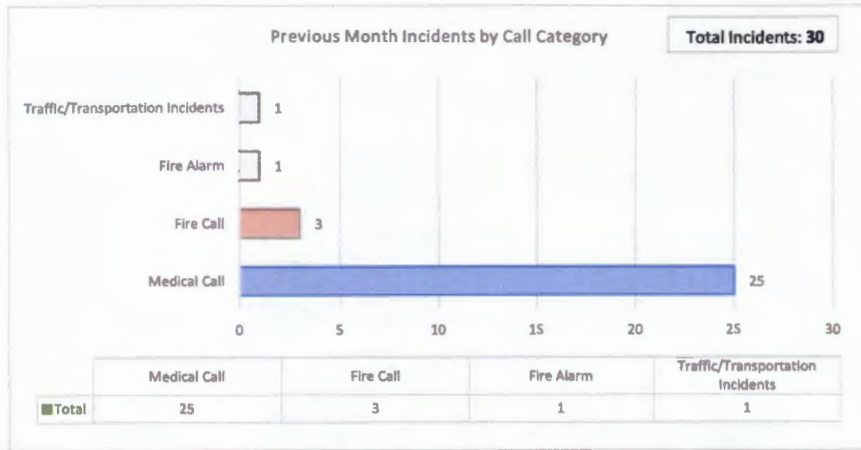
G/L		2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-535-520	Operating Supplies - Sewer Oper	11,207.92	8,000.00	8,000.00	689.02	3,097.73	4,902.27	38.72 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	27.34	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	15,360.00	0.00	0.00	0.00	1,976.00	(1,976.00)	0.00 %
05-535-524	Chemicals - Sewer Oper	30,789.99	17,000.00	17,000.00	642.00	5,837.00	11,163.00	34.34 %
05-535-530	Road Materials & Supplies - Sewer Ope	27.74	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-540	Books, Pub., Sub., & Memberships - Se	418.27	1,000.00	1,000.00	300.00	300.00	700.00	30.00 %
05-535-605	Depreciation Expense - Sewer Oper	207,323.29	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-630	Improvements Other than Building - Se	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	930.00	80,000.00	80,000.00	10,687.20	10,687.20	62,681.73	13.36 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	950.00	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	0.00	410,595.00	410,595.00	47,270.41	222,404.54	188,190.46	54.17 %
05-535-710	Principal - Sewer Oper	0.00	319,972.00	319,972.00	0.00	0.00	319,972.00	0.00 %
05-535-720	Interest - Sewer Oper	302,312.44	295,533.00	295,533.00	0.00	123,188.93	172,344.07	41.68 %
05-535-722	Interest - DEP Effluent Disposal Loan	4,626.30	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		910,008.85	1,688,153.00	1,688,153.00	83,452.54	519,670.30	1,138,601.63	30.78 %
=====								
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	27,327.92	25,000.00	25,000.00	2,566.35	11,434.81	13,565.19	45.74 %
05-590-311	Engineering Services - Non-Dept	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-590-312	Professional Services - Other - Non-D	8,240.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-590-315	Inmate Labor - EF Non - Dept	28,748.50	28,749.00	28,749.00	0.00	14,374.24	14,374.76	50.00 %
05-590-320	Accounting and Auditing - Non-Dept	30,497.31	17,000.00	17,000.00	640.69	10,628.72	6,371.28	62.52 %
05-590-440	Rentals and Leases - Non-Dept	4,609.06	0.00	0.00	405.23	1,751.12	(1,751.12)	0.00 %
05-590-450	Liability Insurance - Non-Dept	26,351.50	70,000.00	70,000.00	10,039.50	46,519.00	23,481.00	66.46 %
05-590-510	Office Supplies - Non-Departmental	840.65	1,000.00	1,000.00	0.00	209.94	790.06	20.99 %
05-590-520	Operating Supplies - Non-Dept	843.76	3,000.00	3,000.00	24.40	24.40	2,975.60	0.81 %
05-590-521	Emergencies & Contingencies - Operati	8,197.82	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-590-525	Uniforms - Non Dept	1,493.52	4,500.00	4,500.00	872.29	872.29	3,627.71	19.38 %
05-590-528	Postage - Non-Dept	64.32	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-540	Books, Pub., Sub., & Memberships -NON	0.00	0.00	0.00	0.00	1,152.00	(1,152.00)	0.00 %
05-590-720	Interest - Bond 2017 Issue	(44,749.17)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	64,104.94	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	25,000.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	162,471.00	162,471.00	0.00	0.00	162,471.00	0.00 %
05-590-941	Reserves - Emergencies & Contingencie	0.00	83,077.00	83,077.00	0.00	0.00	83,077.00	0.00 %

POLK CITY
FEBRUARY 2020 MONTHLY FINANCIALS

Enterprise Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2020 / 2

G/L		2019	2020	2020	2020	2020	2020	PERCENTAGE
ACCOUNT	DESCRIPTION	ACTUALS	ADOPTED BUDGET	ADJ BUDGET	MTD EXPENSES	YTD EXPENSES	AVAIL BUDGET	REALIZED
05-590-992	Unemployment Claims - Non-Dept	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	0.00	1,550.00	1,550.00	0.00	0.00	1,550.00	0.00 %
05-590-996	Bad Debt - Non-Dept	11,249.07	0.00	0.00	0.00	42,197.08	(42,197.08)	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	401.92	0.00	0.00	29.79	442.02	(442.02)	0.00 %
DEPARTMENT TOTAL		193,221.12	464,347.00	464,347.00	14,578.25	129,605.62	334,741.38	27.91 %

Enterprise Fund Revenues Total	2,854,772.00	3,256,769.00	3,256,769.00	253,113.02	1,411,697.29	1,845,071.71	43.35%
Enterprise Fund Expenditures Total	-1,842,693.62	-3,256,769.00	-3,256,769.00	-216,531.25	-1,054,320.38	-2,085,088.57	32.37%
Total Revenue vs. Expenditures	1,012,078.38	0.00	0.00	36,581.77	357,376.91	-190,016.86	



Total Calls: YTD - 30 Last Mo. - 30

Dispatch to Arrival: Average: 5:42, 90th Percentile: 8:13
Total Response Time: Average: 6:55, 90th Percentile: 9:43

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

STATISTICAL DATA

West Division

March 10, 2020

Northwest District

To: Patricia Jackson , City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical report for February, 2020.

ACTIVITY	
FELONY ARREST	2
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	1
AFFIDAVITS MISDEMEANOR	
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	3
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	2
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	27
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	10
TOW-AWAY NOTICES	1
COMMUNITY CONTACTS	1700
TRAFFIC STOPS	7
TOTAL DISPATCHED CALLS FOR SERVICE	74



In February 2020, there were three (3) PROCAP captured crimes as compared to four (4) in February 2019. In February 2020 there was one reported business burglary. During this incident two window a/c units were removed. In February there was a report of a vehicle burglary from a Business, passenger window was smashed and tools were reported stolen from the work vehicle belonging to Kirk and Riley Septic Tank Services. The third case involved a criminal mischief to Hope Church. During this incident it appears the door was hit with a BB, the glass was broken however it did not appear anything was removed from inside the church. These cases do not pose to be a trend and are not related at this time. We are now sitting at -38% in crimes as compared to last year to date.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
BURGLARY CONVEYANCE									
PCSO-200008859	2020-02-15 / 1500hrs	2020-02-17 / 0900hrs	Mon	411 COMMONWEALTH AVE SW KIRK AND RILEY SEPTIC TANK	passenger window busted out; Unk susp entered victs work truck & removed a Dewalt 20 volt brushless 1/2 inch drill, Impact Driver, Circular Saw, Flashlight, Sawsall, Power tool chargers and batteries, Carrying Tool Box, Box of Dewalt drill bits, Box of Dewalt driver bits, Box of concrete bits, 3 metal hole cutters, Misc. Electrical tools, Screwdriver set, Sthill chainsaw 16" from the side compartments	Arbogast	No	No	Ongoing
BURGLARY STRUCTURE									
PCSO-200009572	2020-02-21 / 1638hrs	2020-02-21 / 1801hrs	Fri	632 COMMONWEALTH AVE N WOODMAN REALTY	back door found unlocked; Unk susp entered victs busin & removed 2 AIR conditioner units from the windows	Wright			
CRIMINAL MISCHIEF									
PCSO-200007745	2020-02-09 / 1200hrs	2020-02-09 / 1330hrs	Sun	120 CARTER BLVD #4 BYDING HOPE CHURCH	Unk susp shattered the font window of the church with what appears to be a bb	Colletti	No	No	ongoing

Department of Law Enforcement																															
Poik City - 2019 - 2020																															
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly	YTD			
	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	Change	2019	2020		
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
Burg Business	1	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	1	0	0%	0.5	0.0
Burg Residence	2	1	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2	0	0	0	1	0	2	0	4	1	-100%	2.0	0.5	
Burg Structure	0	0	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	100%	0.0	0.5
Burg Conveyance	0	0	1	1	0	0	0	0	0	1	0	0	0	14	0	0	0	0	0	0	0	0	1	0	0	0	1	1	100%	0.5	0.5
Vehicle Theft	0	1	0	0	2	0	0	0	1	0	1	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	1	-100%	0.0	0.5
Grand Theft	1	0	1	0	1	0	0	0	0	0	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0	2	0	0%	1.0	0.0	
Petit Theft	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0%	0.0	0.0	
Mis Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Retail Theft	0	0	0	0	0	0	0	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	
Criminal Mischief	0	0	0	1	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	1	0	0	0	1	100%	0.0	0.5	
Totals	4	2	4	3	3	0	0	0	3	0	2	0	16	0	4	0	5	0	3	0	2	0	4	0	8	5	50%	4.0	2.5		
% Change	-50%		-25%		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		-38%		-38%				
FIR's	0	0	3	0	1	0	0	0	4	0	4	0	8	0	2	0	0	0	1	0	0	0	0	0	0	0	-3				

UTILITY DEPARTMENT

February 2020

Summary: Water/Wastewater continued to maintain sampling of the Wastewater Treatment Plant. Continued to pull all samples for the Water Plants. All samples were in compliance. Completed monthly MORs/DMR reports for DEP. Completed monthly SWFWMD report as required. Met all of the DEP requirements.

- Started the abandonment of the well at the Reclaim Perk Ponds
- Started the replacement of the Hydropneumatic Water Tanks at Jacob's Plant
- Replaced corroded pipe at Voyles Loop
- Mowed WWTF, Water plants, Reclaim Ponds and lift stations
- Had all generators serviced by Ring Power
- All lift stations continue to have preventive maintenance. We are continuing to get all Verbatims/Auto dialers running properly. Generators are being maintained.

Service Completed

- Monthly meter reading
- No reads for the Utility Billing-120
- Work Orders-103
- Turn on-23
- Turn off-20
- Misc- 56 -(rereads, laptops, vacation turn on, TBO from shut off)
- Fire Hydrant flushing and maintenance is being done weekly
- Valve exercising is being done weekly
- Continue preventative maintenance/housekeeping is being done
- WWTF is maintained by wasting, decanting, housekeeping.

March Objectives:

Meet all DEP requirements to stay in compliance continuing to maintain work orders and locates. To get Jacob Plant up and running with new tanks. Finish the abandonment of the Well at the new Reclaim Ponds.

Submitted By: Lori Pearson, Utilities Supervisor

City Commission Meeting
March 16, 2020

AGENDA ITEM # 1: **ORDINANCE 2020-01 - AMENDING THE POLK CITY CODE OF ORDINANCES AND THE UNIFIED LAND DEVELOPMENT CODE**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2020-01 - an Ordinance of Polk City amending the Polk City Code of Ordinances and the Unified Land Development Code of Polk City; amending and updating Article 3, Development Design and Improvement Standards, Section 3.07.00, Compatibility, Landscaping and Buffering Standards, and amending Article 9, Definitions; providing for applicability; providing for repeal of conflicting Ordinances; providing for severability; providing an effective date, **Second and Final Reading.**

ATTACHMENTS:

1. Copy of Ordinance 2020-01
2. Overview from Central Florida Regional Planning Council

ANALYSIS:

This is a City-initiated amendment to the Polk City Landscape Regulations in the Polk City Land Development Code addressing compatibility, landscaping and buffering standards and definition.

Please refer to the attached overview submitted by Central Florida Regional Planning Council; the Planning Commission met on February 3, 2020, and recommended approval with changes. The Planning Commission recommended that Section 3.07.04.12 addressing mulch require a minimum depth of mulch of 3 to 4 inches. This has been incorporated into Exhibit A of Ordinance 2020-01.

STAFF RECOMMENDATION:

Move to approve Ordinance 2020-01 on Second and Final Reading

ORDINANCE 2020-01

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE POLK CITY CODE OF ORDINANCES AND THE UNIFIED LAND DEVELOPMENT CODE OF POLK CITY, FLORIDA; AMENDING AND UPDATING ARTICLE 3, DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS, SECTION 3.07.00, COMPATIBILITY, LANDSCAPING AND BUFFERING STANDARDS; AND AMENDING ARTICLE 9, DEFINITIONS; PROVIDING FOR APPLICABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. COMMISSION FINDINGS. In adopting this Ordinance and modifying the Polk City Code and the therein-incorporated Unified Land Development Code, the City Commission of Polk City, Florida, hereby makes the following findings:

(1) Section 163.3167(c), Florida Statutes, empowers the City to adopt land development regulations to guide the growth and development of the City.

(2) The City Commission recognizes the need for updated regulations to address compatibility, landscaping, and buffering standards within Polk City.

(3) Pursuant to Section 166.041(c)2, Florida Statutes, the Planning Commission and the City Commission have held meetings and hearings to amend the Unified Land Development Code as presented in the attached exhibit, such exhibit attached as Exhibit "A" and made a part hereof.

(4) The meetings were advertised and held with due public notice, to obtain public comment; and having considered written and oral comments received during public hearings, find the changes necessary and appropriate to the needs of the City.

SECTION 2. LAND DEVELOPMENT CODE AMENDMENT. Article 3 – Development Design and Improvement Standards and Article 9 – Definitions are hereby amended to include the text set forth in Exhibit "A", which is attached hereto and included herein by reference, which amends Section 3.07.00, Compatibility, Landscaping and Buffering.

SECTION 3. CODIFICATION OF ORDINANCE. This Ordinance shall be codified in the Code of Ordinances of Polk City, Florida, and incorporated into the Unified Land Development Code which is a part thereof. A certified copy of this

enacting ordinance shall be located in the Office of the City Clerk of Polk City. The City Clerk shall also make copies available to the public for a reasonable publication charge.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 5. CONFLICTING ORDINANCES AND RESOLUTIONS. All existing ordinances and resolutions of Polk City in conflict with this ordinance are repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 6. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage.

INTRODUCED AND PASSED on FIRST READING, this 17th day of February, 2020.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

**APPROVED AS TO FORM AND
CORRECTNESS**

Patricia Jackson, City Manager/Clerk

Thomas A. Cloud, City Attorney

PASSED AND DULY ADOPTED ON SECOND READING, with a quorum present and voting by the City Commission of Polk City, Florida meeting in Regular Session this ___ day of _____, 2020.

Joe LaCascia, Mayor

ATTEST:

Patricia Jackson, City Manager/Clerk

Ordinance 2020-01

Exhibit "A"

AMENDMENTS

ARTICLE 3

DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS

ALL TEXT IN THIS SECTION IS NEW TEXT.

Section 3.07.00 Compatibility, Landscaping and Buffering Standards.

Section 3.07.01 Purpose and Intent.

The City Commission finds that landscaping makes important contributions to the public safety and the general welfare of the City. The purpose and intent of this Section is to set forth requirements and standards for the provision of canopy trees and buffer yards, the conservation of native plants and trees, and the conservation of water resources in the City. Specifically, it is intended that buffer yards will aid in reducing the potential negative impacts caused by glare, noise, dust, dirt, litter, odors and view of various land uses on adjacent properties. It is further intended that the planting of canopy trees will aid in lowering the ambient temperature of the air through increased shading; in conserving water; in enhancing the appearance of properties; in improving property values; and generally in protecting the health, safety and welfare of the public through the improvement of the quality of the human environment. As part of the development approval process, Polk City shall ensure that all new development is properly buffered to prevent adverse impacts on surrounding land uses.

The landscape requirements established by this Article are intended to:

- A. Assist in the development of a sustainable Polk City by encouraging sustainable practices for landscape design, construction, and landscape maintenance.
- B. **Reduce urban runoff and mitigate the effect** of new development, redevelopment, or infill development on the existing drainage system by ensuring the preservation of permeable surfaces and requiring the installation of stormwater Best Management Practice (BMPs) to slow surface flow of stormwater runoff and promote filtration, plant uptake, absorption, and infiltration into sub-soils to reduce subsidence rates.
- C. **Increase compatibility** between abutting land uses and between land uses and public rights-of-way by providing landscape screening or buffers.
- D. Provide for the **conservation of water resources** through the efficient use of irrigation, appropriate mix of plant materials, recycling water elements, and regular maintenance of landscaped areas.
- E. **Protect public health, safety, and welfare** by preserving and enhancing the positive visual experience of the built environment, promoting urban forestry, providing appropriate transition between different land uses, preserving neighborhood character, and enhancing pedestrian and vehicular traffic safety.
- F. **Reduce the urban heat island effect**, enhance the local micro-climate, increase species biodiversity, reduce consumption of energy by proper placement of shade trees and incorporate tree canopy concepts.

Section 3.07.02. Applicability and Exemptions.

A. Applicability.

Except as specifically excluded in the exemptions below, the requirements and regulations of this Article shall apply to the following:

1. The construction of any new building or improvements that require off-street parking and other impervious surfaces to be constructed on the site;
2. The alteration of existing structures or improvements where the alteration adds usable floor area that requires additional off-street parking and other impervious surfaces to be constructed on the site;
3. The construction or expansion of off-street parking and loading areas;
4. The paving of any existing unpaved off-street parking and/or loading areas; and
5. Any change of use which results in the property becoming a higher impact/higher intensity use.

B. Exemptions.

The development, redevelopment, reconfiguration, expansion or change of use of any site requiring review by the City must comply with all elements of this Article, unless any of the following exemptions apply:

1. Enlargement or repair of a single family or duplex residence unless specifically stated otherwise.
2. New single family and duplex development on individual residential lots are exempt from all provisions of this Article, except the requirement of two (2) large or medium sized trees per residential lot, or one (1) tree per attached unit.
3. Bona fide agriculture.
4. Buildings and structures are not counted as impervious surface for the purpose of calculating the areas that must be shaded with canopy trees.
5. Swimming pools and the area specifically designed to be the deck or pool apron abutting the pool are exempt from canopy requirements.
6. Docks, piers, seawalls, boardwalks and other improvements designed to serve pedestrians near the water or in the use of boats are exempt from canopy requirements. Paved areas abutting a seawall, dock or pier are exempt to a maximum width of ten feet (10').
7. Paved surfaces within the supporting cables of a radio, television or microwave tower or a cable television satellite receiver, are exempt from canopy requirements.
8. Properties where existing buildings have reduced or no setbacks from property lines, which are physically unable to comply with buffer yard and/or canopy requirements.

Section 3.07.03. Landscape Plans and Permits.

Landscape materials depicted on landscape plans approved by the City are required development plan elements in the same manner as structures, parking, and other improvements. As such, the owner of record is responsible for the maintenance, repair, and replacement of all landscape materials, fences, steps, retaining walls, and similar landscape elements over the entire life of the development.

Section 3.07.03.01 Content

Prior to issuance of any development permit covered, a landscape plan shall be submitted showing information required by this section. The landscape plan shall be drawn to a scale with sufficient clarity and detail to indicate the type, nature and character of the improvements on the site, and the relative location of all landscaping in relation to said improvements. The landscape plan may be submitted separately, but shall be a part of the site development plan, when a site development plan is required under Article 7.

When landscaping is required under this Article, no building, grading or site preparation shall be allowed until the landscape plan has been approved by the City Manager, or designee. The plan shall be dated and stamped approved by the City and only these plans and the requirements of this Article shall govern the construction of the site landscaping and subsequent maintenance inspections. A permit shall be obtained for the project within twelve (12) months of the approval date of the approved landscape plan or the plan shall become invalid, unless granted an extension.

The landscape plan shall include the following information:

1. The location and dimensions of all existing and proposed structures, property lines, servitudes, parking lots and drives, roadways and rights-of-way, sidewalks, signs, refuse disposal and recycling areas, sidewalks, bicycle paths and parking facilities, fences, electrical equipment, recreational facilities, drainage facilities, and other freestanding structures, as determined necessary by the Development Director.
2. The location, quantity, size, name, both botanical and common, and condition of all existing plant materials and trees, and a description of all tree preservation measures.
3. The location, quantity, size, name, and condition of all plant material and trees in the right-of-way, and indicating plant material and trees to be retained and removed.
4. The location, quantity, size, and name, both botanical and common, of all proposed plant material including, but not limited to, shade and evergreen trees, shrubs, groundcover, annuals, perennials, and turf.
5. The existing and proposed grading of the site indicating contours at one (1) foot intervals.
6. Building elevations of all proposed fences, walls, steps, and fixed retaining walls (cast concrete, unitized walls) on the site.
7. Other details as deemed necessary by the Development Director or the Planning and Zoning Commission.

Section 3.07.03.02 Minor Changes To Approved Landscape Plans

Minor changes to the landscape plan that do not result in a reduction in the net amount of plant material as specified on the approved landscape plan or a reduction in the net amount of water detained or stored and filtered on-site may be approved by the Development Director. Changes to the size and amount of plant materials of an approved landscape plan are not considered a minor change. Major changes shall be approved by the body initially granting approval of the landscape plan.

Section 3.07.03.03 Alternative Compliance

1. The landscape and stormwater management standards contained in this Article are intended to encourage development that is environmentally functional, economically viable, and aesthetically pleasing. The following standards are not intended to inhibit creative development. Project conditions associated with individual sites may justify approval of alternative methods of compliance when landscape is part of an integrated water management strategy. It is acknowledged that conditions may arise where normal compliance is impractical or impossible, a design proposal offers superior results, or maximum achievement of the City's objectives can only be obtained through alternative compliance.
2. Requests for alternative compliance will be accepted for any permit application to which the requirements of this Article apply, when one (1) or more of the following conditions are met:
 - a. Topography, soil, vegetation, drainage, or other site conditions are such that full compliance is impractical.
 - b. Improved environmental quality would result from the alternative compliance of the provisions of this Article.
 - c. Spatial limitations, unusually shaped pieces of land, unusual servitude requirements, or prevailing practices in the surrounding area may justify alternative compliance for infill sites.
3. A request for alternative compliance shall be submitted at the time the landscape and/or stormwater management plan is submitted. In no case shall the landscape requirements be reduced by more than 25 percent. Request for alternative compliance shall be accompanied by a written explanation of such alternatives to allow appropriate valuation and decision by the by the Development Director.

Section 3.07.04. Selection, Installation, and Maintenance of Plant Materials

Landscaping shall include the conservation of native plants and trees; the selection and planting of trees to shade vehicular use areas, sidewalks and other paved surfaces; and the design, selection of trees and shrubbery, and the planting of landscape materials to establish buffer yards.

Section 3.07.04.01. Selection of New Trees and Shrubs; Site Conditions.

All plants identified in this Article are "Florida Friendly" plants for Polk County, and are well suited to the environment in the City. A Florida Friendly Landscape is designed to reduce impacts to the environment through the selection of the right plant for the right location, thereby reducing the need for greater landscape maintenance and irrigation.

Plant material shall be selected for its form, texture, color, pattern of growth, and suitability to local conditions. All landscape plans shall incorporate at least 50 percent

of native trees and shrubs into required plant materials to provide habitat for wildlife, reduce irrigation requirements and promote the sustainability and survivability of plant material.

All new living plant material to be installed shall be nursery grown and root pruned stock, free of insects, disease and defects, and shall satisfy the requirements of this Article and be Florida Grade No. 1 or better as defined in the most current edition of Grades and Standards for Nursery Plants, Florida Department of Agriculture and Consumer Services, Florida Division of Plant Industry. All plants installed on the site shall be in accordance with the plans stamped approved by the City.

Section 3.07.04.02. Preservation of Existing Trees and Shrubs.

Existing trees and shrubs shall be preserved whenever possible provided the plants are all healthy species and are not listed as an exotic and/or nuisance plant in the most recent Invasive Plant List of the Florida Exotic Pest Plant Council. In these instances the plant material shall be acceptable to the City and may be maintained in its natural setting and incorporated into the required landscaping areas to fulfill the intent of this Article. Landscape plans shall identify those existing plant materials credited toward the City landscape requirements. If existing trees and shrubs cannot be preserved, the applicant must provide justification as to why the plants must be removed.

Areas of existing vegetation to remain on site and as noted on landscape plans shall not be encroached upon or damaged during construction by any or all activities above or below ground. Visible barricades shall be placed around these areas and shall be kept clear of all construction materials, traffic and debris. Areas that have been damaged or removed shall be replanted and refurbished to restore the area as much as possible to its original condition.

The following methods and procedures shall be followed when preserving trees:

1. The use of hand labor may be necessary to clear vegetation within the drip line of those trees to be preserved.
2. The area within the drip line of any tree to be preserved shall remain undisturbed; no materials, machinery, and soil shall be placed within the drip line.
3. Materials, wires, signs or nails shall not be attached to any tree unless such materials are used to preserve the tree.
4. All felled material shall be promptly and carefully removed from the site in order to avoid potential damage to remaining trees and vegetation.
5. Visible barricades shall be erected around those trees to be preserved. These barricades shall be at the drip line of the tree(s) and no closer than ten (10) feet to the trunk of the tree.
6. All trees to be preserved shall have their natural soil level maintained.
7. All efforts shall be made through the grading and drainage plan to maintain the natural drainage to those trees to be preserved.

Section 3.07.04.03. Exotic and Nuisance Plants.

The use of exotic and nuisance plants is prohibited and shall not be accepted as part of an approved landscape plan. For purposes of this Section, exotic and nuisance plants

shall be those provided in the most recent Invasive Plant List of the Florida Exotic Pest Plant Council.

Section 3.07.04.04. Groupings.

Landscape areas having plants with similar water needs shall be grouped together and irrigated by a dedicated irrigation controller station. All plants listed in the landscape plan shall be classified and grouped by category of water use calculations. Water use calculations shall be grouped as low, medium, and high.

Section 3.07.04.05. Energy Conservation

Plant material placement shall be designed to reduce the energy consumption needs of the development. Shade trees shall be included on the exposed west and south elevations when landscape is required.

Section 3.07.04.06. Species Diversity

Diversity among required plant material for on-site landscape is required. This provides visual interest and reduces the risk of losing a large population of plants due to disease. Table 23-1: Diversity Requirements indicates the percentage of diversity required based on the total quantity of species being used. For example, if a development requires 45 shade trees, no more than 18 trees nor less than 5 trees can be of 1 species, and there shall be a minimum of 5 different species within the 45 trees.

Total Number of Plants Per Plant Type	Diversity Requirements		Minimum Number of Species
	Maximum of Any Species	Minimum of Any Species	
1-4	100%	Not Applicable	1
5-10	60%	40%	2
11-15	45%	20%	3
16-75	40%	10%	5
76-499	25%	5%	8
500-999	30%	5%	10
1,000+	15%	4%	15

Section 3.07.04.07. Planting

In order to meet the landscaping requirements of this Article, plant material shall be planted in the ground. Landscape planted within planters and raised planter boxes are not considered to meet the landscape requirements.

Section 3.07.04.08. Minimum Tree Planting Height, Planting Area and Distance from Pavement.

Maximum Tree Size at Maturity	Minimum Planting Height	Planting Area	Minimum Distance from Pavement
(Small) Less than 30 feet tall	6 feet	50-150 square feet	2 feet
(Medium) Less than 50 feet tall	8 feet	150-300 square feet	4 feet
(Large) Taller than 50 feet	10 feet	More than 300 square feet	More than 6 feet

(Source: University of Florida "Planting Area Guidelines," 2011; planting area and distance from pavement; based on minimum 3' soil depth).

All newly planted trees shall be staked and guyed immediately after installation and shall remain supported until the root systems have established themselves to adequately support the tree.

Section 3.07.04.09. Minimum Shrub Planting Requirements.

Shrubs shall be a minimum of one (1) foot tall at the time of planting, except where they are to act as required screening for residential uses and districts, in which case they shall be a minimum of three (3) feet in height at the time of planting and maintained at a minimum height of five (5) feet at maturity. One (1) foot high shrubs shall be spaced no greater than thirty (30) inches on center and three (3) foot high shrubs shall be spaced no greater than thirty-six (36) inches on center. The City may authorize alternate spacing for species which have especially broad coverage.

Section 3.07.04.10. Ground Covers.

Ground covers shall be spaced no greater than eighteen (18) inches on center and may be planted in lieu of lawn grass. A list of recommended ground cover species is provided in Table 3.07.09. E of this Article.

Section 3.07.04.11. Lawn Grass.

Grass may be sodded, plugged, sprigged or seeded except that solid sod shall be used in swales or other areas subject to erosion (generally slopes steeper than 10:1). Grassed areas that are installed by methods other than sod shall attain a full grassed coverage within three (3) months of the date of installation. A list of lawn grass species and their characteristics, including drought tolerance level, soil type, light requirements, wear tolerance and plant maintenance, are provided in Table 3.07.09. F. The selection of lawn grasses shall be based upon the species and characteristics which are most appropriate for the site.

Section 3.07.04.12. Mulch.

Planting beds shall be mulched with standard accepted mulch materials to 1) prevent the invasion of other plant species; 2) to absorb moisture for the benefit of the plants; and 3) to present a neat and orderly appearance of the landscaped area. The mulched bed shall have a uniform coverage and a minimum depth of three (3) to four (4) inches. Mulched areas around trees should be at least 8 feet in diameter. The use of cypress mulch is discouraged.

Section 3.07.04.13 Planting Beds.

The planting bed for all landscaping materials shall be free of weeds, debris, and nuisance/invasive materials and shall consist of a healthy plant growth medium. The planting bed soil shall provide adequate support, drainage, and nutrients for the plants.

Section 3.07.04.14. Landscaping for Decorative and Masonry Walls.

Residential subdivisions and commercial and industrial developments may have decorative entrance and screening walls. Landscaping (a combination of trees and shrubbery) shall be installed within the property setback/buffer yard area. If there are no specific buffer yard requirements for the development, one (1) tree shall be planted

for each fifty (50) linear feet of wall. Buffer yard trees and shrubs required by this Article shall be planted on the street side of the wall.

Section 3.07.04.15. Tree Requirements for Residential Properties.

Trees for new residential development shall be provided at a rate of two (2) large or medium sized trees per residential lot or one (1) tree per attached unit. Existing trees may be used to satisfy this requirement on individual development parcels provided they are not specifically listed as an invasive species in the most recent Invasive Plant List of the Florida Exotic Pest Plant Council.

Section 3.07.04.16. Encroachments.

A. Structures.

Accessory uses, buildings, and dumpster pads shall not encroach upon or conflict with required landscaped areas.

B. Parking Stalls.

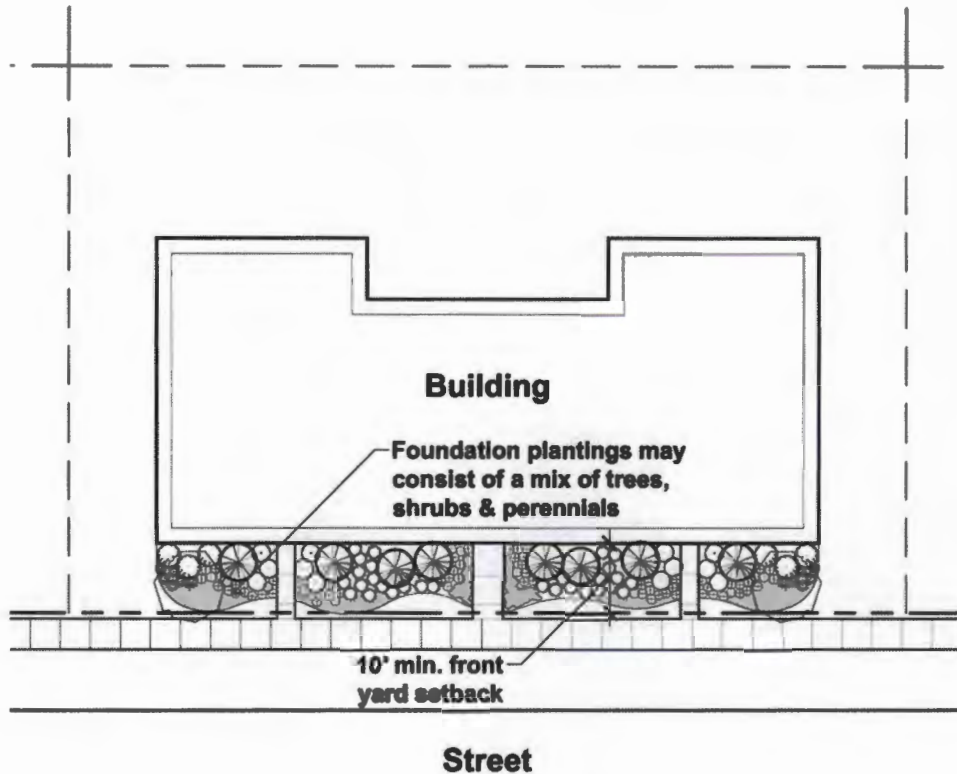
No more than two (2) feet of vehicular overhang shall be allowed into a landscape area and no trees and shrubs shall be planted within the area of encroachment.

Section 3.07.05 Building Foundation Landscape and Landscape Yards

Section 3.07.05.01 Building Foundation Landscaping

For all multi-family dwellings of seven (7) or more dwelling units, mixed-use developments, and non-residential uses that maintain a front or corner side yard of ten (10) or more feet and no parking is located within that front or corner side yard, the following building foundation plantings are required:

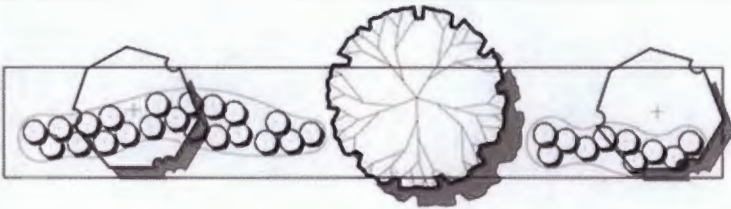
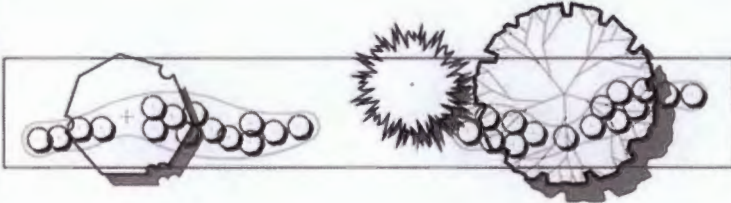
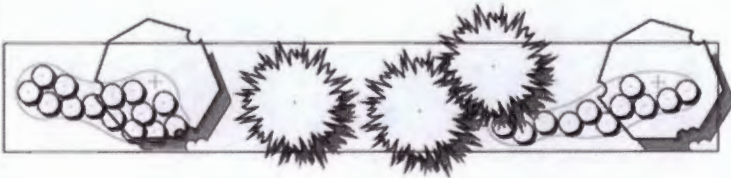

1. A single hedge row is required, planted with one (1) shrub every thirty-six (36) inches on center, spaced linearly. The shrubs shall measure a minimum of twenty-four (24) inches at planting, and a minimum of thirty-six (36) inches to a maximum of forty-eight (48) inches in height at maturity. The equivalent quantity of shrubs may be arranged at the discretion of the designer subject to approval by the City.
2. The remainder of the area shall be planted with vegetative cover.
3. These plantings may be supplemented with trees and perennials.
4. Plantings are not required where walkways and driveways are located.



Section 3.07.05.02 Front Landscape Yards

Where a multi-family dwelling of seven (7) or more dwelling units, mixed-use development, or non-residential use maintains parking in front of the principal building, a front landscape yard a minimum of ten (10) feet in width shall be installed along the front lot line. In this case, the front landscape yard requirements control rather than the perimeter parking lot landscape requirements.

1. Five (5) plant unit options are presented Section 3.06.04.06. Any alternative or a combination of alternatives may be used. Plantings may be spaced at various intervals and/or clustered based on specific site requirements or design scheme, to be approved as part of the landscape plan.
2. One (1) plant unit per one-hundred (100) linear feet shall be provided.
3. When figuring the number of plant units or quantity of plant material required, the number shall be rounded up. For example, three and one-tenths (3.1) shade trees is rounded up to four (4) shade trees.
4. All plant materials, excluding trees, shall be in the bedline. All plant materials in raised planters do not meet the requirements of this section.
5. Use of rocks or bare earth in lieu of groundcover plantings may not exceed 20 percent of the total front yard landscape area, excluding driveways, walkways, or other access points.

PLANT UNIT OPTIONS	QUANTITY & TYPE OF PLANTS	ILLUSTRATION
EXAMPLE UNIT A	1 Shade Tree 2 Ornamental Trees 20 Shrubs	
EXAMPLE UNIT B	1 Shade Tree 1 Ornamental Tree 1 Evergreen Tree 30 Shrubs	
EXAMPLE UNIT C	2 Ornamental Trees 3 Evergreen Trees 25 Shrubs	
EXAMPLE UNIT D	4 Evergreen Trees 34 Shrubs	

Section 3.07.06 Parking Lot Landscape

Section 3.07.06.01 Required Parking Lot Landscaping

1. All parking lots of ten (10) or more spaces require a landscape plan as a condition of obtaining a building permit.
2. Perimeter parking lot landscape is required for all parking lots, whether an accessory or principal use, and shall be established along the edge of the parking lot that abuts a public right-of-way, excluding alleys.
3. Interior parking lot landscape, whether an accessory or principal use, is required for parking lots of ten (10) or more spaces.

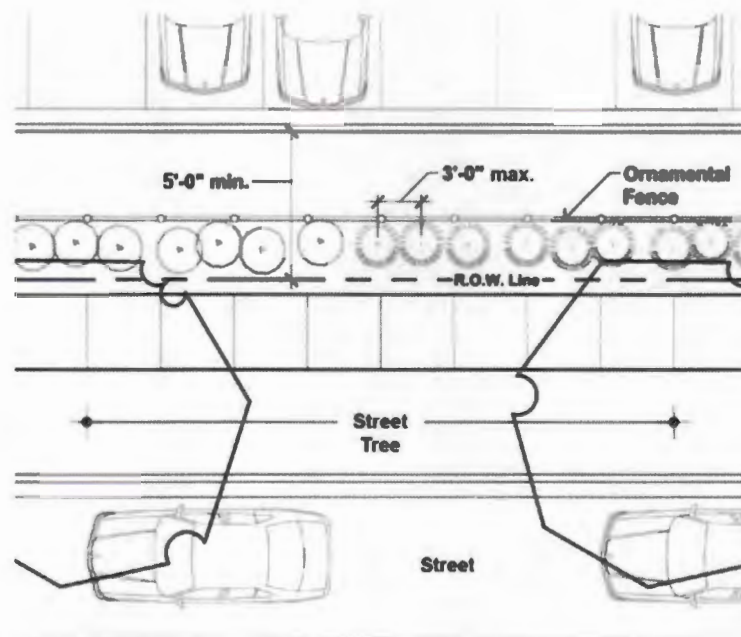
4. For existing parking lots that currently do not comply with the required parking lot landscape, such landscape shall be provided when any one (1) of the following occurs:
 - a. A new principal building is constructed.
 - b. A building addition is constructed that expands the building footprint by thirty percent (30%) or more.
 - c. Over fifty percent (50%) of the total area of an existing parking lot is reconstructed.
 - d. When an existing parking lot less than ten thousand (10,000) square feet in area is expanded by fifty percent (50%) or more in total surface area.
 - e. When an existing parking lot over ten thousand (10,000) square feet in area is expanded by twenty-five percent (25%) or more in total surface area.
5. When an existing parking lot is required by this section to provide landscape, which would result in creating a parking area that no longer conforms to the parking regulations of this Article, the existing parking lot is not required to install all or a portion of the required landscape. The applicant is required to show that landscape cannot be accommodated on the site. If only certain requirements can be accommodated on the site, only those elements are required. The Development Director will make the determination that all or a portion of required landscape does not have to be installed.
6. Nothing in this section prevents the applicant's voluntary installation of additional parking lot landscaping, so long as the site complies with parking space requirements and parking lot design requirements.

Section 3.07.06.02 Perimeter Parking Lot Landscape

Perimeter parking lot landscape provides for the enhancement and screening of parking lots by requiring a scheme of landscape along public streets. A perimeter landscape yard is required for all parking lots and the landscape treatment shall run the full length of the parking lot where it abuts a public right-of-way, excluding an alley. In the case of parking located at the front of the building, the front landscape yard requirements control. The perimeter parking lot landscape yard shall be improved as follows:

1. The perimeter landscape yard shall be a minimum of five (5) feet in width.
2. A single hedge row is required, planted with one (1) shrub every thirty-six (36) inches on center to form a continuous visual buffer. At the time of planting, the shrubs shall be at three (3) to five (5) gallons in size or twenty-four (24) inches in height and a minimum of thirty-six (36) inches to a maximum of forty-eight (48) inches in height at maturity.
3. A minimum one (1) foot of width of groundcover or mulch. All mulch shall derive from a living, natural source.
4. One (1) shade tree every forty (40) feet on center or one (1) ornamental tree every twenty-five (25) feet on center spaced linearly. Trees may be spaced at various intervals and/or clustered based on specific site requirements or design scheme to be applied as part of the landscape plan. Shade trees are defined as having a height of over forty (40) feet at maturity, ornamental trees are defined as having a height of less than forty (40) feet at maturity.

5. All ornamental fence a minimum of four (4) feet in height is required, subject to the following materials:
 - a. Metal Picket
 - b. Wood
 - c. Masonry
6. Alternatively, a low pedestrian wall the height of which provides effective screening to a maximum height of three (3) feet, may be used instead of shrubs and an ornamental fence. Where possible, plant materials shall be installed between the sidewalk and the wall to provide a softening effect on the wall.
7. All perimeter parking lot landscape areas shall be protected with raised concrete curbs.

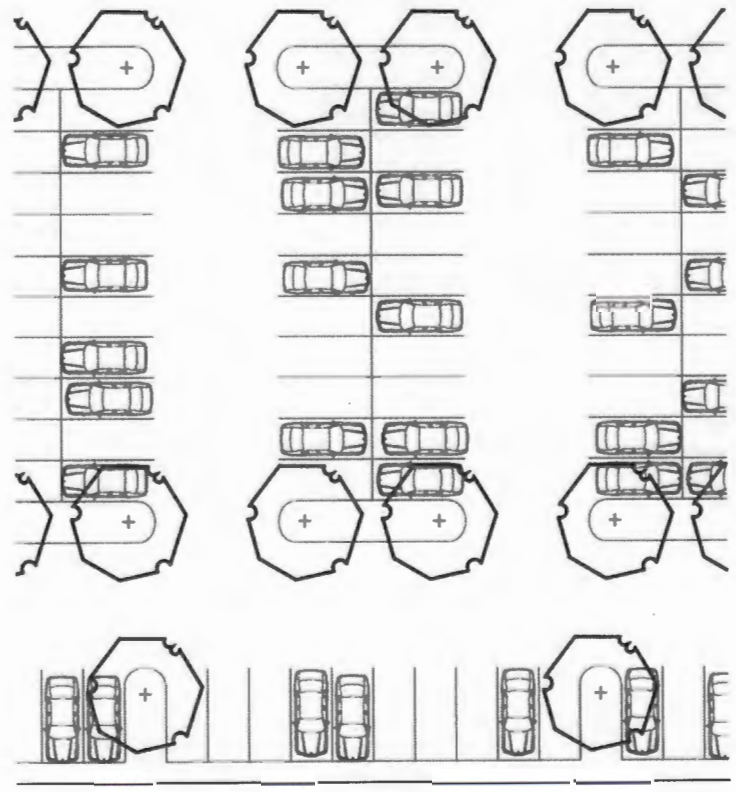


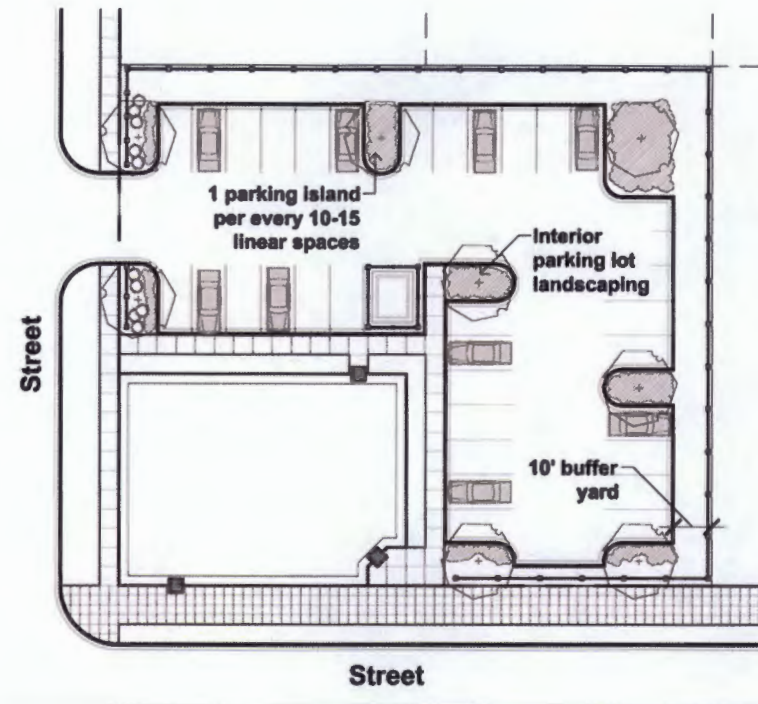
Section 3.07.06.03 Interior Parking Lot Landscape

For parking lots consisting of ten (10) or more spaces, interior parking lot landscape is required. However, these planting provisions may be waived if the applicant presents an alternate landscape plan that provides a combination of tree canopy, landscape design elements, and/or non-reflective auto canopies, including solar panels and solar powered electric auto recharging stations, that shade a minimum of fifty percent (50%) of the parking lot paved surface within five (5) years of completion.

1. One (1) parking lot island shall be provided between every ten (10) contiguous parking spaces. As part of the landscape plan approval, parking lot island locations may be varied based on specific site requirements or design scheme, to be approved as part of the landscape plan, but the total number of islands shall be no less than the amount required of one (1) island for every ten (10) spaces.
2. In addition to parking lot islands, additional landscaped areas shall be provided within the interior of parking lots. All rows of parking spaces shall terminate in a parking lot island or landscaped area. The minimum total landscaped area, including parking lot islands, is ten percent (10%) of the total parking lot area, excluding any area of perimeter parking lot landscape.

3. Parking lot islands or landscaped areas shall be at least one-hundred sixty (160) square feet in area. However, parking lot islands shall be the same dimension as the parking stall. Double rows of parking shall provide parking lot islands that are the same dimension as the double row.
4. Parking lot islands or landscaped areas shall be designed to apply sustainable techniques allowing the flow and access of stormwater. Such islands and landscaped areas shall be protected by tire stops or curbing with gaps that allows runoff to flow through.
5. The following plantings are required in parking lot islands and landscaped areas:
 - a. Trees, preferably with capacity for high water retention, shall be the primary plant materials used in parking lot islands and landscaped areas. Other plant materials may be used to supplement the shade tree plantings but shall not create visibility concerns for automobiles and pedestrians.
 - b. One (1) shade tree is required every parking lot island or landscaped area. If the island extends the width of a double row, then two (2) shade trees are required.
 - c. Shrubs shall be planted within the parking island to provide another layer of planting for visual interest.
 - d. A minimum of seventy-five percent (75%) of every parking lot island shall be planted in live groundcover, perennials, or ornamental grasses. Mulch is required to fill in planting areas for early growth protection until the groundcover is established and covers the planting area. It is encouraged to mulch bare areas for three (3) to five (5) years, or until the plant material is fully established in the parking Islands.





Section 3.07.07. Canopy Coverage and Tree Species.

Trees providing canopy coverage shall be required for the purpose of shading vehicular use areas, sidewalks and other paved surfaces associated with all development in the City, thereby lowering the ambient temperature of the air through increased shading; conserving water; enhancing the appearance of properties; improving property values; and protecting the general health, safety and welfare of the public through the improvement of the quality of the human environment. Buildings and structures shall not be counted as impervious surface for the purpose of calculating the areas that must be shaded with canopy trees.

- A. Canopy trees shall be selected from Table 3.07.09. A
- B. Canopy coverage trees shall be interspersed throughout all vehicular use areas rather than restricted in any way to only a portion of the site. This allows for flexibility and creative design opportunities.
- C. Trees located in buffer yards may receive partial credit in meeting vehicular use areas interior landscaping canopy requirements.
- D. Planting areas under trees shall be planted with shrubs and/or ground covers which are compatible with site conditions.

Section 3.07.07.01. Tree Canopy Waivers.

Within the C-1, C-2, M-1 and M-2 zoning districts, the City Commission may grant a waiver or modification of tree canopy requirements for impervious surfaces, which are exclusively used for parking and/or maneuvering of large trucks and/or for storing products or materials

- A. Site Plan and Staff Review.

1. The applicant shall submit an application, site plan, and application fee to the City Manager, or his or her designee.
2. The site plan shall detail the proposed exceptions to the strict application and enforcement of the tree canopy requirements contained in this Article.
3. The City Manager, or his or her designee, shall forward the application and site plan to the DRC, which shall review the request and provide comments to the applicant.
4. Upon DRC approval, the City Manager, or his or her designee, shall schedule the request for City Commission review.

B. Commission Findings.

In considering a waiver or modification request, the City Commission shall make the following findings:

1. The particular characteristics of the use and/or the site, such as its size, configuration, topography or subsurface conditions, are such that strict application of the tree canopy requirements would result in unreasonable hardship to the developer.
2. The effect of the waiver or modification does not nullify the purpose and intent of the City's landscape requirements.
3. The approval of the waiver or modification upholds the public interest.
4. The approval of the waiver or modification is not contrary to the City's Comprehensive Plan.

C. Commission Action.

1. The City Commission may accept, reject, or approve the request with conditions to assure the results of the waiver or modification will be in accord with the intent of the City's landscape requirements.
2. Requests for a waiver or modification of landscape requirements shall be approved by Resolution.

Section 3.07.08. Buffer Yards.

A buffer yard is an area containing plant material, fences, walls and/or berms which provide a visual screen and physical separation between incompatible land uses. The purpose of this Section is to establish minimum buffer yard widths and landscaping requirements, in order to ensure compatibility between adjacent properties and land uses. The minimum required width of the buffer yard is therefore based on the potential degree of incompatibility between two abutting land uses.

Section 3.07.08.01. Buffer Yards Between Proposed and Abutting Land Uses and Vacant Property.

The City provides four (4) different category types of buffer yards, identified as types A, B, C and D. Table 3.07.06. A, establishes the type of buffer yard required between

proposed and existing land uses. When property adjacent to a proposed development is vacant, the need for a buffer yard is determined by the zoning classification of the vacant site as provided in Table 3.07.06. B.

Section 3.07.06.02. Buffer Yards along Rights-Of-Way.

In addition to the standards set forth in this Article regarding landscape requirements between proposed and abutting land uses and vacant property, provisions shall also be made to buffer land uses from adjacent public streets or rights-of-way as follows:

A. Arterial Roadways.

Land uses, excluding agriculture, located along arterial roadways are required to provide a landscape strip at least ten (10) feet wide with a minimum of five (5) trees for each one hundred (100) linear feet of right-of-way frontage, or fraction thereof. In addition, seven (7) shrubs per tree shall be planted within the landscape strip.

B. Collector Roadways.

Land uses, excluding agriculture, located along collector roadways are required to provide a landscape strip at least ten (10) feet wide with a minimum of one (1) tree and seven (7) shrubs for each fifty (50) linear feet of right-of-way frontage, or fraction thereof.

C. Railroad Rights-Of-Way.

Commercial and industrial land uses located along railroad rights-of-way shall not be required to provide buffering between the use and the right-of-way. New residential developments, excluding individual single-family home sites, individual duplex units and individual infill lot development shall meet the requirements of a "D" buffer yard as specified under Section 3.07.06.04 of this Article.

D. Residential Street.

New residential developments, excluding individual single-family home sites, individual duplex units and individual infill lot development, located along a residential street, shall provide a landscape strip at least five (5) feet wide with at least one tree per lot. Any trees within this buffer yard may count towards the two (2) tree requirement per Section 3.07.04.11 of this Article.

E. Setbacks for Vision Clearance.

Buffer yards shall comply with Vision Clearance.

Section 3.07.08.03. Buffer Yards for Free Standing or Satellite Parking Lots.

Buffer yards for free standing or satellite parking lots shall meet the following requirements:

A. *Residential Zoning Districts*: Standing or satellite parking lots located in residential zoning districts, which serve adjacent zoned businesses, shall meet the following requirements.

1. Site plan approval by the City Commission is required;

2. Where the parking lot is contiguous to side lot lines of residentially zoned property, a side yard at least ten feet (10') in width shall be provided;
 3. The parking area shall be provided with a continuous, unpierced masonry wall six feet (6') in height adjacent to all required yards. All such walls shall be smoothly finished and shall not be used for any sign;
 4. All yard spaces between the required wall and lot lines shall be landscaped with at least one hedgerow of hardy shrubs, not less than five feet (5') in height, placed next to the walls, and the remainder of the yard spaces shall be lawn. All such landscaping shall be maintained in a healthy, growing condition, neat and orderly in appearance, and yard spaces shall be kept free of refuse or debris;
 5. Where the parking lot is separated from residentially zoned property by a street, a buffer yard at least ten feet (10') in width shall be provided along the street frontage;
 6. Where the parking is located upon a street upon which residentially zoned properties front and abut in the same block, a front yard shall be provided at least 25 feet (25') in depth. Where one or both of the lots contiguous to and on each side of the parking lot are developed with residential structures having front yards greater than 25 feet (25') in depth, the front yard on the parking lot shall be not less in depth than the deeper of these existing front yards.
- B. *All Other Zoning Districts:* With the exception of letter A above, standing or satellite parking lots located in all other zoning districts shall be designed in accordance with the following requirements.
1. The parking area shall be provided with a buffer yard at least ten feet (10') in width along all property lines and streets on which the off-street parking area is located.
 2. See Section 3.07.06.01, Buffer Yards along Rights-Of-Way, for landscape buffer requirements adjacent to public rights-of-way.
 3. Relief of the buffer yard requirements may be granted by the City Council along property lines where adjoining businesses wish to share a common lot. Where this is the case, site plan approval by the City Commission is required.
- C. *Site Plan Review:* The City Commission may consider specific site plan requests under this Section. The Commission may accept or reject the original request, or it may impose conditions or safeguards on the request which it finds necessary to uphold the public purpose and the intent of the City Code. Approval shall be in the form of a resolution.

Table 3.07.08.A.

Buffer Yard Requirements between Proposed and Abutting Land Uses

PROPOSED LAND USE	ABUTTING LAND USE									
	Single family detached dwellings	Duplex; Single family attached; multi-family up to 4 units per acre; outdoor recreation facilities; cemeteries	Professional office with up to 8 parking spaces; child care centers in converted residential structures	Duplex, single family attached, mobile home parks and multi-family at 4-8 units per acre	Mobile home parks, single family attached, multi-family at 8+ units per acre up to and including 12 units per acre; Utility substations, switching stations, etc.	Professional office with 9+ parking spaces; Churches; Schools; Government facilities; Commercial development sites with up to 10 parking spaces	Other retail, wholesale, service businesses; Self-storage; Automobile service stations; Shopping centers; Hotels, motels; Hospitals; Multi-family over 12 units per acre	Light Industry; PWS; Governmental public works storage/equipment facilities	Heavy industry; Water and wastewater treatment facilities	
Single family detached dwellings	N	A	B	B	C	C	C	D	D	
Duplex; Single family attached; multi-family up to 4 units per acre; outdoor recreation facilities; cemeteries	A	N	A	B	B	C	C	D	D	
Professional office with up to 8 parking spaces; child care centers in converted residential structures	B	A	N	A	B	B	C	C	D	
Duplex, single family attached, mobile home parks & multi-family at 4-8 units per acre	B	B	A	N	A	B	C	C	D	
Mobile home parks, single family attached, multi-family at 8+ units per acre up to & including 12 units per acre; Utility substations, switching stations, etc.	C	B	B	A	N	A	B	C	C	
Professional office with 9+ parking spaces; Churches; Schools; Government facilities; Commercial development sites with up to 10 parking spaces	C	C	B	B	A	N	A	C	C	
Other retail, wholesale, service businesses; Self-storage; Automobile service stations; Shopping centers; Hotels, motels; Hospitals; Multi-family over 12 units per acre	C	C	C	C	B	A	N	B	C	
Light Industry; PWS; Governmental public works storage/equipment facilities	D	D	C	C	C	C	B	N	B	
Heavy industry; Water & wastewater treatment facilities	D	D	D	D	C	C	C	B	N	

N = No Buffer Yard Required.

A through D = Type of Buffer Yard Required (See Section 3.07.06.04 for Illustrated Examples Buffer Yard Designs).

Table 3.07.08. B

Buffer Yard Requirements between Proposed Land Use and Vacant Property

PROPOSED USE	ADJACENT VACANT LAND (By Zoning District)												
		R-1	R-2	R-3	R-4 R-5 MHP		C-1	C-2		M-1	M-2	PB	CON
Single family detached dwellings		A	A	A	B		C	N		C	D	C	C
Duplex; Single family attached; Multi-family up to 4 units per acre; Outdoor recreation facilities; Cemeteries		N	A	A	A		C	N		C	D	C	C
Professional office with up to 8 parking spaces; Child care centers in converted residential structures		A	A	A	A		B	N		B	C	C	C
Duplex, single family attached; mobile home parks and multi-family at 4-8 units per acre		A	N	A	A		C	N		C	D	C	C
Mobile home parks; Single family attached; Multi-family at 8+ units per acre up to and including 12 units per acre; Utility substations, switching stations, etc.		B	A	N	N		C	N		C	D	C	C
Professional office with 9+ parking spaces; Churches; Schools; Government facilities; Commercial development sites with up to 10 parking spaces		C	C	A	A		B	N		B	C	B	C
Other retail, wholesale, service businesses; Self-storage; Automobile service stations; Shopping centers; Hotels, motels; Hospitals; Multi-family over 12 units per acre		B	B	B	A		N	N		B	C	B	D
Light Industry; PWS; Governmental public works storage/equipment facilities		C	C	B	B		B	N		N	A	C	D
Heavy industry; Water and wastewater treatment facilities		D	D	C	C		C	N		A	N	D	D

N = No Buffer Required.

A through D = Type of Buffer Yard Required (See Section 3.07.06.04 for Illustrated Examples Buffer Yard Designs).

Section 3.07.08.04. Buffer Yard Diagrams.

Upon determining the type of buffer yard required for a property (type A, B, C, or D), the yard width and number of plantings shall be calculated. Three options are offered within each buffer yard type, allowing a buffer yard which best fits the constraints and features of the

site. Any of the options within a particular buffer yard type will fulfill the buffer yard requirement. For example, if a Buffer Yard A is required, there are three options to choose from; a ten (10) foot wide buffer, a fifteen (15) foot wide buffer or a twenty (20) foot wide buffer. The number of trees and shrubs to be planted within the buffer yard area is dependent upon the buffer yard width chosen; a wider buffer yard requires less plant material.

The diagrams specify the number of each type of plant required per 100 linear feet, excluding any driveway access. The plant material does not need to be equally spaced and may be placed in any configuration, or grouped to best display the plant material within the required buffer yard area. When natural plant material is present, it may be counted towards the total buffer yard requirement for trees and shrubs provided the existing material is generally consistent with the intent of this Article.

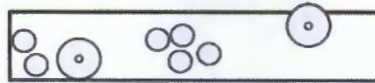
Buffer Yard

Plant Material / 100 Linear Feet

A

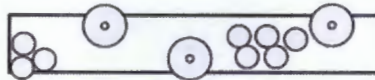
Width 20'

2 Trees
6 Shrubs



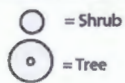
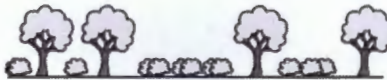
Width 15'

3 Trees
8 Shrubs



Width 10'

4 Trees
12 Shrubs



Buffer Yard

Plant Material per 100 ft

A

PLAN VIEW

Width 20 ft

2 Small Trees
6 Shrubs



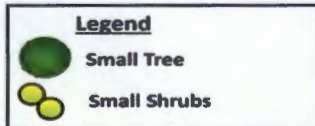
Width 15 ft

3 Small Trees
8 Shrubs

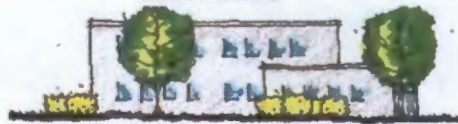


Width 10 ft

4 Small Trees
12 Shrubs



ELEVATION



Buffer Yard

Plant Material / 100 Linear Feet

B

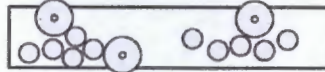
Width 25'

2 Trees
8 Shrubs



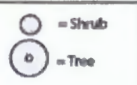
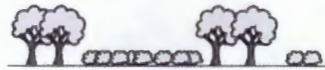
Width 20'

3 Trees
10 Shrubs



Width 15'

4 Trees
10 Shrubs



Buffer Yard

Plant Material per 100 ft

B

PLAN VIEW

ELEVATION

Width 25 ft

2 Small Trees
8 Shrubs



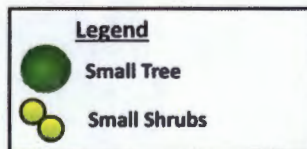
Width 20 ft

3 Small Trees
10 Shrubs



Width 15 ft

4 Small Trees
10 Shrubs



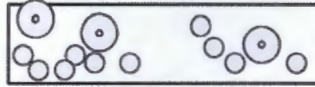
Buffer Yard

Plant Material / 100 Linear Feet

C

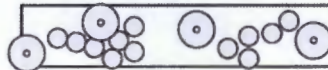
Width 30'

3 Trees
10 Shrubs



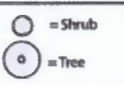
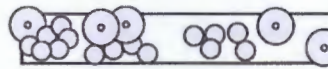
Width 20'

4 Trees
12 Shrubs



Width 15'

5 Trees
15 Shrubs



Buffer Yard

Plant Material per 100 ft

C

PLAN VIEW

ELEVATION

Width 30 ft

3 Small Trees
10 Shrubs



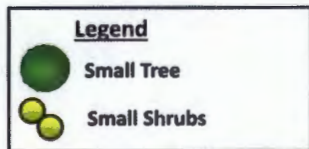
Width 20 ft

4 Small Trees
12 Shrubs



Width 15 ft

5 Small Trees
15 Shrubs



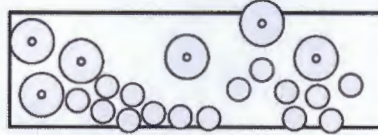
Buffer Yard

Plant Material / 100 Linear Feet

D

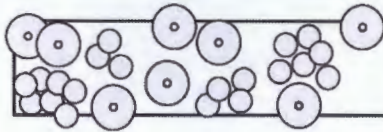
Width 40'

6 Trees
15 Shrubs



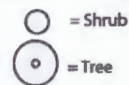
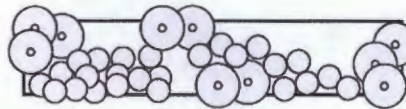
Width 30'

8 Trees
20 Shrubs



Width 20'

10 Trees
25 Shrubs



Buffer Yard

Plant Material per 100 ft

D

PLAN VIEW

ELEVATION

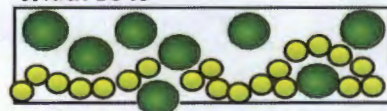
Width 40 ft

6 Small Trees
15 Shrubs



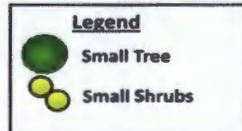
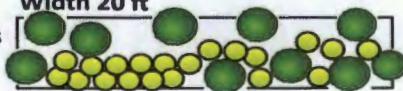
Width 30 ft

8 Small Trees
20 Shrubs



Width 20 ft

10 Small Trees
25 Shrubs



Section 3.07.08.05. Buffer Yards, Utilities and Utility Easements.

- A) Plantings other than lawn grasses are prohibited within any utility easements. Utility easements shall not be located as part of a buffer yard.

- B) Tree planting restrictions in relation to overhead power lines are identified in Tables 3.07.11. A, and 3.07.11. B, of this Article.
- C) Large and medium sized trees should not be planted closer than fifteen feet (15') to any light pole.

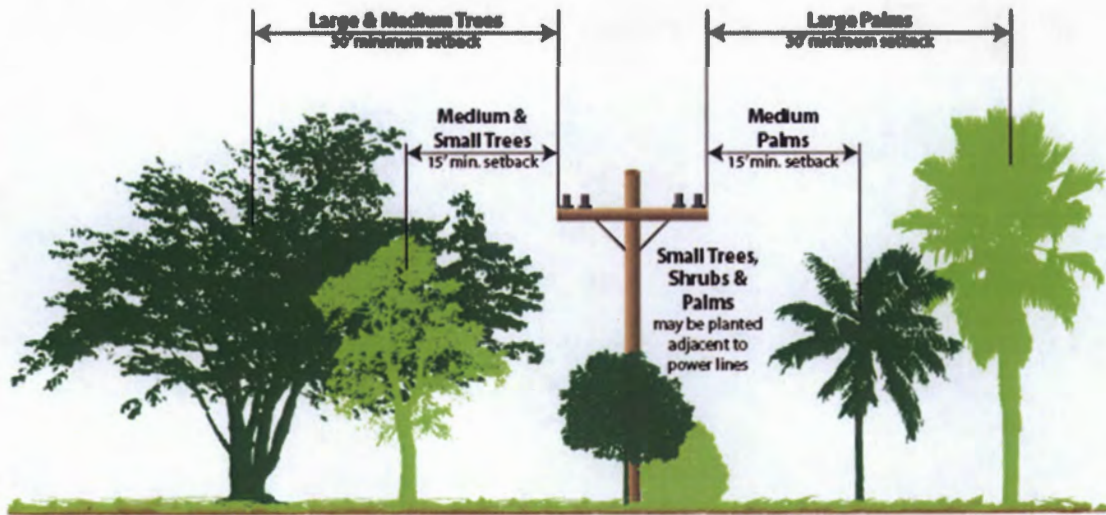


Figure -- Planting Distance from Power Lines

Section 3.07.09. Installation, Irrigation, Inspection, Certificate of Occupancy/Completion and Maintenance.

All plants shall be "Florida Grade No. 1" or better, shall be healthy and free of diseases and pests, and shall be of nursery stock in two (2) gallon containers. Field grown trees shall be balled and burlapped and heeled in or hardened off.

A. Installation.

1. The developer shall provide an appropriate planting soil medium for required plants and shall irrigate plant materials to sustain healthy growth of all plants to maturity.
2. Areas on any development site not used for buildings, including single family and duplex development on individual lots, paved surfaces, or other landscape improvements shall be sodded or seeded prior to the issuance of a Certificate of Occupancy/Completion.
3. Areas within public rights-of-way, and areas off-site which have been disturbed by construction activity, shall be cleaned of all debris, re-graded to the proper elevations, and sodded so as to restore the area to a stabilized and planted state.
4. Utility and Landscaping Compatibility.
 - a. General. Lighting fixtures; transformer boxes; fire hydrants; power, cable television or telephone lines; sewer or water pipes; or any other existing or proposed utility facilities and associated appurtenances, shall be located and designed to provide adequate service in the presence of landscape materials when such landscape reaches maturity. Reasonable efforts shall be made to install utility service without impacting existing trees. Lighting fixtures shall be located a minimum of ten feet from all required shade trees. No shade tree that exceeds 40 feet in height at maturity shall be placed within 15 feet of any overhead utility. Fire hydrant connections and building fire connections shall not be obstructed by plant material. Shrubs and ground covers 12 inches or less in height may be planted to soften the visual impact of these facilities, provided that the necessary access to such facilities is maintained.
 - b. Underground utility lines shall not be located within the rootzone volume of an existing or proposed tree, except for those lines that are four-inch diameter or less, and then only where the utility separation requirements in subsection (c) below are met.
 - c. Minimum utility separation requirement. A minimum of seven and one-half feet (7.5') is required between new trees and existing or proposed water lines, wastewater force main, reclaimed water, gas, electric and telecommunications main and service utility lines, to protect against root incursion. A minimum separation requirement of ten feet (10') is required between new trees and existing or proposed wastewater gravity collection mains and laterals. Reduced separation distances to three and one-half feet (3.5') may be allowed at the discretion of the utility company. In these instances the utility company may require one of the following measures to protect the utility lines, in accordance with the standards established by the utility company:
 - i. Compaction of the soil immediately adjacent to the underground lines to 98 percent proctor density from the utility line to within 12 inches of ground surface;
 - ii. Encasing the utility line with excavatable flowable fill. Steel casing, or other acceptable methods;
 - iii. Wrapping the utility line with an herbicide-impregnated geo-textile bio-barrier cloth;
 - iv. Protecting the utility line with structural barriers of cast-in-place or pre-cast concrete panels, steel or high-density plastic sheet-pile barriers; or
 - v. Steel casing, installed in accordance with standards established by the utility company.

B. Irrigation.

1. No irrigation system shall be required where existing natural plant communities are maintained.
2. All new landscaped areas shall be provided with an appropriate irrigation system, consistent with the needs of the plants contained therein and water conservation efficient.
3. An irrigation system shall be designed to provide full coverage of all landscape areas without over spraying onto impervious surfaces including pavement, vehicular or pedestrian areas and/or adjacent properties.
4. The irrigation system shall be operational prior to the issuance of any Certificate of Occupancy/Completion for the property.

C. Inspection and Certificate of Occupancy/Completion.

The City Manager, or Building Official, shall inspect the landscaping installation to ensure that it is in conformance with the requirements set forth in this Article and with the approved landscape plan.

D. Maintenance.

Landscaped areas shall be maintained in good condition so as to present a healthy, neat and orderly appearance and shall be kept free from refuse and debris. All landscaped areas consisting of ground covers and grasses shall be mowed and shall be well kept as outlined in Sec. 34-81 and Sec. 34-82 of the Polk City Code of Ordinances addressing the Polk City Vegetation Abatement Ordinance.

Section 3.07.10. Violations and Penalties.

- A. All plant material which dies shall be replaced with plant material of required variety and size within thirty (30) days from the date of official notification.
- B. Consistent with letter A above, if a restoration plan is presented and differs from the original approved plan, three (3) copies of such restoration plan shall be submitted and approved by the City Manager, or his or her designee. The City Manager, or his or her designee, shall re-inspect the property for compliance after the restoration is complete.
- C. Each failure to comply with any of the provisions of this Article shall constitute an individual violation. Failure to maintain viable landscaping consistent with the approved landscape plan shall constitute a violation subject to penalties and shall be subject to code enforcement action by the City.

Section 3.07.11. Plant Species List.

Plants species identified in this Article include "Florida Friendly" native and non-native plants. Any new plant material, which will serve to meet the City's minimum landscape requirements, shall be selected from the following plant species tables.

In calculating canopy requirements, each existing tree to be preserved, and each new tree to be planted shall be credited with its mature canopy, as provided in this Article. If an on-site preserved tree is not listed as an invasive plant in the most recent Invasive Plant List of the Florida Exotic Pest Plant Council, and its actual canopy exceeds the canopy area identified in this Article, the greater canopy area may be used in calculating canopy coverage.

**Table 3.07.11. A
Large Trees**

Species	Common Name	Type	Soil	Light	Drought Tolerance	Mature Height (feet)	Mature Crown Spread (feet)	Mature Canopy Area (sq. ft.)	P/L (feet)
<i>Acer barbatum</i>	Florida Maple	D	A	F, P	High	35-50	25	491	15-30
<i>Acer rubrum</i>	Red Maple	D	A	F, P	Medium	35-50	25	491	15-30
<i>Betula nigra</i>	River Birch	D	A	F, P	Low	40-50	25	491	15-30
<i>Carya spp.</i>	Hickory, Pecan	D	WD-M	F, P, S	High	50-100	30	707	30+
<i>Fraxinus caroliniana</i>	Pop Ash	D	W	P, F	Medium	30-50	30	707	15-30
<i>Fraxinus pennsylvanica</i>	Green Ash	D	M-W	P, F, S	Medium	50-100	50	1964	30+
<i>Gordonia lasianthus</i>	Loblolly Bay	E	WD-M	P, F	Low	30-40	16	201	15-30
<i>Liquidambar styraciflua</i>	Sweetgum	D	WD-M	F,P	Medium	40-100	30	707	30+
<i>Magnolia grandiflora</i>	Southern Magnolia	E	WD-M	F,P	Medium	40-80	25	491	30+
<i>Magnolia virginiana</i>	Sweet Bay Magnolia	E	M-W	P, F	None	30-60	16	201	15-30
<i>Pinus clausa</i>	Sand Pine	E	WD	F, P, S	High	25-40	25	491	15-30
<i>Pinus elliotii densa</i>	Southern Slash Pine	E	WD-M	F, P	High	75-100	25	491	15-30
<i>Pinus palustris</i>	Longleaf Pine	E	WD-M	F	High	60-80	25	491	15-30
<i>Platanus occidentalis</i>	Sycamore	D	A	F, P	Medium	75-90	30	707	30+
<i>Quercus alba</i>	White Oak	D	WD-M	F, P	Medium	60-100	35	962	30+
<i>Quercus austrina</i>	Bluff Oak	D	WD-M	F	High	40-80	35	962	30+
<i>Quercus falcata</i>	Turkey Oak	D	WD	F	High	40-50	25	431	30+
<i>Quercus laurifolia</i>	Laurel Oak	Semi D	M	F, P	Medium	60-100	35	962	30+
<i>Quercus muhlenber</i>	Pin Oak	D	M-W	F	Medium	90	35	962	30+
<i>Quercus nigra</i>	Water Oak	Semi D	M-W	F, P	High	60-100	30	707	30+
<i>Quercus shumardii</i>	Shumard Oak	D	WD-M	F	High	60	40	1256	30+
<i>Quercus virginiana</i>	Live Oak	E	M-W	F, P	High	50-60	50	1964	30+
<i>Taxodium distichum</i>	Bald Cypress	D	A	F, P	High	60-100	20	314	15-30
<i>Ulmus alata</i>	Winged Elm	D	A	F, P	High	20-25	25	491	15-30
<i>Ulmus Americana</i>	American Elm	D	A	F, P	High	80-100	30	707	30+
<i>Ulmus parvifolia</i>	Drake Elm	D	WD-M	F, P	High	30-40	16	201	15-30

Key

Type: D = Deciduous, E = Evergreen

Soil Type: WD = Well Drained, M = Medium Drained W = Wet, A = All Types

Light: S = Shade, P = Partial Shade, F = Full Sun **P/L:** Distance from Power Lines

**Table 3.07.11. B
Medium and Small Trees**

MEDIUM SIZED TREES

Species	Common Name	Type	Soil	Light	Drought Tolerance	Mature Height	Mature Crown Spread	Mature Canopy Area (sq. ft.)	P/L
<i>Carpinus caroliniana</i>	American Hornbeam	D	A	F, P, S	Medium	25-35'	12'	113	15-30
<i>Cercis canadensis</i>	Eastern Redbud	D	WD	F, P, S	High	20-30'	10'	201	0
<i>Crataegus spp.</i>	Hawthorn	D	A	F, P	High	15-20'	12'	113	0
<i>Cupressus arizonica</i>	Arizona Cypress	E	WD	F	High	30-40'	15'	177	15-30
<i>Elaeocarpus decipiens</i>	Japanese Blueberry	E	WD	F, P	High	30-40'	30'	707	30+
<i>Ilex attenuata</i>	East Palatka Holly	E	WD	F, P	Medium	25-30'	16'	201	15-30
<i>Ilex cassine</i>	Dahoon Holly	E	M-W	F, P, S	Medium	25-30'	16'	201	15-30
<i>Ilex opaca</i>	American Holly	E	A	F, P,	High	30-45'	16'	201	15-30
<i>Ilex rotunda</i>	Rotund Holly	E	WD	F, P	Medium	20-30'	20'	315	15-30
<i>Juniperus silicicola</i>	Southern Red Cedar	E	WD	F, P	High	25-30'	12'	113	15-30
<i>Lagerstroemia indica</i>	Crape Myrtle	D	WD-M	F	High	15-25'	12'	113	0
<i>Persea borbonia</i>	Red Bay	E	A	F, P	High	20-60'	12'	113	15-30
<i>Quercus lyrata</i>	Overcup Oak	D	WD-M	F, P	Medium	30-40'	35'	962	30+
<i>Tabebuia chrysotricha</i>	Yellow Trumpet Tree	Semi E	WD	F	Medium	25-35'	25'	0	15-30
<i>Tabebuia heterophylla</i>	Pink Trumpet Tree	D	WD	F	High	20-30'	20'	0	15-30
<i>Tabebuia impetiginosa</i>	Purple Trumpet Tree	Semi E	WD	F	High	12-18'	10'	0	0

SMALL SIZED TREES

Species	Common Name	Type	Soil	Light	Drought Tolerance	Mature Height (feet)	Mature Crown Spread (feet)	Mature Canopy Area (sq. ft.)	P/L (feet)
<i>Aesculus pavia</i>	Florida Buckeye	D	WD-M	S, P	Medium	15-20	20	315	0
<i>Callistemon rigidus</i>	Bottlebrush, stiff	E	M-W	F, P	High	8-15	5	20	0
<i>Callistemon viminalis</i>	Bottlebrush, weeping	E	W	F	High	15-20	10	79	0
<i>Chionanthus virginicus</i>	Fringetree	D	WD-M	P, F, S	Medium	15-25	10	79	0'
<i>Cornus florida</i>	Flowering Dogwood	D	WD	P, F, S	Medium	20-30	16	201	15-30
<i>Eriobotrya japonica</i>	Loquat	E	WD	F, P	Medium	15-20	10	79	0
<i>Ilex vomitoria</i>	Yaupon Holly	E	A	P, F	High	15-25	8	50	0
<i>Magnolia Xsoulangiana</i>	Saucer Magnolia	D	WD-M	F, P	Low	20-25	20	0	0
<i>Osmanthus americanus</i>	Wild Olive	E	A	F, P	Medium	15-30	8	50	0
<i>Prunus angustifolia</i>	Chickasaw Plum	D	WD	P, F	High	15-20	15	177	0
<i>Prunus umbellata</i>	Flatwoods Plum	D	M	P, F	Medium	12-20	15	177	0
<i>Quercus geminata</i>	Sand Live Oak	E	WD	F	High	15-30	12	113	0

Key

Type: D = Deciduous, E = Evergreen
Soil Type: WD = Well Drained, M = Medium Drained W = Wet, A = All Types
Light: S = Shade, P = Partial Shade, F = Full Sun **P/L:** Distance from Power Lines

**Table 3.07.11. C
Large Shrubs**

Species	Common Name	Soil	Light	Drought Tolerance	Height	Spread
<i>Abelia Xgrandiflora</i>	Glossy Abelia	WD	F, P	M	6-10'	6-10'
<i>Agarista populifolia</i>	Fetterbush	A	S, P	M	8-12'	5-10'

<i>Allamanda nerifolia</i>	Bush Allamanda	WD	P, S	M	5-15'	4-10'
<i>Aloysia virgate</i>	Sweet Almond Bush	M	F	H	6-12'	6-12'
<i>Asimina spp.</i>	Pawpaw	WD-M	F, P, S	M	15-20'	15-20'
<i>Baccharis halimifolia</i>	Groundsel Bush, Salt Bush	A	F	M	8-10'	6-12'
<i>Berberis julianae</i>	Wintergreen Barberry	M	F, P	M	4-6'	2-5'
<i>Brunfelsia grandiflora</i>	Yesterday-Today-and-Tomorrow	WD	F, P, S	M	7-10'	5-8'
<i>Buddleia lindleyana</i>	Butterfly Bush	WD	F	M	4-6'	4-6'
<i>Calliandra haematocephala</i>	Red Powderpuff	WD	F, P	H	6-8'	8-12'
<i>Callicarpa americana</i>	Beautyberry	WD	P, S	H	6-8'	6-8'
<i>Calycanthus floridus</i>	Eastern Sweetshrub	WD-M	P, S	M	6-9'	6-12'
<i>Camellia japonica</i>	Camellia	M	P, S	M	10-20'	10-20'
<i>Carissa macrocarpa</i>	Natal Plum	WD	F, P	H	2-20'	2-20'
<i>Cestrum aurantiacum</i>	Orange Jessamine	WD	P, F	M	4-10'	6-8'
<i>Clethra alnifolia</i>	Sweet Pepperbush	A	P, F, S	M	4-8'	4-8'
<i>Crataegus spp.</i>	Hawthorn	A	F, P	H	20-35'	15-40'
	Golden Dewdrop					
<i>Erythrina herbacea</i>	Coral Bean	WD-M	F, P	H	5-10'	8-12'
<i>Forestiera segregate</i>	Florida Privet	WD-M	P, F	H	4-15'	3-12'
<i>Galphimia glauca</i>	Thryallis	WD	F	M	5-9'	4-6'
<i>Gardenia jasminoides</i>	Gardenia	WD	S, P	M	4-8'	4-8'
<i>Hamelia atens</i>	Firebush	WD-M	F, P, S	M	5-20'	5-8'

Key
Soil Type: WD = Well Drained, M = Medium Drained W = Wet, A = All Types
Light: S = Shade, P = Partial Shade, F = Full Sun
Drought Tolerance: H = High, M = Medium, L = Low, N = None

**Table 3.07.11. C
Large Shrubs**

Species	Common Name	Soil	Light	Drought Tolerance	Height	Spread
<i>Heptapleurum arboricola</i>	Dwarf Schefflera	WD-M	P, F	H	10-15'	6-15'
<i>Hibiscus spp.</i>	Hibiscus	WD-M	F, P	M	4-12'	3-10'
<i>Hydrangea arborescens</i>	Wild Hydrangea	WD-M	P	N	6-10'	6-10'
<i>Hydrangea macrophylla</i>	French Hydrangea	WD-M	S, P	M	6-10'	6-10'
<i>Hydrandea quercifolia</i>	Oakleaf Hydrangea	WD-M	F, P, S	M	6-10'	6-8'

<i>Ilex X' Mary Nell'</i>	Mary Nell Holly	WD-M	F, P	M	10-20'	10-15'
<i>Ilex cornuta</i>	Chinese Holly	WD	P, F	H	15-25'	15-25'
<i>Illicium spp.</i>	Star Anise	WD	P, F	M	10-15'	6-15'
<i>Jasminum mesnyi</i>	Primrose Jasmine	WD-M	F	M	5-10'	2-5'
<i>Jamminum multiflorum</i>	Downy Jasmine	WD	F, P	M	5-10'	5-10'
<i>Jasminum nitidum</i>	Star Jasmine	WD	F	M	10-20'	5-10'
<i>Jatropha integerrima</i>	Peregrina	WD	F, P	H	8-15'	5-10'
<i>Ligustrum japonicum</i>	Ligustrum	WD	F, P	H	8-12'	15-25'
<i>Loropetalum chinense</i>	Chinese Fringe Bush	WD	F, P	M	6-15'	8-10'
<i>Malvaviscus arboreus</i>	Turk's Cap	WD-M	F	M	6-12'	3-5'
<i>Myrica cerifera</i>	Wax Myrtle	A	F, P	M	10-40'	20'-25'
<i>Nerium oleander</i>	Oleander	WD	F, P	H	4-18'	3-15'
<i>Osmanthus fragrans</i>	Tea Olive	WD	F, P	M	15-30	15-20'
<i>Philadelphus inodorus</i>	English Dogwood	M-W	P, F	H	10-12'	6-10'
<i>Philodendron bipinnatifidum</i>	Tree Philodendron	WD-M	S, P	M	6-12'	10-15'
<i>Philodendron cvs.</i>	Philodendron	A	S, P	M	1-12'	2-15'
<i>Pittosporum tobira cvs.</i>	Pittosporum	WD	F, P	H	8-12'	12-18'
<i>Plumbago auriculata</i>	Plumbago	WD	F	M	3'-6'	3'-6'
<i>Podocarpus macrophyllus</i>	Podocarpus	WD	F, P	H	30-40'	20-25'
<i>Rhamnus caroliniana</i>	Carolina Buckthorn	WD	F, P, S	H	12-15'	10-15'
<i>Rhododentron cvs.</i>	Azalea	WD	P	M	3-12'	3-10'
<i>Sabal minor</i>	Dwarf Palmetto	WD-M	P, F, S	H	4-9'	4-8'
<i>Thunbergia erecta</i>	King's Mantle, Bush Clock Vine	WD-M	P, F	M	4-6'	5-8'

Key

Soil Type: WD = Well Drained, M = Medium Drained W = Wet, A = All Types

Light: S = Shade, P = Partial Shade, F = Full Sun

Drought Tolerance: H = High, M = Medium, L = Low, N = None

**Table 3.07.11. C.
Large Shrubs**

LARGE SHRUBS						
Species	Common Name	Soil	Light	Drought Tolerance	Height	Spread
<i>Vaccinium arboreum</i>	Sparkleberry	WD-M	P, F, S	M	12-18'	10-15'
<i>Viburnum obovatum</i>	Walter's Viburnum	WD	P, F, S	H	8-25'	6-10'
<i>Viburnum odoratissimum</i>	Sweet Viburnum	WD	F, P, S	M	15-30'	15-25'
<i>Viburnum rufidulum</i>	Southern Blackhaw	WD-M	F, P, S	H	20-25'	20-25'
<i>Viburnum suspensum</i>	Sandankwa Viburnum	WD	P, S	L	6-12'	6-12'
<i>Vitex agnus-castus</i>	Chaste Tree	WD	F, P, S	H	10-20'	15-20'
<i>Yucca spp.</i>	Yucca	WD	F, P	H	3-30'	3-15'

Key
Soil Type: WD = Well Drained, M = Medium Drained W = Wet, A = All Types
Light: S = Shade, P = Partial Shade, F = Full Sun
Drought Tolerance: H = High, M = Medium, L = Low, N = None

**Table 3.07.11. D.
Small Shrubs**

SMALL SHRUBS						
Species	Common Name	Soil	Light	Drought Tolerance	Height	Spread
<i>Caesalpinia spp. And cvs.</i>	Poinciana	WD-M	F	M	8-35'	10-35'
<i>Gamolepis spp.</i>	Bush Daisy	WD	F	M	2-4'	3-4'
<i>Ixora coccinea</i>	Ixora	WD	F	M	10-15'	4-10'
<i>Lantana depressa</i>	Weeping Lantana	WD	F	M	3-6'	3-6'
<i>Leucophyllym frutescens</i>	Texas Sage, Silverleaf	WD	F	H	3-5'	3-5'
<i>Lyonia lucida</i>	Fetterbush	WD-M	F, P	H	3-15'	2-5'
<i>Mahonia fortune</i>	Fortune's Mahonia	WD	S, P	M	3-5'	3-5'
<i>Pyracantha coccinea</i>	Firethorn	WD-M	F, P	M	10-15'	8-12'
<i>Raphiolepis spp. And cvs.</i>	Indian Hawthorn	WD-M	F, P	H	2-10'	2-6'
<i>Rosa spp.</i>	Rose	WD	F	M	1-20'	2-8'
<i>Rosmarinus spp.</i>	Rosemary	WD-M	F, P	H	3-6'	4-5'
<i>Russelia equisetiformis</i>	Coral Plant	WD	F	H	3-5'	6-12'
<i>Russelia sarmentosa</i>	Firecracker Plant	WD	F, P	M	3-4'	2-4'
<i>Sabal etonia</i>	Scrub Palmetto	WD	F, P	H	4-6'	4-6'

Key
Soil Type: WD = Well Drained, M = Medium Drained W = Wet, A = All Types
Light: S = Shade, P = Partial Shade, F = Full Sun
Drought Tolerance: H = High, M = Medium, L = Low, N = None

**Table 3.07.11. E
Ground Covers**

<i>Species</i>	Common Name	Soil	Light	Drought Tolerance	Height	Spread
<i>Aloe spp.</i>	Aloe	WD	F, P	H	1-3'	1-3'
<i>Anthericum sanderi</i>	St. Bernard's Lily	WD	F, P	M	1- 1½'	½ - 1'
<i>Arachis glabrata</i>	Perennial Peanut	WD	F	H	½ - 1'	1-8'
<i>Aspidistra elatior</i>	Cast Iron Plant	WD	P, S	M	1-3'	1-3'
<i>Cyrtomium falcatum</i>	Holly Fern	WD-M	P, F, S	M	2-3'	3-4'
<i>Dyschoriste oblongifolia</i>	Twin Flower	WD	F, P	H	½ - 1'	1- 1½'
<i>Evolvulus glomeratus</i>	Blue Daze	WD	P	M	½ - 1'	1-2'
<i>Glandularia tampensis</i>	Tampa Vervain	WD	F	H	1½ - 2'	1 -1 ½'
<i>Hedera canariensis</i>	Algerian Ivy, Canary Ivy	WD	S	M	½ - 1'	1-6'
<i>Helianthus debilis</i>	Beach Sunflower	WD	F	H	Up to 2'	6' or more
<i>Ipomoea spp.</i>	Sweet Potato Vine	WD-M	F, P	H	10-20'	10-40'
<i>Juniperus conferta and cvs.</i>	Shore Juniper	WD	F	H	1-2'	6-10'
<i>Lantana montevidensis</i>	Trailing Lantana	WD	F	M	1-3'	4-8'
<i>Liriope muscari and cvs.</i>	Liriope, Monkey Grass, Border Grass	WD	F, P, S	M	1-2'	1-2'
<i>Mimosa strigillosa</i>	Powderpuff, Sunshine Mimosa	WD	F	M	½ - ¾'	8-10
<i>Ophiopogon japonicas and cvs.</i>	Mondo Grass, Dwarf Liriope	WD	S, P	M	½ - 1'	½ - 2'
<i>Phyla nodiflora</i>	Capeweed	WD-M	F, P	M	½ - 1'	8-10'
<i>Trachelospermum jasminoides</i>	Confederate Jasmine, Star Jasmine	WD-M	F, P	M	1-3'	1-30'
<i>Vinca major</i>	Periwinkle	WD-M	P, F, S	M	1-2'	1-5'

Key
Soil Type: WD = Well Drained, M = Medium Drained W = Wet, A = All Types
Light: S = Shade, P = Partial Shade, F = Full Sun
Drought Tolerance: H = High, M = Medium, L = Low, N = None

**Table 3.07.11. F.
Lawn Grass Species**

CHARACTERISTICS	LAWN GRASSES					
	BAHIA	BERMUDA	CARPETGRASS	SEASHORE PASPALUM	ST. AUGUSTINE	ZOYSIA
Area Adapted To	Statewide	Statewide	Wet Areas	Statewide	Statewide	Statewide
Soil	Acid, Sandy	Whole Range	Acid, Wet	Wide Range	Wide Range	Wide Range
Leaf Texture	Coarse-Medium	Fine-Medium	Medium	Fine-Medium	Coarse-Medium	Fine-Medium
Drought Tolerance	Excellent	Good	Poor	Good	Fair	Medium
Shade Tolerance	Poor	Poor	Fair	Poor	Good	Good
Wear Tolerance	Poor	Good-Excellent	Poor	Good-Excellent	Poor	Good-Excellent
Nematode Tolerance	Very Good	Poor	Poor	Good	Good	Poor
Maintenance Levels	Low	Medium-High	Low	Medium	Medium	High
Uses	Lawns, roadsides	Athletic Fields, golf courses	Wet Areas	Lawns, athletic fields, golf courses	Lawns	Lawns
Establishment Methods	Seed, Sod	Sod, sprigs, plugs, some seed	Seed, sprigs	Sod, plugs, sprigs	Sod, plugs, sprigs	Sod, plugs, sprigs

Source: "Selecting a Turf Grass for Florida Lawns," University of Florida IFAS Extension (ENHO4, 2007).

AMENDMENTS

ARTICLE 9

DEFINITIONS

BERM: An earthen embankment erected to provide or act as a landscaping screen.

BONA FIDE AGRICULTURAL PURPOSES: (Section 193.461, F.S.). Good faith commercial agricultural use of the land, which includes but is not limited to horticulture, livestock, dairy, tropical fish, sod farming and all forms of farm products and farm production. In determining whether the use of the land for agricultural purposes is bona fide, the following factors may be taken into consideration:

1. The length of time the land has been so used.
2. Whether the use has been continuous.
3. The purchase price paid.
4. Size, as it relates to specific agricultural use, but in no event shall a minimum acreage be required for agricultural assessment.
5. Whether an indicated effort has been made to care sufficiently and adequately for the land in accordance with accepted commercial agricultural practices, including, without limitation, fertilizing, liming, tilling, mowing, reforestation, and other accepted agricultural practices.
6. Whether such land is under lease and, if so, the effective length, terms, and conditions of the lease.
7. Such other factors as may from time to time become applicable.

BUFFER YARD: An area or strip of land established to separate and protect one type of land use from another with which it is incompatible. A buffer area typically is landscaped and contains vegetative plantings, berms, and/or walls or fences to create a visual and/or sound barrier between the two incompatible uses.

CANOPY, TREE: The area shaded by the crown of mature trees.

CROWN: Refers to that part of the tree consisting of limbs, branches, twigs and leaves; the top of the tree.

DRIP LINE: An imaginary circle that could be drawn on the soil around a tree directly under the tips of its outermost branches. The feeder roots of a tree usually extend to or beyond this line and receive water that drips off the canopy above.

IMPERVIOUS SURFACE: Those surfaces which have been compacted or covered with a layer of material so that they are highly resistant to infiltration by water and includes all structures, roofs,

parking areas, driveways, streets, sidewalks, and other areas of concrete, asphalt, compacted clay or other similar surfaces.

PAVEMENT: A hard, stabilized surface of impervious or permeable material that will bear travel. Includes the term "paved area" and "paved surface".

PERMEABLE PAVEMENT: A range of materials and techniques for paving roads, parking lots, driveways and walkways, which allow the movement of water and air around the paving material. Although some porous paving materials appear nearly indistinguishable from nonporous materials, their environmental effects are qualitatively different as the pervious material allows precipitation to percolate through areas that would traditionally be impervious, and instead infiltrates the stormwater through the pavement to the soil below.

PLANTING AREA: A particular location where plants are placed in the ground to grow.

VEHICULAR USE AREA: All paved areas, including impervious and hard surface, and stabilized permeable pavement, which provide site access, traffic circulation and areas for vehicular parking, loading and unloading.



POLK CITY COMMISSION
TEXT AMENDMENT TO THE LAND DEVELOPMENT CODE

ORDINANCE 2020-01

FEBRUARY 17, 2020

TO: POLK CITY COMMISSION

FROM: CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

SUBJECT: **Ordinance 2020-01: Amendment to Landscape Regulations:** City-initiated Amendment to the Polk City Landscape Regulations in the Polk City Land Development Code addressing compatibility, landscaping, and buffering standards and definitions.

MEETING DATES:

Planning Commission Hearing: February 3, 2020 at 5:30 PM

City Commission First Reading: February 17, 2020 at 7:00 PM

PLANNING COMMISSION RECOMMENDATION:

On Monday, February 3, 2020, the Polk City Planning Commission unanimously recommended to forward the proposed amendments to the City Commission with a recommendation of approval with changes. The Planning Commission recommended that Section 3.07.04.12 addressing Mulch require a minimum depth of mulch of 3 to 4 inches. This has been incorporated into the Exhibit A of Ordinance 2020-01.

CITY COMMISSION MOTION OPTIONS:

1. I move the City Commission approve Ordinance 2020-01 on first reading.
2. I move the City Commission approve Ordinance 2020-01 with changes on first reading.
3. I move the City Commission deny Ordinance 2020-01 on first reading.

Overview

Update - Polk City Landscape Regulations *Compatibility, Landscaping, and Buffering Standards*

Amendments Outline

Based on past input from the Polk City Planning and Zoning Commission, attached please find the draft update to the Polk City Landscape Regulations in the Polk City Land Development Code. This is all new text.

The amendments provide for greater water conservation while further addressing compatibility of land uses through landscape design.

Section 3.07.00	Compatibility, Landscaping and Buffering Standards.
Section 3.07.01	Purpose and Intent.
Section 3.07.02.	Applicability and Exemptions.
Section 3.07.03.	Landscape Plans and Permits.
Section 3.07.04.	Selection, Installation, and Maintenance of Plant Materials
Section 3.07.05	Building Foundation Landscape and Landscape Yards
Section 3.07.06	Parking Lot Landscape
Section 3.07.07.	Canopy Coverage and Tree Species.
Section 3.07.08.	Buffer Yards.
Section 3.07.09.	Installation, Irrigation, Inspection, Certificate of Occupancy/Completion and Maintenance.
Section 3.07.10.	Violations and Penalties.
Section 3.07.11.	Plant Species List.

**City Commission Meeting
March 16, 2020**

AGENDA ITEM #2: RESOLUTION 2020-01 - DECLARING CERTAIN PROPERTY SURPLUS

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Resolution 2020-01 - a Resolution of the City Commission of Polk City, Florida, declaring certain personal property as surplus; providing for authorization for the public sale, subsequent donation or disposal of said personal property; providing for the prior advertisement of said sale; providing for all revenue to be placed in the General Fund; and providing an effective date.

ATTACHMENTS:

Resolution 2020-01 and a list of items to be declared as surplus.

ANALYSIS:

Per the Code of Ordinances, we are requesting for several items be declared as surplus and disposed as dictated (sold, donated or disposal).

The list of Items is attached as "Exhibit A" to Resolution 2020-01.

STAFF RECOMMENDATION:

Move to pass Resolution 2020-01

RESOLUTION 2020-01

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA, DECLARING CERTAIN PERSONAL PROPERTY AS SURPLUS; PROVIDING FOR AUTHORIZATION FOR THE PUBLIC SALE, SUBSEQUENT DONATION OR DISPOSAL OF SAID PERSONAL PROPERTY; PROVIDING FOR THE PRIOR ADVERTISEMENT OF SAID SALE; PROVIDING FOR ALL REVENUE TO BE PLACED IN THE GENERAL FUND; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Polk City has accumulated certain personal property which is no longer useful or beneficial because of its usefulness; and

WHEREAS, the CITY COMMISSION of Polk City has determined that it is in the best interest of the residents of Polk City to declare the below listed personal property as surplus property, and to subsequently dispose of said property by public sale or by subsequent donation; and

WHEREAS, Chapter 2, Article III, Section 2-133 *Sale of Surplus City Property*, of the Code of Polk City, Florida, authorizes the sale of surplus property under certain circumstances.

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

SECTION 1. Recitals Incorporated. The above recitals are true and correct and are incorporated herein.

SECTION 2. Declaration of Surplus Property. The CITY COMMISSION of Polk City hereby declares that the following personal property listed and described in Exhibit "A" which is attached hereto and fully incorporated herein by

reference, is surplus property, and that said personal property is obsolete, no longer useful and is burdensome.

SECTION 3. Advertisement, Sale and Disposal of Surplus Property.

The City Manager is hereby directed to sell and/or dispose of the property described in Exhibit "A" to governmental units in the county, to private non-profit agencies or the public for the best possible price following the due and proper advertisement of said property. Any property remaining unsold after the completion of said sale shall be subsequently donated to or otherwise disposed of as provided by law.

SECTION 4. Revenue of Sale. All Revenue received from the sale of the described property shall be paid into the general fund.

SECTION 5. Effective Date. This Resolution shall take effect immediately upon its adoption.

RESOLVED, PASSED AND CERTIFIED AS TO PASSAGE THIS ____ DAY OF _____, 2020

CITY COMMISSION of Polk City

Mayor Joe LaCascia

ATTEST:

Patricia R. Jackson, City Clerk/ Manager

APPROVED AS TO FORM AND LEGALITY:

Thomas A. Cloud, City Attorney

EXHIBIT A

Surplus for March 16, 2020

Item	Serial/Model	Quantity		
Piano	Bond/17417	1	very poor condition	
Metal Chairs		16	very poor condition	
Black Mesh Office Chairs		3	very poor condition	
Dell Computer Tower	Dell/Optiplex390	1		
Conference Chairs		7	very poor condition	
Office Cubicle 10x10		1		
HP Computer Monitor	19"	1		
Aluminum Platform	8x10	1		
Round metal Picnic table	4 seat	1	Rusted out condition	
Damaged chain link Fence	200 ft	1		
Chainsaw	Echo 303T/260159007	1	very poor condition	
Blower	Stilh/BR340	1	very poor condition	
Edger	Echo/PE280	1	very poor condition	
Weedeaters	Echo/SRM280T	2	very poor condition	
Basket ball goal		1	very poor condition	
Computer Tower	Dell/2Y2678PYYWJMKBJG7VX8FYFP9	1		
Computer Tower	DELL/VVV3QHKYCWRQT38VV8Y3H3TQ	1		
Computer Tower	DELL/J4GKCDVVW2KB99TFK22JXR9JK	1		
Computer Tower	DELL/Q7PTFH4RHJC3XBGRX32684XFF	1		
Computer Tower	DELL/W24XG2CJVMFGTVVW92XWYVPT9	1		
Computer Tower	DELL/OPTIFLEX	1		
Monitor	Dell 13"	1		
Used Black Metal Shelving			Left	Right
Shelving end caps	11"	13	12	
	8"	78	78	
	9"	13	13	
Shelves	11"	18		
	9"	14		
	8"	51		
Bottom Kick Plate		25		
Shelf Back Plate		3		
Bottom Shelf Brace		5		
Center Isle Rack		3		
Item	Serial/Model	Quantity		
Used Tan Metal Shelving			Left	Right
Shelving end Caps	11"	16	16	
	9"	14	16	

EXHIBIT A

		7"			212	212	
Shelves		11"			30		
		9"			30		
		7"			251		
Bottom Kick Plate					11		
Wall Shelf Bottoms					23		
Center Isle Racks		30"			2		
		36"			13		
Bottom Shelves					15		
Bottom Braces					28		
Shelf Back Plates					6		

**City Commission Meeting
March 16, 2020**

AGENDA ITEM # 3: Purchase of Truck for Utility Department

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Purchase Truck for Utility Department

ATTACHMENTS:

- Bartow Ford proposal F-250 regular cab 8', Box 142" WB SRW XL

ANALYSIS

The Utility Department is requesting to purchase a 2020 F-250 4x2 Regular Cab 8', box 142" WB SRW XL pick-up from Bartow Ford using Charlotte County Contract # 2018000509, which is with Bartow Ford. Polk City has used the Charlotte County Contract with past purchases of the F-250 Trucks purchased through Bartow Ford for the Utility Department. Cost to Polk City is \$32,357.61

STAFF RECOMMENDATION:

Approve piggy-back of Charlotte County Contract # 201800059 with Bartow Ford to purchase an F-250 Truck in the amount of \$32,357.61.

Polk City Utility Department



Memorandum

To: Patricia Jackson

SUBJECT: 2020 F-250

Description: New F-250 2020 4X2 SD Regular Cab 8' Box 142" WB
SRW XL

COST: \$32,357.61

My recommendation is to purchase a F-250 at Bartow Ford for the Utility Department.

Thank you

Lori Pearson



\$33,668.00
\$7,800.00
\$1,050.24
\$5,845.00
\$119.85
\$1,575.00
\$32,357.61