

POLK CITY

City Commission Meeting (7pm)

October 18, 2021

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 2021-03** – An Ordinance of Polk City, Florida; amending the Polk City Code of Ordinances and the Unified Land Development Code of Polk City, Florida to remedy inconsistencies within the Planned Unit Development Zoning District; amending and updating Article 2, Section 2.04.02.16 Planned Unit Development District; amending Article 3, Section 3.12.03 Planned Unit Development (PUD) in the Green Swamp ACSC; and amending Article 7, Section 7.11.00 Planned Unit Development (PUD); providing for applicability; providing for repeal of conflicting ordinances, providing for severability; providing an effective date. **Second and Final Reading**
- 2. Approval of 2021 Christmas Parade Route**

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
October 18, 2021

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

A. CITY CLERK

1. Accept minutes – September 9, 2021 – Budget Hearing (1st Reading)
2. Accept minutes – September 20, 2021 – Regular Meeting
3. Accept minutes – September 23, 2021 – Budget Hearing (2nd Reading)

B. REPORTS

1. Building Permits Report – September 2021
2. Code Enforcement Report – N/A
3. Financial Report – August 2021
4. Library Report – September 2021
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – September 2021
7. Public Works Report – September 2021
8. Utilities Report – September 2021

C. OTHER

**City Commission Meeting
October 18, 2021**

CONSENT AGENDA ITEM: Accept minutes for:

1. Accept minutes – September 9, 2021 – Budget Hearing (1st Reading)
2. Accept minutes – September 20, 2021 – Regular Meeting
3. Accept minutes – September 23, 2021 – Budget Hearing (2nd Reading)

INFORMATION ONLY
 ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. Accept minutes – September 9, 2021 – Budget Hearing (1st Reading)
2. Accept minutes – September 20, 2021 – Regular Meeting
3. Accept minutes – September 23, 2021 – Budget Hearing (2nd Reading)

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

BUDGET HEARING

September 9, 2021

Mayor LaCascia called the meeting to order at 7:05 p.m.

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Micheal T. Blethen, Commissioner Randy Carroll, Commissioner Wayne Harper and City Manager Jackson

Absent: City Attorney Thomas Cloud

ORDER OF BUSINESS

PUBLIC HEARING

ORDINANCE 2021-04 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE (TENTATIVE/FINAL) LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2021-2022 AND PROVIDING AN EFFECTIVE DATE. First Reading.

City Manager Jackson discussed after the September 2, 2021 Budget Workshop, Polk City received several invoices that account for the increase of \$17,399 in the General Fund, as well as the Enterprise Fund. There was also a \$5,000 increase in the CFRPC contract for services.

City Manager Jackson stated based on conversation with the Commission after the Budget Workshop on 9/2/2021, she has prepared an Ordinance reflecting a 6.0000 millage rate as well as an Ordinance reflecting a 5.7000 milage rate.

City Manager Jackson read Ordinance 2021-04 by title only.

City Manager Jackson advised that Polk City's certified value is \$194,832,713.00. The FY 2021-2022 operating Millage Rate for Polk City is 5.7000 mills. The rollback rate computed for Polk City for FY 2020-2021 is 5.9717 mills; therefore, the percentage by which the above specified final Millage Rate to be levied by Polk City is -4.55 percent of the roll back rate.

Mayor LaCascia opened the Public Hearing.

Lorraine Snyder (775 Teaberry Trail) thanked staff on their work on lowering the budget.

Mayor LaCascia closed the Public Hearing.

There was no Motion for Ordinance 2021-04 reflecting the 6.0000 Millage Rate. Therefore, motion failed.

After lengthy discussion, City Manager Jackson presented a **5.7000 millage rate**.

City Manager Jackson advised that Polk City's certified value is \$194,832,713.00. The FY 2021-2022 operating Millage Rate for Polk City is 5.7000 mills. The rollback rate computed for Polk City for FY 2020-2021 is 5.9717 mills; therefore, the percentage by which the above specified final Millage Rate to be levied by Polk City is -4.55 percent of the roll back rate.

Mayor LaCascia opened the Public Hearing. No one spoke for or against this Ordinance; therefore, Mayor LaCascia closed the Public Hearing.

Motion by Commissioner Harper to approve the Ordinance 2021-04 on First Reading reflecting a 5.7000 millage rate; this motion was seconded by Commissioner Carroll.

No discussion from the Commission.

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

Motion carried unanimously.

ORDINANCE 2021-05 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022, PROVIDING FOR THE EXPENDITURE OF FUNDS IN ACCORDANCE WITH THIS BUDGET; PROVIDING FOR AN EFFECTIVE DATE. First Reading

City Manager Jackson read Ordinance 2021-2022 by title only.

City Manager Jackson advised the total budget for FY 2021-2022 is \$6,965,142.00. Various revenues accruing to Polk City and set aside for the purpose of paying expenses and maintaining the Government of Polk City for FY 2021-2022.

City Manager Jackson stated the Second and Final Reading of the FY 2021-2022 Budget will be on Thursday, September 23, 2021 at 7:00 pm.

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

Motion by Vice Mayor Kimsey to approve Ordinance 2021-05 on First Reading; this motion was seconded by Commissioner Harper.

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

Motion carried unanimously.

The meeting adjourned at 7:35 p.m.

Patricia R Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

September 20, 2021

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

Pastor Walter Lawlor gave the invocation.

Those present recited the Pledge of Allegiance led by Vice Mayor Kimsey

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

Present: Vice Mayor Don Kimsey, Commissioner Micheal T. Blethen, Commissioner Randy Carroll, City Attorney Thomas Cloud and City Manager Patricia Jackson

Absent: Mayor Joe LaCascia, Commissioner Wayne Harper

APPROVE CONSENT AGENDA

Motion by Commissioner Blethen to approve the August 16, 2021 (Regular Meeting) minutes; this motion was seconded by Commissioner Carroll. **Unanimously approved by Voice Vote.**

PRESENTATIONS/RECOGNITIONS - None

PUBLIC COMMENT - None

ORDER OF BUSINESS

PUBLIC HEARING - ORDINANCE 2021-02 – An Ordinance of Polk City, Florida, amending the Polk City Comprehensive Plan, adding a Property Rights Element to ensure that private property rights are considered in local decision making consistent with Florida Statutes 163.3177(6); providing for transmission to the Florida Department of Economic Opportunity for review and compliance; providing for severability; providing for conflict; and providing for an effective date. **First Reading**

City Attorney Cloud read the Ordinance by title only.

Dana Riddell (CFRPC) discussed the specifications of Ordinance 2021-02 and City Attorney Cloud clarified why this Ordinance is being done. This is a procedural device that certain discussions take place. There is language on the right to sue if any property owner's rights are taken away.

Vice Mayor Kimsey opened the Public Hearing; no one spoke for or against this Ordinance. Vice Mayor Kimsey closed the Public Hearing.

Motion by Commissioner Carroll to approve Ordinance 2021-02 on First Reading; this motion was seconded by Commissioner Blethen.

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

Motion carried 3/0.

PUBLIC HEARING - ORDINANCE 2021-03 – An Ordinance of Polk City, Florida; amending the Polk City Code of Ordinances and the Unified Land Development Code of Polk City, Florida to remedy inconsistencies within the Planned Unit Development Zoning District; amending and updating Article 2, Section 2.04.02.16 Planned Unit Development District; amending Article 3, Section 3.12.03 Planned Unit Development (PUD) in the Green Swamp ACSC; and amending Article 7, Section 7.11.00 Planned Unit Development (PUD); providing for applicability; providing for repeal of conflicting ordinances, providing for severability; providing an effective date. **First Reading**

City Attorney Cloud read the Ordinance by title only.

Dana Riddell (CFRPC) discussed the specifications of Ordinance 2021-03. City Attorney Cloud clarified a specific update to this Ordinance is to change “Council” to “Commission”.

Vice Mayor Kimsey opened the Public Hearing; no one spoke for or against this Ordinance. Vice Mayor Kimsey closed the Public Hearing.

Motion by Commissioner Blethen to approve Ordinance 2021-03 on First Reading; this motion was seconded by Commissioner Carroll.

No further discussion or questions by Commission.

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

Motion carried 3/0.

Planning Advisory Services Agreement with Central Florida Regional Planning Council (CFRPC)

Jeff Schmucker (CFRPC) briefly discussed the services that Central Florida Regional Planning Council provides Polk City such as professional planning services for Comprehensive Plan Amendments, Rezoning, large project review, subdivision review, minor revisions to the Land Development Regulations, Comprehensive mapping services, update to the Capital Improvements Element and Plan, Grant writing and Website updates.

This Agreement has a fixed fee in the amount of \$30,000 for FY 2021-22, which is a \$5,000 increase from FY 2020-2021. The fees are to be paid in four (4) payments as listed: October 1, 2021 - \$7,500, January 1, 2022 - \$7,500, April 1, 2022 - \$7,500, July 1, 2022 - \$7,500.

Staff recommended approval of the Planning Advisory Services Agreement with Central Florida Regional Planning Council in the amount of \$30,000.

Motion by Commissioner Blethen to approve the Planning Advisory Services Agreement with Central Florida Regional Planning Council (CFRPC) in the amount of \$30,000; this motion was seconded by Commissioner Carroll.

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

Motion carried 3/0.

CITY MANAGER ITEMS

Water Supply Plan – Polk City has to update its plan every 5 years. This can be paid thru any of the Utility funds. This is an eligible expenditure of funds. Jeff Schmucher explained the Water Supply Plan includes.

Vice Mayor Kimsey would like to wait until all Commissioners are present to discuss this item. However, City Attorney Cloud stressed the importance of moving forward.

Motion by Commissioner Carroll to approve this water supply plan; this motion was seconded by Commissioner Blethen. **Motion carried unanimously by Voice Vote.**

Workshop for the American Rescue Plan Act Allocations – Need to schedule a Workshop to discuss how these funds can be spent.

Safe Haven Halloween – Friday, October 29, 2021 – 4:30 pm – 7:30 pm

Final Budget Hearing – Thursday, September 23, 2021 – 7 pm

CITY ATTORNEY

Provided a brief update on the PRWC Project Team 1.

COMMISSIONER ITEMS

Commissioner Blethen – expressed concerns about the sound system in the Commission Chamber.

Commissioner Carroll – Thanked everyone for their condolences during the passing of Keith Prestage. City Manager Jackson stated Polk City would be making a donation to the Florida Baptist Children's Home in honor of Keith Prestage.

Vice Mayor Kimsey – Thanked everyone for coming.

ANNOUNCEMENTS - None

ADJOURNMENT – 7:32 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

BUDGET HEARING

September 23, 2021

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

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Micheal T. Blethen, Commissioner Randy Carroll, Commissioner Wayne Harper and City Manager Jackson

Absent: City Attorney Thomas Cloud

ORDER OF BUSINESS

PUBLIC HEARING

ORDINANCE 2021-04 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE (TENTATIVE/FINAL) LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2021-2022 AND PROVIDING AN EFFECTIVE DATE. Second and Final Reading.

City Manager Jackson read Ordinance 2021-04 by title only.

City Manager Jackson advised that Polk City's certified value is \$194,832,713.00. The FY 2021-2022 operating Millage Rate for Polk City is 5.7000 mills. The rollback rate computed for Polk City for FY 2021-2022 is 5.9717 mills; therefore, the percentage by which the above specified final Millage Rate to be levied by Polk City is -4.55 percent of the roll back rate.

Mayor LaCascia opened the Public Hearing. No one spoke for or against this Ordinance, therefore, Mayor LaCascia closed the Public Hearing.

Motion by Vice Mayor Kimsey to approve the Ordinance 2021-04 on Second and Final Reading reflecting a 5.7000 millage rate; this motion was seconded by Commissioner Carroll.

No discussion by Commission.

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

Motion carried unanimously.

ORDINANCE 2021-05 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022, PROVIDING FOR THE EXPENDITURE OF FUNDS IN ACCORDANCE WITH THIS BUDGET; PROVIDING FOR AN EFFECTIVE DATE. Second and Final Reading

City Manager Jackson read Ordinance 2021-2022 by title only.

City Manager Jackson advised the total budget for FY 2021-2022 is \$6,990,142.00. Various revenues accruing to Polk City and set aside for the purpose of paying expenses and maintaining the Government of Polk City for FY 2021-2022.

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

Motion by Commissioner Carroll to approve Ordinance 2021-05 on Second and Final Reading; this motion was seconded by Commissioner Blethen.

No Discussion by Commission.

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

Motion carried unanimously.

The meeting adjourned at 7:05 p.m.

Patricia R Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
October 18, 2021**

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 – September 2021
2. Code Enforcement Report – N/A
3. Financial Report – August 2021
4. Library Report – September 2021
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – September 2021
7. Public Works Report – September 2021
8. Utilities Report – September 2021

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added
From: 09/01/21 To: 09/30/2021

DEMO

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2021-15862	116 V MATT WILLIAMS BLVD, POLK CITY, FL 33868	2,200.00	09/10/2021
BT-2021-16447	116 V MATT WILLIAMS BLVD, POLK CITY, FL 33868	2,200.00	09/14/2021
Subtotal:		\$4,400.00	

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2021-15580	5421 ANIMOSH CT, POLK CITY, FL 33868	8,000.00	09/07/2021
BT-2021-16114	5420 ANIMOSH CT, POLK CITY, FL 33868	28,424.00	09/15/2021
Subtotal:		\$36,424.00	

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2021-15857	408 BASCOM CT, POLK CITY, FL 33868	9,545.00	09/10/2021
BT-2021-16750	137 LAYNEWADE RD, POLK CITY, FL 33868	6,413.00	09/24/2021
Subtotal:		\$15,958.00	

PLUMBING

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2021-16711	120 CARTER BLVD, POLK CITY, FL 33868	2,200.00	09/24/2021
Subtotal:		\$2,200.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2021-15363	416 PINE AVE, POLK CITY, FL 33868	7,500.00	09/01/2021
BT-2021-16234	307 HONEY BEE LN, POLK CITY, FL 33868	7,000.00	09/17/2021
BT-2021-16587	607 3RD ST, POLK CITY, FL 33868	6,000.00	09/23/2021
BT-2021-16727	337 HONEY BEE LN, POLK CITY, FL 33868	6,000.00	09/24/2021
BT-2021-16887	730 3RD ST, POLK CITY, FL 33868	4,133.00	09/28/2021
Subtotal:		\$30,633.00	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2021-10287	300 BAYBERRY DR, POLK CITY, FL 33868	75,000.00	09/07/2021
BR-2021-11158	310 NOLANE LN, POLK CITY, FL 33868	8,000.00	09/26/2021
BR-2021-11216	207 TRAIL VIEW WAY, POLK CITY, FL 33868	15,512.65	09/28/2021
Subtotal:		\$98,512.65	

Grand Total: \$188,127.65

*15FR is date
Kathy Kelp*

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2021 thru Fiscal Month: Aug, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	1,774,567.37	
01-101-800	Cash - GF Police Public Safety Impact Fees	0.00	
01-101-801	Cash - GF Fire Public Safety Impact Fees	0.00	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	12,135.80-	
01-101-990	Library Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	575.00	
01-115-100	Accounts Receivable - Utilities	4,399.24-	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	94,577.06-	
01-117-100	Allowance for Bad Debt	2,590.82-	
01-133-100	Due From Other Governmental Units	45,031.24	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	43,987.57	
01-151-100	Investments - FL SAFE GF	1,100,081.30	
01-151-902	Investments - FL SAFE GF Reserves	77,769.75	
01-153-302	Restricted Cash - New Local Opt Gas Tax	166,174.95	
01-153-303	Restricted Cash - Building and Codes	72,335.03	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		3,334,142.97
01-202-100	Accounts Payable	390.16	
01-202-200	Accounts Payable - Year End	5,210.75-	
01-202-900	Customer Deposits	3,435.00	
01-208-300	Due to County - Impact Fees	3,696.48	
01-208-310	Due to DCA - Bldg Permit Surcharge	532.47	
01-208-320	Due to Dept of Business - License Fees	378.64	
01-208-330	Due to PCSO - Police Education Revenue	163.29	
01-217-200	Accrued Sales Tax	123.62	
01-218-100	Payroll Taxes Payable	9,373.73	
01-218-200	FRS Retirement Payable	12,786.49	
01-218-300	Health Plan Payable	0.10	
01-218-320	Supplemental Insurance Payable	3,250.45	
01-218-400	Dental Plan Payable	352.05	
01-218-410	Vision Plan Payable	1,232.05	
	** TOTAL LIABILITY**		30,503.78
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	3,834,866.16	
01-271-150	Fund Balance - Restatement	1,089,182.23-	
	** TOTAL EQUITY**		2,745,683.93
	** TOTAL REVENUE**		2,629,992.08
	** TOTAL EXPENSE**		2,072,036.82
	TOTAL LIABILITY AND EQUITY		3,334,142.97

POLK COUNTY
AUGUST 2021 MONTHLY FINANCIALS

GENERAL FUND REVENUES
91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L	ACCOUNT#	DESCRIPTION	2020 PRIOR YR REVENUE	2021 ANTICIPATED REVENUE	ADJ ANTICIPATED	2021 CURRENT REVENUE	2021 YTD REVENUE	(EXCESS)/DEFICIT	2021 PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes		951,733.27	1,040,510.00	1,040,510.00	573.44	1,033,325.64	7,184.36	99.31 %
01-312-300	9th Cent Gas Tax		14,117.36	13,968.00	13,968.00	1,459.45	12,631.01	1,336.99	90.43 %
01-312-400	Local Option Gas Tax		85,700.43	86,258.00	86,258.00	8,767.94	79,081.02	7,176.98	91.68 %
01-312-410	New Local Option Gas Tax		54,230.31	52,731.00	52,731.00	5,192.50	50,278.49	2,452.51	95.35 %
01-314-100	Electric - Utility Tax		126,936.41	112,579.00	112,579.00	15,913.16	107,530.31	5,048.69	95.52 %
01-314-300	Water - Utility Tax		72,327.05	88,123.00	88,123.00	8,153.32	62,710.85	25,412.15	71.16 %
01-314-301	Water - Utility Tax - Readiness to Se		1,615.15	0.00	0.00	0.00	1,322.88	(1,322.88)	0.00 %
01-314-400	Gas - Utility Tax		7,541.50	5,000.00	5,000.00	846.07	7,590.01	(2,590.01)	151.80 %
01-315-100	Communications Services Tax		200,328.08	205,410.00	205,410.00	24,931.54	169,070.73	36,339.27	82.31 %
01-316-100	Local Business Licenses		11,870.19	7,100.00	7,100.00	2,459.00	5,257.00	1,843.00	74.04 %
01-316-102	County Business Tax		1,776.28	300.00	300.00	49.21	532.20	(232.20)	177.40 %
01-316-103	FIC Delinquent Bus. Tax Program		1,110.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-322-100	Building Permits		78,940.17	11,290.00	11,290.00	1,237.79	35,403.34	(24,113.34)	313.58 %
01-322-101	Bldg Permit - Plan Checking		39,755.24	5,100.00	5,100.00	523.00	22,455.81	(17,355.81)	440.31 %
01-322-102	Bldg Permit - Admin Fee		4,980.00	400.00	400.00	220.00	4,490.00	(4,090.00)	1122.50 %
01-322-103	Bldg Permit - Electrical		14,795.00	2,500.00	2,500.00	375.00	7,650.00	(5,150.00)	306.00 %
01-322-104	Bldg Permit - Plumbing		12,452.50	2,500.00	2,500.00	250.00	6,775.00	(4,275.00)	271.00 %
01-322-105	Bldg Permit - Mechanical		14,275.00	2,500.00	2,500.00	250.00	7,825.00	(5,325.00)	313.00 %
01-322-107	Bldg Permit - Cert of Occupancy		2,050.00	600.00	600.00	0.00	1,860.00	(1,260.00)	310.00 %
01-322-108	Bldg Permit - Inspections		90,341.66	100,000.00	100,000.00	1,190.00	76,497.00	23,503.00	76.50 %
01-323-100	Electric		73,774.53	76,492.00	76,492.00	16,025.00	62,771.98	13,720.02	82.06 %
01-323-300	Solid Waste		45,372.37	40,686.00	40,686.00	7,128.36	35,555.75	5,130.25	87.39 %
01-324-100	Police - Public Safety Impact Fee		53,513.89	1,290.00	1,290.00	0.00	0.00	1,290.00	0.00 %
01-324-110	Fire/Rescue - Public Safety Impact Fe		27,698.53	690.00	690.00	0.00	0.00	690.00	0.00 %
01-324-610	Parks & Recreation Impact Fee		83,476.02	20,803.00	20,803.00	0.00	0.00	20,803.00	0.00 %
01-324-710	Public Facilities Impact Fee		140,294.79	34,960.00	34,960.00	0.00	0.00	34,960.00	0.00 %
01-329-100	Contractors Registration		0.00	0.00	0.00	0.00	20.21	(20.21)	0.00 %
01-329-200	Other Lic./Fees/Permits		1,163.47	0.00	0.00	0.00	0.00	0.00	0.00 %
01-329-220	Site Plan Reviews		15,800.00	1,900.00	1,900.00	0.00	2,700.00	(800.00)	142.11 %
01-331-400	FEMA Federal Reimb. - Irma 2017		0.00	0.00	0.00	0.00	2,421.13	(2,421.13)	0.00 %
01-331-510	CDBG		0.00	650,000.00	650,000.00	0.00	0.00	650,000.00	0.00 %
01-334-400	FEMA State Reimb. - Irma 2017		750.00	0.00	0.00	0.00	134.51	(134.51)	0.00 %
01-335-120	MRS - State Sales Tax		59,063.48	59,636.00	59,636.00	7,042.06	57,617.74	2,018.26	96.62 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax		17,276.89	17,415.00	17,415.00	1,927.19	16,567.40	847.60	95.13 %
01-335-123	MRS - Municipal Fuel Tax		7.00	7.00	7.00	0.90	7.42	(0.42)	106.00 %
01-335-140	Mobile Home License		6,891.93	5,184.00	5,184.00	196.32	6,214.34	(1,030.34)	119.88 %
01-335-150	Alcoholic Beverage License		978.88	1,126.00	1,126.00	195.78	1,223.61	(97.61)	108.67 %
01-335-180	Half-Cent Sales Tax		137,348.62	140,000.00	140,000.00	15,491.45	145,863.64	(5,863.64)	104.19 %
01-337-100	Library Coop Funding		43,226.22	31,990.00	31,990.00	0.00	61,258.21	(29,268.21)	191.49 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

GENERAL FUND REVENUES
91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 PRIOR YR REVENUE	2021 ANTICIPATED REVENUE	ADJ ANTICIPATED	2021 CURRENT REVENUE	YTD REVENUE	2021 (EXCESS)/DEFICIT	2021 PERCENTAGE REALIZED
01-337-850	Polk County - Cares Act COVID-19	8,303.09	0.00	0.00	0.00	0.00	0.00	0.00 %
01-340-400	Solid Waste	329,293.35	318,612.00	318,612.00	29,371.58	287,759.31	30,852.69	90.32 %
01-340-700	Stormwater Utility Fees	33,742.42	30,000.00	30,000.00	2,922.16	28,762.71	1,237.29	95.88 %
01-340-900	Notary Fees	267.85	0.00	0.00	10.00	275.00	(275.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	13,404.48	16,304.00	16,304.00	8,936.32	17,872.64	(1,568.64)	109.62 %
01-347-100	Library Income	5,254.74	4,500.00	4,500.00	354.62	4,934.38	(434.38)	109.65 %
01-351-110	Police Fines	0.00	0.00	0.00	1,858.50	5,322.14	(5,322.14)	0.00 %
01-351-120	Police Education	19.90	0.00	0.00	0.00	0.00	0.00	0.00 %
01-351-200	Fines, Penalties, and Forfeitures	8,759.62	4,000.00	4,000.00	228.36	9,871.78	(5,871.78)	246.79 %
01-351-300	Code Enforcement Fines	0.00	0.00	0.00	7.97	20,007.97	(20,007.97)	0.00 %
01-359-100	Other Fines and/or Forfeitures	436.29	0.00	0.00	0.00	115.90	(115.90)	0.00 %
01-359-300	Late Fees	114.00	100.00	100.00	0.00	65.50	34.50	65.50 %
01-361-100	Interest Income	542.01	400.00	400.00	2.95	72.10	327.90	18.03 %
01-361-200	Interest/Dividends - FL SAFE	0.00	0.00	0.00	0.00	87.05	(87.05)	0.00 %
01-362-100	Activity Center Rentals	700.00	700.00	700.00	200.00	950.00	(250.00)	135.71 %
01-362-200	Donald Bronson Community Center Renta	6,100.00	5,500.00	5,500.00	550.00	4,199.00	1,301.00	76.35 %
01-365-100	Sales of Surplus Property	219.60	0.00	0.00	15.00	15.00	(15.00)	0.00 %
01-366-101	Private Donations - Christmas	1,925.00	1,775.00	1,775.00	0.00	2,000.00	(225.00)	112.68 %
01-366-102	Private Donations - Halloween	1,855.00	1,605.00	1,605.00	0.00	0.00	1,605.00	0.00 %
01-366-110	Private Donations - Library	76.75	0.00	0.00	0.00	47.50	(47.50)	0.00 %
01-369-100	Misc. Income	633.19	100.00	100.00	75.26	407.82	(307.82)	407.82 %
01-369-101	Misc Income - Copies and Faxes	4.00	0.00	0.00	0.00	2.00	(2.00)	0.00 %
01-369-102	Misc Income - Collection Allowance	12,232.73	5,000.00	5,000.00	131.29	4,644.50	355.50	92.89 %
01-369-120	Misc Income - Christmas	300.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-130	Misc Income - Halloween	60.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-400	Insurance Proceeds	2,155.40	1,500.00	1,500.00	0.00	1,451.00	49.00	96.73 %
01-369-500	Refund of State Gas Tax	894.41	0.00	0.00	224.89	1,486.55	(1,486.55)	0.00 %
01-381-400	Transfer From Enterprise Fund	25,000.00	155,000.00	155,000.00	0.00	155,000.00	0.00	100.00 %
DEPARTMENT TOTALS		2,945,806.05	3,364,144.00	3,364,144.00	165,287.38	2,629,992.08	734,151.92	78.18 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	11,100.00	10,800.00	10,800.00	900.00	9,900.00	900.00	91.67 %
01-511-160	Bonuses and Gift Certificates - Legis	2,707.11	2,500.00	2,500.00	0.00	2,707.10	(207.10)	108.28 %
01-511-210	Fica Taxes - Legislative	1,056.26	1,245.00	1,245.00	68.87	964.47	280.53	77.47 %
01-511-240	Worker's Compensation - Legislative	13.61	20.00	20.00	0.00	12.67	7.33	63.35 %
01-511-400	Travel and Training - Legislative	100.00	4,500.00	4,500.00	0.00	25.00	4,475.00	0.56 %
01-511-470	Printing and Reproduction - Legislati	135.66	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	1,910.00	2,500.00	2,500.00	(100.00)	0.00	2,500.00	0.00 %
01-511-490	Other Current Charges - Legislative	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-511-510	Office Supplies - Legislative	53.44	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-520	Operating Supplies - Legislative	114.56	1,000.00	1,000.00	0.00	2,306.82	(1,306.82)	230.68 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,322.00	4,000.00	4,000.00	0.00	3,484.00	516.00	87.10 %
DEPARTMENT TOTAL								
		20,512.64	29,365.00	29,365.00	868.87	19,400.06	9,964.94	66.07 %
=====								
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	160,677.32	174,425.00	174,425.00	13,416.00	155,625.62	18,799.38	89.22 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	4,430.88	369.12	92.31 %
01-512-160	Bonuses and Gift Certificates - Execu	25,663.26	26,500.00	26,500.00	0.00	28,695.18	(2,195.18)	108.28 %
01-512-210	Fica Taxes - Executive	14,289.21	18,101.00	18,101.00	1,037.03	14,606.37	3,494.63	80.69 %
01-512-220	Retirement Contribution - Executive	32,263.61	37,616.00	37,616.00	3,084.06	35,106.66	2,509.34	93.33 %
01-512-230	Life & Health Insurance - Executive	18,819.54	19,078.00	19,078.00	1,523.92	17,422.12	1,655.88	91.32 %
01-512-240	Worker's Compensation - Executive	175.49	296.00	296.00	0.00	204.60	91.40	69.12 %
01-512-310	Professional Services - Executive	44.36	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-400	Travel Expenses - Executive	742.22	9,000.00	6,000.00	921.84	4,477.95	1,522.05	49.76 %
01-512-410	Communication Services - Executive	990.82	1,400.00	1,400.00	216.04	1,199.74	200.26	85.70 %
01-512-460	Repairs and Maintenance - Executive	50.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-470	Printing and Reproduction - Executive	133.50	5,000.00	5,000.00	0.00	2,223.54	2,776.46	44.47 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-512-490	Other Current Charges - Executive	96.86	1,500.00	1,500.00	0.00	2,428.23	(928.23)	161.88 %
01-512-492	Recording & Other fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-512-510	Office Supplies - Executive	243.54	2,000.00	2,000.00	0.00	569.95	1,430.05	28.50 %
01-512-520	Operating Supplies - Executive	2,085.11	3,000.00	4,500.00	0.00	887.84	3,612.16	29.59 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	806.14	3,000.00	3,000.00	164.99	1,384.71	1,615.29	46.16 %
01-512-630	Improvements Other than Building - Ex	0.00	0.00	1,500.00	0.00	2,799.98	(1,299.98)	0.00 %

**POLK CITY
 AUGUST 2021 MONTHLY FINANCIALS**

**General Fund Expenditures
 91.66 % Yr Complete For Fiscal Year: 2021 / 8**

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	2021 PERCENTAGE REALIZED
DEPARTMENT TOTAL								
		261,881.10	308,716.00	308,716.00	20,733.12	272,063.37	36,652.63	88.13 %
CITY CLERK								
01-513-470	Printing and Reproduction - City Cler	3,389.76	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-510	Office Supplies - City Clerk	348.42	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-520	Operating Supplies - City Clerk	213.96	0.00	0.00	0.00	0.00	0.00	0.00 %
01-513-540	Books, Pub., Sub., & Memberships - Ci	260.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL								
		4,212.14	0.00	0.00	0.00	0.00	0.00	0.00 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	43,565.59	65,000.00	65,000.00	3,604.03	68,827.31	(3,827.31)	105.89 %
01-514-480	Promo Activities & Legal Ads - Legal	7,522.23	12,000.00	12,000.00	0.00	3,640.65	8,359.35	30.34 %
DEPARTMENT TOTAL								
		51,287.82	77,000.00	77,000.00	3,604.03	72,467.96	4,532.04	94.11 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	25,000.00	32,000.00	32,000.00	0.00	25,000.00	7,000.00	78.13 %
DEPARTMENT TOTAL								
		25,000.00	32,000.00	32,000.00	0.00	25,000.00	7,000.00	78.13 %
FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	87,674.55	95,468.00	95,468.00	7,300.86	85,267.28	10,200.72	89.32 %
01-516-140	Overtime - Fin & Acctng	203.11	544.00	544.00	0.00	0.00	544.00	0.00 %
01-516-210	Fica Taxes - Fin & Acctng	6,275.67	7,345.00	7,345.00	474.97	5,735.09	1,609.91	78.08 %
01-516-220	Retirement Contribution - Fin & Acctn	7,720.49	9,601.00	9,601.00	789.96	8,957.74	643.26	93.30 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	2021 PERCENTAGE REALIZED
01-516-230	Life & Health Insurance - Fin & Acctn	18,531.78	18,802.00	18,802.00	1,523.92	17,174.27	1,627.73	91.34 %
01-516-240	Worker's Compensation - Fin & Acctng	109.94	163.00	163.00	0.00	112.62	50.38	69.09 %
01-516-310	Professional Services - Fin & Acctng	0.00	2,000.00	2,250.00	0.00	2,250.00	0.00	112.50 %
01-516-400	Travel Expenses - Fin & Acctng	877.00	2,000.00	1,750.00	0.00	200.00	1,550.00	10.00 %
01-516-410	Communication Services - Fin & Acctng	782.31	800.00	800.00	131.02	726.37	73.63	90.80 %
01-516-510	Office Supplies - Fin & Acctng	2,182.43	1,300.00	1,300.00	0.00	826.23	473.77	63.56 %
01-516-520	Operating Supplies - Fin & Acctng	1,352.75	2,000.00	2,000.00	0.00	226.27	1,773.73	11.31 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	229.88	450.00	450.00	0.00	363.99	86.01	80.89 %
DEPARTMENT TOTAL		125,939.91	140,473.00	140,473.00	10,220.73	121,839.86	18,633.14	86.74 %
=====								
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	76,806.16	79,394.00	79,394.00	0.00	66,281.49	13,112.51	83.48 %
01-517-720	Interest - CB&T Debt Service Pmts	43,004.36	40,417.00	40,417.00	0.00	33,560.61	6,856.39	83.04 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	0.00	99,842.10	19,968.90	83.33 %
=====								
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	101,297.00	103,323.00	103,323.00	0.00	103,323.00	0.00	100.00 %
01-521-310	Professional Services - Law Enf	27,896.00	29,000.00	29,000.00	2,040.00	24,936.00	4,064.00	85.99 %
01-521-460	Repairs and Maintenance - Law Enf	3,099.00	500.00	500.00	0.00	0.00	500.00	0.00 %
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	100.00	100.00	0.00	0.00	100.00	0.00 %
DEPARTMENT TOTAL		132,292.00	133,023.00	133,023.00	2,040.00	128,259.00	4,764.00	96.42 %
=====								
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	88,576.24	97,944.00	97,944.00	7,534.40	87,453.64	10,490.36	89.29 %
01-524-140	Overtime - Bldg & Zoning	266.82	504.00	504.00	0.00	0.00	504.00	0.00 %
01-524-210	Fica Taxes - Bldg & Zoning	6,539.89	7,531.00	7,531.00	562.31	6,741.08	789.92	89.51 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	2021 PERCENTAGE REALIZED
01-524-220 Retirement Contribution - Bldg & Zoni	7,817.79	6,300.00	6,300.00	815.22	9,186.83	(2,886.83)	145.82 %
01-524-230 Life & Health Insurance - Bldg & Zoni	18,575.10	18,833.00	18,833.00	1,523.92	17,218.42	1,614.58	91.43 %
01-524-240 Worker's Compensation - Bldg & Zonin.	977.40	1,705.00	1,705.00	0.00	1,176.15	528.85	68.98 %
01-524-310 Professional Services - Bldg & Zoning	120,682.28	100,900.00	100,900.00	4,015.00	95,836.27	5,063.73	94.98 %
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 Expenses - Bldg & Zoning	0.00	500.00	500.00	0.00	50.00	450.00	10.00 %
01-524-480 Promo Activities & Legal Ads - Bldg &	432.20	0.00	0.00	0.00	0.00	0.00	0.00 %
01-524-510 Office Supplies - Bldg & Zoning	495.17	200.00	200.00	0.00	206.77	(6.77)	103.39 %
01-524-520 Operating Supplies - Bldg & Zoning	458.99	100.00	100.00	0.00	0.00	100.00	0.00 %
01-524-540 Books, Pub., Sub., & Memberships - Bl	179.88	120.00	120.00	14.99	134.91	(14.91)	112.43 %
DEPARTMENT TOTAL	245,001.76	235,637.00	235,637.00	14,465.84	218,004.07	17,632.93	92.52 %
=====							
CODE ENFORCEMENT							
01-529-120 Regular Salary - Wages - Code Enf	25,009.34	26,208.00	26,208.00	1,986.00	23,191.53	3,016.47	88.49 %
01-529-210 Fica Taxes - Code Enf	1,835.11	2,005.00	2,005.00	147.84	1,786.94	218.06	89.12 %
01-529-220 Retirement Contribution - Code Enf	2,192.28	2,621.00	2,621.00	214.88	2,442.41	178.59	93.19 %
01-529-230 Life & Health Insurance - Code Enf	9,062.92	9,353.00	9,353.00	761.96	8,613.26	739.74	92.09 %
01-529-240 Worker's Compensation - Code Enf	403.08	684.00	684.00	0.00	471.98	212.02	69.00 %
01-529-310 Professional Services - Code Enf	5,500.00	6,900.00	6,900.00	0.00	5,000.00	1,900.00	72.46 %
01-529-400 Travel Expenses - Code Enf	274.00	500.00	500.00	0.00	325.00	175.00	65.00 %
01-529-410 Communication Services - Code Enf	682.78	795.00	795.00	111.02	616.37	178.63	77.53 %
01-529-470 Printing and Reproduction - Code Enf	219.69	250.00	250.00	0.00	0.00	250.00	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	169.81	200.00	200.00	0.00	77.57	122.43	38.79 %
01-529-520 Operating Supplies - Code Enf	361.24	100.00	100.00	0.00	0.00	100.00	0.00 %
01-529-540 Books, Pub., Sub., & Memberships - Co	115.00	100.00	100.00	0.00	85.00	15.00	85.00 %
DEPARTMENT TOTAL	45,825.25	50,116.00	50,116.00	3,221.70	42,610.06	7,505.94	85.02 %
=====							
REFUSE/SANITATION							
01-534-341 Refuse Disposal - Residential - Refus	178,562.00	190,864.00	190,864.00	0.00	142,391.18	48,472.82	74.60 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

General Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	2021 PERCENTAGE REALIZED
01-534-342	Refuse Disposal - Commercial - Refuse	86,505.46	86,687.00	86,687.00	9,543.94	96,398.59	(9,711.59)	111.20 %
DEPARTMENT TOTAL		265,067.46	277,551.00	277,551.00	9,543.94	238,789.77	38,761.23	86.03 %
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 Expenses - Stormwater	438.00	1,000.00	1,000.00	0.00	914.99	85.01	91.50 %
01-538-460	Repairs and Maintenance - Stormwater	16,095.00	50,000.00	50,000.00	0.00	638.99	49,361.01	1.28 %
01-538-492	Recording & Other Fees - Stormwater	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	500.00	500.00	500.00	500.00	600.00	(100.00)	120.00 %
DEPARTMENT TOTAL		17,033.00	57,000.00	57,000.00	500.00	2,153.98	54,846.02	3.78 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't Bl.	20,228.36	8,000.00	8,000.00	950.00	7,003.72	996.28	87.55 %
01-539-312	Professional Services - Other - Gen G	1,777.23	5,000.00	5,000.00	0.00	1,707.52	3,292.48	34.15 %
01-539-411	City Hall - Communication - Gen Gov't.	13,423.73	15,100.00	15,100.00	1,179.81	12,937.03	2,162.97	85.68 %
01-539-413	Public Works - Communication - Gen Go	2,403.28	2,000.00	2,000.00	221.49	2,357.46	(357.46)	117.87 %
01-539-414	Community Center-Communication-Gen Go	1,849.55	2,000.00	2,000.00	154.98	1,703.46	296.54	85.17 %
01-539-431	City Hall - Utilities - Gen Gov't Bl.	17,338.13	21,000.00	21,000.00	1,768.31	15,566.43	5,433.57	74.13 %
01-539-432	Activity Center - Utilities - Gen Gov	2,212.32	4,000.00	4,000.00	249.39	1,746.81	2,253.19	43.67 %
01-539-433	Public Works - Utilities - Gen Gov't.	2,802.04	3,000.00	3,000.00	296.60	2,148.44	851.56	71.61 %
01-539-434	Community Center-Utilities-Gen Gov't.	5,549.72	5,500.00	5,500.00	605.14	4,077.32	1,422.68	74.13 %
01-539-440	Rentals and Leases - Gen Gov't Bldgs	7,679.18	8,500.00	8,500.00	692.05	8,040.26	459.74	94.59 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	31,955.15	12,000.00	20,000.00	64.43	22,231.42	(2,231.42)	185.26 %
01-539-462	Activity Center - Repairs & Maint - G	2,029.91	10,000.00	10,000.00	1,132.00	10,489.90	(489.90)	104.90 %
01-539-463	Public Works I - Repairs & Maint - Ge	3,151.94	7,000.00	7,000.00	0.00	1,059.69	5,940.31	15.14 %
01-539-464	Community Center-Repairs & Maint-Gen	14,108.14	8,000.00	8,000.00	315.29	2,906.82	5,093.18	36.34 %
01-539-466	Public Works/Utilities Oper - Repairs	4,309.22	5,000.00	10,000.00	211.12	5,706.07	4,293.93	114.12 %
01-539-490	Other Current Charges - Gen Gov't Bl.	0.00	2,000.00	2,000.00	0.00	92.50	1,907.50	4.63 %
01-539-521	City Hall - Operating Supplies - Gen	5,008.68	6,000.00	6,000.00	604.74	8,609.83	(2,609.83)	143.50 %
01-539-522	Activity Center - Operating Supplies	1,071.74	1,000.00	1,000.00	31.32	694.30	305.70	69.43 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
01-539-523	Public Works - Operating Supplies - G	9.59	1,500.00	1,500.00	0.00	875.38	624.62	58.36 %
01-539-524	Community Center-Operating Supplies-G	1,469.91	1,400.00	1,400.00	65.32	1,374.60	25.40	98.19 %
01-539-526	Public Works/Utilities Oper - Operati	134.53	1,500.00	1,500.00	0.00	29.24	1,470.76	1.95 %
01-539-631	City Hall - Improv. O/T Bldgs - Gen G	0.00	0.00	0.00	0.00	15,285.00	(15,285.00)	0.00 %
01-539-634	Community Center - Improv. O/T Bldgs	1,638.55	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-641	City Hall - Mach. & Equipment - Gen G	0.00	0.00	0.00	0.00	1,985.00	(1,985.00)	0.00 %
01-539-643	Public Works - Mach. & Equipment - Ge	9,316.77	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		149,467.67	129,500.00	142,500.00	8,541.99	128,628.20	13,871.80	99.33 %
=====								
ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	179,747.09	236,128.00	236,128.00	18,176.37	201,914.98	34,213.02	85.51 %
01-541-140	Overtime - Roads & Streets	1,389.16	4,562.00	4,562.00	132.00	827.78	3,734.22	18.15 %
01-541-210	Fica Taxes - Roads & Streets	13,420.86	18,413.00	18,413.00	1,376.88	15,746.99	2,666.01	85.52 %
01-541-220	Retirement Contribution - Roads & Str	15,867.43	24,069.00	24,069.00	1,980.96	21,342.16	2,726.84	88.67 %
01-541-230	Life & Health Insurance - Roads & Str	40,249.29	51,748.00	51,748.00	4,952.74	46,560.63	5,187.37	89.98 %
01-541-240	Worker's Compensation - Roads & Stre.	12,386.28	22,082.00	22,082.00	0.00	16,638.24	5,443.76	75.35 %
01-541-310	Professional Services - Roads & Street	124.20	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
01-541-311	Engineering Services - Roads & Street	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-541-400	Travel Expenses - Roads & Streets	73.50	1,000.00	1,000.00	595.00	1,239.00	(239.00)	123.90 %
01-541-410	Communication Services - Roads & Stre	2,138.42	3,500.00	3,500.00	1,525.55	3,982.88	(482.88)	113.80 %
01-541-430	Utilities - Roads & Streets	32,357.33	30,000.00	30,000.00	2,401.09	25,414.38	4,585.62	84.71 %
01-541-460	Repairs and Maintenance - Roads & Str	7,171.38	15,000.00	15,000.00	626.96	774.41	14,225.59	5.16 %
01-541-461	Repairs & Maintenance-Equipment - Roa	12,064.04	8,000.00	8,000.00	612.69	9,061.26	(1,061.26)	113.27 %
01-541-464	Vehicle Fuel - Roads & Streets	5,538.88	8,000.00	8,000.00	710.03	5,654.17	2,345.83	70.68 %
01-541-465	Vehicle Maintenance - Roads & Streets	7,644.28	10,000.00	10,000.00	0.00	7,518.09	2,481.91	75.18 %
01-541-466	Public Works/Utilities Facility - Rep	939.73	6,000.00	6,000.00	0.00	1,622.73	4,377.27	27.05 %
01-541-492	Recording & Other Fees - Roads & Stre	0.00	0.00	0.00	0.00	117.55	(117.55)	0.00 %
01-541-493	Equipment Rental - Roads & Streets	0.00	2,000.00	2,000.00	0.00	300.00	1,700.00	15.00 %
01-541-510	Office Supplies - Roads & Streets	800.68	1,000.00	1,000.00	0.00	1,075.53	(75.53)	107.55 %
01-541-520	Operating Supplies - Roads & Streets	14,268.99	10,000.00	10,000.00	46.15	10,109.47	(109.47)	101.09 %
01-541-524	Chemicals - Roads & Streets	0.00	1,000.00	1,000.00	0.00	584.86	415.14	58.49 %
01-541-530	Road Materials & Supplies - Roads & S	4,250.57	9,000.00	9,000.00	0.00	5,481.47	3,518.53	60.91 %
01-541-531	Landscape Materials & Supplies - Road	5,342.45	5,000.00	5,000.00	640.86	3,605.80	1,394.20	72.12 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	312.72	500.00	500.00	14.99	369.77	130.23	73.95 %
01-541-620	Buildings - Roads & Streets	0.00	5,000.00	5,000.00	0.00	0.00	0.00	0.00 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	2021 PERCENTAGE REALIZED
01-541-630	Improvements Other than Building - Ro	146,736.90	650,000.00	650,000.00	0.00	0.00	650,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	48,409.45	31,000.00	31,000.00	0.00	31,858.73	(858.73)	102.77 %
DEPARTMENT TOTAL		551,233.63	1,159,002.00	1,154,002.00	33,792.27	411,800.88	742,201.12	35.53 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	73,448.52	96,106.00	96,106.00	5,427.49	60,940.43	35,165.57	63.41 %
01-571-140	Overtime - Library	904.94	1,124.00	1,124.00	0.00	0.00	1,124.00	0.00 %
01-571-210	Fica Taxes - Library	5,382.52	7,438.00	7,438.00	406.68	4,707.81	2,730.19	63.29 %
01-571-220	Retirement Contribution - Library	6,531.91	9,723.00	9,723.00	587.24	6,432.10	3,290.90	66.15 %
01-571-230	Life & Health Insurance - Library	18,490.03	18,730.00	18,730.00	1,523.92	14,044.39	4,685.61	74.98 %
01-571-240	Worker's Compensation - Library	105.04	165.00	165.00	0.00	113.22	51.78	68.62 %
01-571-310	Professional Services - Library	3,677.85	2,325.00	2,325.00	0.00	861.56	1,463.44	37.06 %
01-571-312	Professional Services - Other - Libra	95.00	3,000.00	3,000.00	0.00	1,557.40	1,442.60	51.91 %
01-571-400	Travel Expenses - Library	0.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	4,110.59	6,500.00	6,500.00	285.89	2,965.91	3,534.09	45.63 %
01-571-420	Education Reimbursement - Library	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-571-430	Utilities - Library	3,636.41	5,000.00	5,000.00	300.35	2,422.00	2,578.00	48.44 %
01-571-460	Repairs and Maintenance - Library	2,578.63	4,100.00	7,100.00	0.00	8,043.95	(943.95)	196.19 %
01-571-480	Promo Activities & Legal Ads - Librar	386.42	2,500.00	2,500.00	46.17	46.17	2,453.83	1.85 %
01-571-490	Other Current Charges - Library	42.79	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-510	Office Supplies - Library	495.06	1,500.00	1,500.00	0.00	134.37	1,365.63	8.96 %
01-571-520	Operating Supplies - Library	9,447.12	9,000.00	6,000.00	160.66	7,202.20	(1,202.20)	80.02 %
01-571-540	Books, Pub., Sub., & Memberships - Li	944.51	1,200.00	1,200.00	0.00	563.53	636.47	46.96 %
01-571-620	Buildings - Library	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-571-630	Improvements Other than Building - Li	12,510.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-571-640	Machinery & Equipment - Library	0.00	0.00	0.00	0.00	3,868.00	(3,868.00)	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	16,431.77	18,000.00	18,000.00	678.33	9,480.73	8,519.27	52.67 %
DEPARTMENT TOTAL		159,219.11	201,611.00	201,611.00	9,416.73	123,383.77	78,227.23	61.20 %
PARKS								
01-572-310	Professional Services - Parks	10,114.07	0.00	300.00	0.00	125.00	175.00	0.00 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year. 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
01-572-430	Utilities - Parks	10,430.39	15,000.00	15,000.00	1,066.11	12,843.92	2,156.08	85.63 %
01-572-460	Repairs and Maintenance - Parks	24,926.76	15,000.00	49,322.91	0.00	27,177.58	22,145.33	181.18 %
01-572-493	Equipment Rental - Parks	630.42	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-572-520	Operating Supplies - Parks	2,260.20	2,000.00	2,000.00	134.00	3,440.80	(1,440.80)	172.04 %
01-572-630	Improvements Other than Building - Pa	2,732.23	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
DEPARTMENT TOTAL		51,094.07	44,000.00	78,622.91	1,200.11	43,587.30	35,035.61	99.06 %
=====								
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	560.00	2,000.00	0.00	0.00	0.00	0.00	0.00 %
01-574-440	Rentals and Leases - Spec Events	3,387.40	2,000.00	0.00	0.00	0.00	0.00	0.00 %
01-574-470	Printing and Reproduction - Spec Even	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00 %
01-574-490	Other Current Charges - Spec Events	145.58	1,000.00	2,305.79	0.00	2,305.79	0.00	230.58 %
01-574-520	Operating Supplies - Spec Events	9,010.97	10,000.00	71.30	0.00	71.30	0.00	0.71 %
DEPARTMENT TOTAL		13,103.95	17,000.00	2,377.09	0.00	2,377.09	0.00	13.98 %
=====								
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	8,984.34	20,000.00	20,000.00	4,157.50	11,488.74	8,511.26	57.44 %
01-590-311	Engineering Services - Non-Dept	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
01-590-312	Professional Services - Other - Non-D	9,810.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
01-590-315	Inmate Labor - GF Non - Dept	13,133.53	28,749.00	28,749.00	0.00	21,561.38	7,187.62	75.00 %
01-590-320	Accounting and Auditing - Non-Dept	14,502.40	17,000.00	17,000.00	364.65	16,669.09	330.91	98.05 %
01-590-450	Liability Insurance - Non-Dept	46,712.00	63,000.00	63,000.00	0.00	58,980.50	4,019.50	93.62 %
01-590-464	Vehicle Fuel - Non- Departmental	266.36	500.00	500.00	26.41	187.61	312.39	37.52 %
01-590-465	Vehicle Maintenance - Non-Departmenta	122.50	500.00	500.00	0.00	177.98	322.02	35.60 %
01-590-490	Other Current Charges - Non Dept	0.00	0.00	0.00	0.00	25.00	(25.00)	0.00 %
01-590-510	Office Supplies - Non-Departmental	713.26	2,000.00	2,000.00	0.00	599.69	1,400.31	29.98 %
01-590-520	Operating Supplies - Non-Dept	1,017.88	3,000.00	3,000.00	0.00	2,622.35	377.65	87.41 %
01-590-521	Emergencies & Contingencies - Operati	3,832.79	10,000.00	10,000.00	123.71	1,213.16	8,786.84	12.13 %
01-590-525	Uniforms - Non Dept	704.57	2,000.00	2,000.00	329.90	3,347.18	(1,347.18)	167.36 %
01-590-528	Postage - Non-Dept	226.45	1,000.00	1,000.00	0.00	1,241.30	(241.30)	124.13 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

General Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-540	Books, Pub., Sub., & Memberships -NON	2,725.00	3,000.00	3,000.00	0.00	3,281.95	(281.95)	109.40 %
01-590-930	Transfer to Police Public Safety Impa	0.00	1,290.00	1,290.00	0.00	0.00	1,290.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	0.00	690.00	690.00	0.00	870.00	(180.00)	126.09 %
01-590-932	Transfer to Parks & Rec Impact Fees	0.00	20,803.00	20,803.00	0.00	0.00	20,803.00	0.00 %
01-590-933	Transfer to Public Facility Impact Fe	0.00	34,960.00	34,960.00	0.00	(593.57)	35,553.57	(1.70) %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	49,700.00	21,700.00	0.00	0.00	21,700.00	0.00 %
01-590-950	Transfer to Rstr Streets Paving-Non-D	0.00	52,957.00	52,957.00	0.00	0.00	52,957.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	350.00	3,500.00	3,500.00	0.00	955.95	2,544.05	27.31 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-590-994	Bank Fees - Non-Dept	7.50	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-996	Bad Debt - Non-Dept	11,313.45	10,000.00	10,000.00	0.00	1,308.28	8,691.72	13.08 %
01-590-999	Other - Non-Operating Charges - Non-D	10,487.14	12,190.00	12,190.00	7.30	(2,107.24)	14,297.24	(17.29) %
DEPARTMENT TOTAL		124,909.17	352,339.00	324,339.00	5,009.47	121,829.35	202,509.65	34.58 %

General Fund Revenues Total

2,945,806.05

3,364,144.00

165,287.38

2,629,992.03

734,151.92

21.82%

General Fund Expenditures Total

-2,396,965.24

-3,364,144.00

-123,158.80

-2,072,036.82

-1,292,107.18

39.41%

Total Revenue vs. Expenditures

548,840.81

0.00

42,189.58

557,955.26

-557,955.26

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2021 thru Fiscal Month: Aug, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	1,161,149.43	
05-101-900	Cash - Water Impact Fee Account	150.00	
05-101-913	DEP Loan - Sinking Fund	72,586.70	
05-101-915	Tax Exempt Leasing - Sinking Fund	0.00	
05-101-916	US Bank - Sink Fund	461,214.63	
05-101-917	US Bank - Renewal & Replacement Series	187,594.83	
05-101-918	DEP Loan WW531400 - Sink Fund	820.87	
05-101-919	DEP Loan WW531402 - Sink Fund	11,779.15	
05-101-920	Cash - Customer Deposits	398,861.56	
05-115-100	Accounts Receivable - Utilities	31,926.31	
05-115-130	Accounts Receivable - Readiness to Serve	32,127.10	
05-117-100	Allowance for Bad Debt	17,614.09-	
05-117-200	Allowance for Uncollectible A/R	68,835.67-	
05-151-100	Investments - FL SAFE EF	600,044.35	
05-151-902	Investments - FL SAFE EF Reserves	125,401.27	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	34,491.40	
05-159-100	Deferred Outflows - Related-to-Pension	101,024.77	
05-159-200	Deferred Outflows - Loss on Refunding	747,878.23	
05-160-902	Reserve Account	100,000.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-160-905	Reserve Acct - CIP Service Truck	103,677.23	
05-161-900	Fixed Assets - Land	2,762,913.00	
05-164-100	Utility Plant in Service	15,386,508.20	
05-165-900	Acc.Dep. - Improvements Other than Build	327,211.43-	
05-166-900	Equipment & Furniture	590,179.66	
05-167-900	Accumulated Depreciation - Equipment	4,209,848.07-	
05-169-900	CIP - Construction Costs	20,211.25	
	** TOTAL ASSET**		18,355,074.68
05-202-100	Accounts Payable	59.97	
05-202-200	Accounts Payable - Year End	5,210.75	
05-202-900	Customer Deposits	339,251.80	
05-203-100	Accumulated Interest Payable	53,681.37	
05-203-600	SRF Loan WW51201P	1,934,354.67	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	33,938.94	
05-203-615	SRF Loan WW531402/SG531403	2,103,111.00	
05-203-710	US Bank 2017 Bond Note	7,935,000.00	
05-203-750	Tax Exempt Leasing Loan	22,847.48	
05-203-910	Unamortized Bond Premiums - US Bank	556,556.27	
05-208-305	Taxes Payable	5,451.44-	
05-225-100	Deferred Inflows - Related to Pension	4,361.28	
05-234-100	L-T-D - Current Portion	1,753,885.21	
05-234-901	Less: Current Portion of LTD	1,753,885.21-	
05-235-900	Net Pension Liability	237,687.81	
	** TOTAL LIABILITY**		13,220,609.90
05-243-100	Encumbrances Placed	574.13	
05-245-100	Reserved for Encumbrances	574.13-	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	5,790,416.28	
05-271-150	Fund Balance - Restatement	2,245,690.34-	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2021 thru Fiscal Month: Aug, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
	** TOTAL EQUITY**		4,904,437.13
	** TOTAL REVENUE**		2,235,043.14
	** TOTAL EXPENSE**		2,005,015.49
	TOTAL LIABILITY AND EQUITY		18,355,074.68

POLK CITY
 AUGUST 2021 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
 91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 PRIOR YR REVENUE	2021 ANTICIPATED REVENUE	ADJ ANTICIPATED	2021 CURRENT REVENUE	2021 YTD REVENUE	(EXCESS)/DEFICIT	2021 PERCENTAGE REALIZED
05-314-301	RIS - City 10% UTY T	1,956.96	0.00	0.00	64.94	1,649.31	(1,649.31)	0.00 %
05-324-210	Water Impact Fees	148,495.00	34,940.00	34,940.00	0.00	0.00	34,940.00	0.00 %
05-324-220	Sewer Impact Fees	353,200.00	88,300.00	88,300.00	0.00	0.00	88,300.00	0.00 %
05-325-111	Connection Fees - Water - Cash Basis	71,340.00	17,400.00	17,400.00	0.00	33,495.00	(16,095.00)	192.50 %
05-325-112	Connection Fees - Water - Accrual Bas	3,840.44	0.00	0.00	0.00	0.00	0.00	0.00 %
05-325-210	Readiness to Serve Charge - Sewer	25,570.56	0.00	0.00	1,006.35	19,529.11	(19,529.11)	0.00 %
05-325-211	Readiness to Serve Charge - Water	19,568.05	0.00	0.00	649.42	16,491.85	(16,491.85)	0.00 %
05-329-200	Other Lic./Fees/Permits	4,862.64	1,300.00	1,300.00	137.28	2,346.20	(1,046.20)	180.48 %
05-340-300	Water Utility Revenue	1,276,748.86	1,423,995.00	1,423,995.00	98,566.69	1,078,201.20	345,793.80	75.72 %
05-340-500	Sewer Utility Revenue	1,191,404.65	1,331,832.00	1,331,832.00	95,727.75	1,042,302.93	289,529.07	78.26 %
05-359-100	Other Fines and/or Forfeitures	25,430.00	21,140.00	21,140.00	825.00	12,540.00	8,600.00	59.32 %
05-359-200	Non Sufficient Funds	1,140.00	1,206.00	1,206.00	85.00	1,080.00	126.00	89.55 %
05-359-300	Late Fees	18,994.50	30,000.00	30,000.00	2,446.50	24,562.50	5,437.50	81.88 %
05-361-200	Interest/Dividends - FL SAFE	0.00	0.00	0.00	0.00	53.62	(53.62)	0.00 %
05-369-100	Misc. Income	3,901.05	0.00	0.00	0.00	39.61	(39.61)	0.00 %
05-369-111	Cash Drawer Overage	20.00	0.00	0.00	0.00	(0.14)	0.14	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	142.30	0.00	0.00	0.00	2,751.95	(2,751.95)	0.00 %
05-369-400	Insurance Proceeds	5,681.63	0.00	0.00	0.00	0.00	0.00	0.00 %
05-389-800	Water & Sewer - Capital Contributions	786,201.20	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		3,938,497.84	2,950,113.00	2,950,113.00	199,508.93	2,235,043.14	715,069.66	75.76 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	2021 PERCENTAGE REALIZED
	Water							
05-533-120	Regular Salary - Wages - Water Oper	169,222.22	255,102.00	255,102.00	18,713.40	192,158.13	62,943.87	75.33 %
05-533-140	Overtime - Water Oper	3,992.69	7,539.00	7,539.00	235.20	4,891.02	2,647.98	64.88 %
05-533-210	Fica Taxes - Water Oper	12,804.84	20,092.00	20,092.00	1,415.22	15,063.09	5,028.91	74.97 %
05-533-220	Retirement Contribution - Water Oper	30,140.35	25,583.00	25,583.00	2,050.24	21,327.53	4,255.47	83.37 %
05-533-230	Life & Health Insurance - Water Oper	42,411.53	56,218.00	56,218.00	4,571.76	43,717.52	12,500.48	77.76 %
05-533-240	Worker's Compensation - Water Oper	6,304.58	6,036.00	6,036.00	0.00	2,910.39	3,125.61	48.22 %
05-533-310	Professional Services - Water Oper	73,063.27	20,000.00	20,000.00	5,543.08	19,194.95	805.05	95.97 %
05-533-311	Engineering Services - Water Oper	17,239.54	30,000.00	30,000.00	0.00	7,879.84	22,120.16	26.27 %
05-533-312	Professional Services - Other - Water	2,810.93	20,000.00	20,000.00	0.00	1,826.22	18,173.78	9.13 %
05-533-313	Professional Services - Polk Regional	3,781.42	0.00	23,000.00	0.00	3,871.08	19,128.92	0.00 %
05-533-400	Travel Expenses - Water Oper	1,180.06	500.00	500.00	0.00	2,039.02	(1,539.02)	407.80 %
05-533-410	Communication Services - Water Oper	3,905.95	3,500.00	3,500.00	710.99	5,334.58	(1,834.58)	152.42 %
05-533-430	Utilities - PW/Utilities Facility Wat	1,453.33	0.00	1,500.00	153.29	1,395.18	104.82	0.00 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	4,303.94	6,900.00	6,900.00	459.32	3,623.43	3,276.57	52.51 %
05-533-432	Commonwealth WTP - Utilities - Water	393.06	4,620.00	4,620.00	20.39	2,897.78	1,722.22	62.72 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	24,860.27	12,000.00	12,000.00	769.61	7,074.49	4,925.51	58.95 %
05-533-460	Repairs and Maintenance - Water Oper	43,799.35	40,000.00	94,945.00	272.69	52,396.53	42,548.47	130.99 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	19,381.71	10,000.00	10,000.00	486.49	1,827.02	8,172.98	18.27 %
05-533-462	Commonwealth WTP - Repairs and Maint	3,048.35	10,000.00	10,000.00	2,360.50	3,710.52	6,289.48	37.11 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	4,156.25	10,000.00	10,000.00	0.00	35,594.42	(25,594.42)	355.94 %
05-533-464	Vehicle Fuel - Water Oper	8,762.33	7,000.00	7,000.00	751.11	6,886.50	113.50	98.38 %
05-533-465	Vehicle Maintenance - Water Oper	6,670.90	8,000.00	8,000.00	0.00	5,344.76	2,492.91	66.81 %
05-533-466	Public Works/Utilities Facility - Rep	1,191.18	0.00	0.00	0.00	2,440.83	(2,440.83)	0.00 %
05-533-470	Printing and Reproduction - Water Ope	567.50	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-490	Other Current Charges - Water Oper	0.00	0.00	0.00	45.46	45.46	(45.46)	0.00 %
05-533-492	Recording & Other Fees - Water Oper	3,300.00	0.00	0.00	0.00	4,440.00	(4,440.00)	0.00 %
05-533-493	Equipment Rental - Water Oper	218.38	4,300.00	4,300.00	0.00	0.00	4,300.00	0.00 %
05-533-510	Office Supplies - Water Oper	454.00	1,000.00	1,000.00	0.00	435.81	564.19	43.58 %
05-533-520	Operating Supplies - Water Oper	17,319.24	15,000.00	15,000.00	733.53	9,465.89	5,122.31	63.11 %
05-533-524	Chemicals - Water Oper	5,920.25	9,000.00	9,000.00	0.00	3,004.50	5,995.50	33.38 %
05-533-526	Meter Supplies - New Installs - Water	78,672.44	90,000.00	90,000.00	0.00	37,845.69	52,154.31	42.05 %
05-533-527	Meter Supplies - Repairs & Maintenan	50,827.61	80,000.00	80,000.00	0.00	55,184.08	24,815.92	68.98 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	759.88	2,000.00	2,000.00	0.00	1,548.54	451.46	77.43 %
05-533-605	Depreciation Expense - Water Oper	124,581.76	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-630	Improvements Other than Building - Wa	0.00	0.00	5,000.00	0.00	850.00	4,150.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	0.00	0.00	0.00	0.00	529.85	(529.85)	0.00 %
05-533-641	Mt. Olive WTP - Machinery & Equipment	124,934.00	80,000.00	80,000.00	0.00	0.00	80,000.00	0.00 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	2021 PERCENTAGE REALIZED
05-533-710	Principal - Water Oper	0.00	81,559.00	81,559.00	0.00	82,179.48	(620.48)	100.76 %
05-533-720	Interest - Water Oper	74,104.73	71,763.00	71,763.00	0.00	71,773.05	(10.05)	100.01 %
05-533-994	Bank Fees - Water Oper	0.00	0.00	0.00	0.00	3.19	(3.19)	0.00 %
DEPARTMENT TOTAL		966,537.84	987,712.00	1,072,157.00	39,292.28	710,710.37	360,872.50	71.96 %

Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	101,693.80	109,923.00	109,923.00	8,604.80	96,226.74	13,696.26	87.54 %
05-535-140	Overtime - Sewer Oper	5,255.37	6,469.00	6,469.00	107.10	4,785.41	1,683.59	73.97 %
05-535-210	Fica Taxes - Sewer Oper	7,942.13	8,904.00	8,904.00	655.69	7,846.24	1,057.76	88.12 %
05-535-220	Retirement Contribution - Sewer Oper	18,330.59	11,563.00	11,563.00	942.63	11,050.82	512.18	95.57 %
05-535-230	Life & Health Insurance - Sewer Oper	23,213.93	23,383.00	23,383.00	1,904.90	21,518.99	1,864.01	92.03 %
05-535-240	Worker's Compensation - Sewer Oper	0.00	4,140.00	4,140.00	0.00	2,875.13	1,264.87	69.45 %
05-535-310	Professional Services - Sewer Oper	59,381.68	20,000.00	20,000.00	4,409.00	24,647.00	(4,647.00)	123.24 %
05-535-311	Engineering Services - Sewer Oper	9,435.75	20,000.00	20,000.00	2,926.00	3,743.00	16,257.00	18.72 %
05-535-312	Professional Services - Other - Sewer Oper	583.32	0.00	0.00	0.00	287.49	(287.49)	0.00 %
05-535-400	Travel Expenses - Sewer Oper	251.05	1,000.00	1,000.00	0.00	571.58	428.42	57.16 %
05-535-410	Communication Services - Sewer Oper	3,360.67	2,500.00	2,500.00	469.20	3,743.15	(1,243.15)	149.73 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	131.70	1,500.00	1,500.00	0.00	125.10	1,374.90	8.34 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,222.70	2,500.00	2,500.00	199.80	2,196.80	303.20	87.87 %
05-535-430	Utilities - PW/Utilities Facility Sew	6,233.33	7,000.00	7,000.00	805.57	4,616.29	2,383.71	65.95 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	24,065.27	21,000.00	21,000.00	2,688.27	20,648.98	351.02	98.33 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,785.08	11,000.00	11,000.00	685.00	7,158.60	3,841.40	65.08 %
05-535-440	Rentals and Leases - Sewer Oper	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-460	Repairs and Maintenance - Sewer Oper	95,234.36	100,000.00	100,000.00	3,213.85	54,315.55	45,684.45	54.32 %
05-535-461	Cardinal Hill - Repairs and Maint - S	9,204.60	40,000.00	40,000.00	0.00	8,254.30	31,745.70	20.64 %
05-535-464	Vehicle Fuel - Sewer Oper	12,077.55	4,000.00	4,000.00	1,324.03	7,928.25	(3,928.25)	198.21 %
05-535-465	Vehicle Maintenance - Sewer Oper	8,286.85	10,000.00	10,000.00	2,579.49	11,000.45	(1,000.45)	110.00 %
05-535-466	Public Works/Utilities Facility - Rep	275.08	0.00	0.00	0.00	2,437.84	(2,437.84)	0.00 %
05-535-470	Printing and Reproduction - Sewer Op	157.80	60.00	60.00	0.00	0.00	60.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	47.61	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	100.00	1,000.00	1,000.00	132.48	260.66	739.34	26.07 %
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	300.98	1,000.00	1,000.00	0.00	435.58	564.42	43.56 %
05-535-520	Operating Supplies - Sewer Oper	7,830.07	8,000.00	8,000.00	778.67	5,807.38	2,192.62	72.59 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	14,783.22	0.00	18,000.00	0.00	21,541.57	(3,541.57)	0.00 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	2021 PERCENTAGE REALIZED
05-535-524	Chemicals - Sewer Oper	19,863.25	17,000.00	17,000.00	973.50	25,833.80	(8,833.80)	151.96 %
05-535-540	Books, Pub., Sub., & Memberships - Se	580.00	1,000.00	1,000.00	0.00	164.94	835.06	16.49 %
05-535-605	Depreciation Expense - Sewer Oper	245,368.24	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-630	Improvements Other than Building - Se	0.00	15,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	0.00	92,682.00	99,520.34	0.00	99,520.34	0.00	107.38 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	0.00	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00 %
05-535-710	Principal - Sewer Oper	852.80	358,501.00	358,501.00	0.00	264,466.30	94,034.70	73.77 %
05-535-712	Principal - DEP Effluent Disposal Loa	0.00	0.00	0.00	0.00	22,527.31	(22,527.31)	0.00 %
05-535-720	Interest - Sewer Oper	294,131.09	287,565.00	287,565.00	0.00	264,746.48	22,818.52	92.06 %
05-535-722	Interest - DEP Effluent Disposal Loan	6,513.06	0.00	0.00	0.00	19.75	(19.75)	0.00 %
05-535-730	Other Debt Service Costs - Sewer Oper	0.00	0.00	0.00	0.00	5,231.30	(5,231.30)	0.00 %
DEPARTMENT TOTAL		986,492.93	1,255,690.00	1,285,528.34	33,399.98	1,006,533.12	278,995.22	80.16 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	24,052.24	25,000.00	25,000.00	10,882.91	28,311.63	(3,311.63)	113.25 %
05-590-312	Professional Services - Other - Non-D	8,240.00	10,000.00	10,000.00	1,050.00	3,550.00	6,450.00	35.50 %
05-590-315	Inmate Labor - EF Non - Dept	13,133.51	28,749.00	28,749.00	0.00	21,561.37	7,187.63	75.00 %
05-590-320	Accounting and Auditing - Non-Dept	29,444.32	25,000.00	25,000.00	740.35	27,654.16	(2,654.16)	110.62 %
05-590-440	Rentals and Leases - Non-Dept	4,306.10	4,500.00	4,500.00	401.46	3,768.55	731.45	83.75 %
05-590-450	Liability Insurance - Non-Dept	46,712.00	63,000.00	63,000.00	0.00	58,980.50	4,019.50	93.62 %
05-590-490	Other Current Charges - Non Dept	0.00	0.00	0.00	0.00	25.00	(25.00)	0.00 %
05-590-510	Office Supplies - Non-Departmental	484.65	1,000.00	1,000.00	0.00	449.75	550.25	44.98 %
05-590-520	Operating Supplies - Non-Dept	230.50	3,000.00	3,000.00	190.00	946.60	2,053.40	31.55 %
05-590-521	Emergencies & Contingencies - Operati	14,921.00	20,000.00	20,000.00	98.52	4,179.17	15,820.83	20.90 %
05-590-525	Uniforms - Non Dept	1,604.90	4,500.00	4,500.00	342.41	3,106.62	1,393.38	69.04 %
05-590-528	Postage - Non-Dept	0.00	3,000.00	3,000.00	25.95	2,025.95	974.05	67.53 %
05-590-540	Books, Pub., Sub., & Memberships -NON	1,152.00	2,000.00	2,000.00	0.00	2,311.34	(311.34)	115.57 %
05-590-720	Interest - Bond 2017 Issue	(43,474.44)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	62,278.80	0.00	0.00	0.00	150.00	(150.00)	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	25,000.00	155,000.00	155,000.00	0.00	155,000.00	0.00	100.00 %
05-590-930	Transfer to Water Impact Fee Reserves	0.00	34,940.00	34,940.00	0.00	0.00	34,940.00	0.00 %
05-590-931	Transfer to Sewer Impact Fee Reserves	0.00	73,300.00	73,300.00	0.00	0.00	73,300.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	244,722.00	130,438.66	0.00	0.00	130,438.66	0.00 %
05-590-992	Unemployment Claims - Non-Dept	946.40	2,000.00	2,000.00	275.00	1,694.60	305.40	84.73 %
05-590-994	Bank Fees - Non-Dept	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %

POLK CITY
AUGUST 2021 MONTHLY FINANCIALS

Enterprise Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2021 / 8

G/L ACCOUNT	DESCRIPTION	2020 ACTUALS	2021 ADOPTED BUDGET	2021 ADJ BUDGET	2021 MTD EXPENSES	2021 YTD EXPENSES	2021 AVAIL BUDGET	PERCENTAGE REALIZED
05-590-996	Bad Debt - Non-Dept	59,811.17	0.00	0.00	0.00	12,261.50	(12,261.50)	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	770.79	6,000.00	6,000.00	(17.70)	(38,512.12)	44,512.12	(641.87) %
DEPARTMENT TOTAL		249,613.94	706,711.00	592,427.66	13,988.90	287,464.62	304,963.04	40.68 %

Enterprise Fund Revenues Total 3,938,497.84 2,950,113.00 2,950,113.00 199,508.93 2,235,043.14 715,069.86 75.76%

Enterprise Fund Expenditures Total -2,202,644.71 -2,950,113.00 -2,950,113.00 -86,681.16 -2,004,708.11 944,830.76 67.95%

Total Revenue vs. Expenditures 1,735,853.13 0.00 0.00 112,827.77 230,335.03 1,659,900.62

POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2021 thru Fiscal Month: Aug, for Fund: 08

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	645.69	
08-101-101	GF Fire Public Safety Impact Fees	345.29	
08-101-102	GF Recreation Impact Fees	1,040.25	
08-101-103	GF Gen Gov't Facilities Impact Fees	1,748.53	
08-151-100	Investments - FL SAFE GF Police Public Safety	213,321.77	
08-151-101	Investments - FL SAFE GF Fire Pubic Safety	134,826.96	
08-151-102	Investments - FL SAFE GF Recreation	403,179.80	
08-151-103	Investments - FL SAFE GF Facilities	447,787.10	
	** TOTAL ASSET**		1,202,895.39
08-271-150	Fund Balance - Restatement	1,089,182.23	
	** TOTAL EQUITY**		1,089,182.23
	** TOTAL REVENUE**		113,713.16
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,202,895.39

POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2021 thru Fiscal Month: Aug, for Fund: 09

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	304,415.04	
09-101-900	EF Water Impact Fee Account	229,703.09	
09-151-800	Investements - Sewer Impact	1,632,511.66	
09-151-900	Investements - Water Impact	265,445.62	
	** TOTAL ASSET**		2,432,075.41
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-150	Fund Balance - Restatement	2,245,690.34	
	** TOTAL EQUITY**		2,245,690.34
	** TOTAL REVENUE**		222,798.28
	** TOTAL EXPENSE**		36,413.21
	TOTAL LIABILITY AND EQUITY		2,432,075.41

Library Monthly Report

SEPTEMBER 2021

CIRCULATION

ADULT BOOKS	577
JUVENILE BOOKS	587
DVD'S	391
HOT-SPOTS	14
DIGITAL	4
TOTAL CIRCULATION	1573

NEW BORROWERS

IN CITY	7
IN COUNTY	1
DIGITAL	0
TOTAL NEW BORROWERS	8

NUMBER OF PROGRAMS

ADULT	0
JUVENILE	0
YOUNG ADULT	0
TOTAL PROGRAMS	0

PROGRAM ATTENDANCE

ADULT	0
JUVENILE	0
YOUNG ADULT	0
TOTAL ATTENDANCE	0

REFERENCE QUESTIONS

PHONE CALLS	187
-------------	-----

NUMBER OF COMPUTER USERS

67

TOTAL PATRONS

457

Prepared by:

Mikayla Osso

Library Director

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

STATISTICAL DATA

West Division

Date: October 11, 2021 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for September, 2021

ACTIVITY	
FELONY ARREST	3
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	4
AFFIDAVITS MISDEMEANOR	1
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	8
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	36
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	30
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	8
TOW-AWAY NOTICES	1
COMMUNITY CONTACTS	1150
TRAFFIC STOPS	51
TOTAL DISPATCHED CALLS FOR SERVICE	118

In September 2021, there was three (3) PROCAP captured crimes as compared to five (5) in September 2020. A Business Burglary occurred at 411 Commonwealth Ave. SW. The suspect pried open the gate to the business and removed a 2001 Haul mark enclosed trailer. A Burglary of two vehicles occurred at 8886 Conway Rd., nothing was removed from the vehicles. A criminal mischief occurred at Berkley Rd/Walker Lane to a fence that was cut. This particular crime will be handled by Agriculture crimes unit. At this time our crime is sitting at -23% as compared to last year at this time.

Case No	Inc From	Inc To	OCW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
BURGLARY BUSINESS									
PCSO-210038219	2021-09-14 / 1700hrs	2021-09-15 / 0800hrs	Wed	411 COMMONWEALTH AVE SW KIRK & RILEY SEPTIC	front gate pried open; Unk susp entered busin property & removed a 2001 Haulmark enclosed trailer bearing expired Florida tag#F400FR which was loaded with antique auto parts ranging from 1930-1960 vehs / Previous Susp Charles Clayton Pitts WM011486 was released from prison on 8/20/21 and he has broken into busin before	Spencer	NO	NO	NFL
BURGLARY CONVEYANCE									
PCSO-210040037	2021-09-26 / 0100hrs	2021-09-26 / 0110hrs	Sun	8886 CONWAY RD FOUNTAIN PARK	2 Unsecured vehs; Unk BM susp wearing a gray hoodie, black sweatpants, gray shoes, & a backpack was observed entering the 2 vehs & but removed nothing similar incident 21-40039	Spencer	no	yes	NFL
CRIMINAL MISCHIEF									
PCSO-210040315	2021-09-28 / 0748hrs	2021-09-28 / 0955hrs	Tues	BERKLEY RD/WALKER LN	report not completed / As of 10/4 report still not completed DS Catello				

Department of Law Enforcement																														
Polk City - 2020 - 2021																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly Change	YTD		
	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021
Robbery	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	0	0%	0.1	0.0	
Burg. Business	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	3	100%	0.0	0.3	
Burg. Residence	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0%	0.1	0.0	
Burg. Structure	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	1	0%	0.1	0.1	
Burg. Conveyance	0	0	1	1	0	1	0	0	0	1	0	0	0	0	0	0	1	1	0	0	1	0	0	0	2	4	100%	0.2	0.4	
Vehicle Theft	1	0	0	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	3	2	-100%	0.3	0.2	
Grand Theft	0	1	0	0	0	0	0	0	1	1	1	0	1	0	0	2	1	0	0	0	0	0	0	0	4	4	-200%	0.4	0.4	
Peft Theft	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	4	0	0%	0.4	0.0	
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Retail Theft	0	0	0	0	0	0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0%	0.3	0.0	
Criminal Mischief	0	0	1	0	0	0	1	0	0	0	0	1	0	0	1	1	0	0	0	0	0	0	0	0	3	3	100%	0.3	0.3	
Totals	2	3	3	2	2	1	2	0	3	2	3	1	1	2	1	3	5	3	3	0	1	0	0	0	22	17	0%	2.4	1.9	
% Change	50%		-33%		-50%		N/A		-33%		-67%		100%		200%		-40%		N/A		N/A		N/A		-23%		-23%			

Public Works Report

September 2021

Public Works

Summary: Public Works maintained all Public facilities to include Library, City Hall, Freedom Park, Bronson Center, Old Public Works Facility, Courts, McManigle Park, Fishing Pier, New Public Work/Utility facilities, and Activity Center.

- Mowed and trimmed all City facilities
- Inspected Freedom Park, Recreation Courts, Fishing Pier, and McManigle Park
- Monitored and serviced all storm drains throughout Polk City.
- Completed Work Orders-(Repairs and Maintenance of Equipment, Electrical, plumbing, Building Maintenance, Vehicle Maintenance, etc.)
- In collaboration with Feeding Tampa Bay we held Food Drive at Bronson Center to help feed our Neighbors bi-weekly.
- Cleaning and maintaining of all City facilities.
- Assessing tasks to achieve ADA compliance, and implementing on all City facilities

October Objectives:

Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment. Continuing our food drive efforts. Achieving completion of all ADA compliance measures on all City Facilities. Preparing for Safe Haven event at Freedom Park.

Submitted By:

Chasity Guinn, Asst. Public Works Director

UTILITY DEPARTMENT

September 2021

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

- 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
- Work Orders - 100
- Turn On - 21
- Turn off - 25
- Misc. (rereads, laptops, vacation turn on, TBO from shut off) - 55
- 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
- Mowed all water/wastewater plants, perk ponds, ribs, liftstations, and Ruth rd.
- Sprayed weeds

I would like to add U.S. Submergent is starting the Grit and Sand Removal at the WWTF at the beginning of October.

October Objectives: Meet all DEP requirements to stay in compliance, continuing to maintain work orders and locates.

Submitted by:

Lori Pearson, Utility Director

**City Commission Meeting
October 18, 2021**

AGENDA ITEM #1: PUBLIC HEARING - ORDINANCE 2021-03

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2021-03 is a City-initiated text amendment to the Polk City Comprehensive Plan and the Unified Land Development Code of Polk City Florida to remedy inconsistencies within the Planned Unit Development Zoning District; amending and updating Article 2, Section 2.04.02.16 Planned Unit Development District; amending Article 3, Section 3.12.03 Planned Unit Development (PUD) in the Green Swamp ACSC; and amending Article 7, Section 7.11.00 Planned Unit Development (PUD).

ATTACHMENTS:

- Ordinance 2021-03
- Staff Overview Report

ANALYSIS:

On Tuesday, September 7, 2021, the Polk City Planning Commission held a Public Hearing and unanimously voted to forward the proposed amendments with recommended changes to the City Commission for final approval.

On Monday, September 20, 2021, the City Commission unanimously voted to approve Ordinance 2021-03 on First Reading with minor changes as requested.

CFRPC Staff Member will be at the City Commission Meeting to address any questions or concerns regarding this Ordinance.

STAFF RECOMMENDATION:

Approve Ordinance 2021-03 on **Second and Final Reading**.

ORDINANCE 2021-03

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE POLK CITY CODE OF ORDINANCES AND THE UNIFIED LAND DEVELOPMENT CODE OF POLK CITY, FLORIDA TO REMEDY INCONSISTENCIES WITHIN THE PLANNED UNIT DEVELOPMENT ZONING DISTRICT; AMENDING AND UPDATING ARTICLE 2, SECTION 2.04.02.16 PLANNED UNIT DEVELOPMENT DISTRICT; AMENDING ARTICLE 3, SECTION 3.12.03 PLANNED UNIT DEVELOPMENT (PUD) IN THE GREEN SWAMP ACSC; AND AMENDING ARTICLE 7, SECTION 7.11.00 PLANNED UNIT DEVELOPMENT (PUD); 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 procedures and regulations for the review and consideration of conditional use permits within Polk City.

(3) The City Commission has determined that having the ability to issue conditional use permits will provide additional flexibility and enforceability for the City Commission in its review and implementation of its Unified Land Development Code.

(4) 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 Sections 2, 3, and 4 and made a part hereof.

(5) 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. AMENDMENT TO SECTION 2.04.02.16, UNIFIED LAND DEVELOPMENT CODE, CONTAINED IN SECTION 78-1, POLK CITY CODE. Section 2.04.02.16, Unified Land Development Code, is hereby amended to read as follows:

"2.04.02.16 Planned Unit Development District

- (A) *FLUM designation:* The primary use of a Planned Use Development must be consistent with the future land use designation of the property.

- (B) *Purpose and intent.*
 - 1. The planned unit development district is intended to provide a method for consideration and approval of unique zoning districts for individual Planned Unit Developments (PUD), which are not provided for or allowed in the zoning districts otherwise established by this chapter.

 - 2. The standards and procedures of this district are intended to promote flexibility of design and to permit planned diversification and integration of uses and structures, while at the same time reserving to the City Council Commission the absolute authority to establish limitations and regulations for the development deemed necessary to protect the public health, safety and welfare. In so doing, the PUD district is designed to:
 - a. Promote more efficient and economic uses of land, including bypassed lands.
 - b. Encourage more compatible and harmonious development of contiguous lands.
 - c. Promote home ownership opportunities for all residents of the community.
 - d. Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.
 - e. Be totally controllable based on the needs of the city, in terms of the impact on the proposed site and surrounding neighborhoods.
 - f. Encourage uses of land, which reduce transportation needs and which conserve energy and natural resources.
 - g. Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscaping features and amenities.
 - h. Provide for more usable and suitably located recreational facilities, open spaces and scenic areas, either commonly owned or publicly owned, than would otherwise be provided under conventional land- development procedures.

- i. Lower development and building costs by permitting smaller networks of utilities and streets and the use of more economical building types and shared facilities.
- J. Accomplish more desirable living and working environments than would be possible through the strict application of minimum requirements of the city's other zoning and subdivision regulations.
- k. Permit the combining and coordinating of architectural styles, building forms, and building relationships within a planned unit development.
- l. Provide an environment of stable character compatible with surrounding developments.
- m. Permit specific limitations and requirements in excess of those included in other zoning districts, based on the unique characteristics of the individual site, where necessary to the public health, safety, or welfare, or for the protection of preservation of lands, either internal or external to the planned unit development.

(C) *Voluntary use.* The PUD district shall be a voluntary process commenced by an applicant for PUD (zoning designation). The city shall not initiate a PUD rezoning on privately owned property or designate specific lands for planned unit development in its adopted Comprehensive Plan.

(D) *Minimum conditions for approval.* The approval of planned unit development rezoning or development plan may not be approved unless the following minimum conditions are met:

- 1. The minimum size of the proposed development shall be five (5) acres for a residential development and two (2) acres for a nonresidential development.
- 2. Minimum setbacks at the perimeter of the development shall be equal to those of the abutting districts. Otherwise, there shall be no minimum lot size, setbacks, percentage of lot coverage, or lot width except as specified in the PUD approval document.

(E) *Permitted uses.* Except where certain uses are specifically disallowed or restricted as part of the PUD approval:

- 1. In a commercial PUD, the uses allowed in Polk City's C-1 and C-2 zoning districts may be permitted as principal or accessory uses.

2. In an industrial PUD, the uses allowed in Polk City's M-1 and M-2I-H zoning districts may be permitted as principal or accessory uses.
3. In a residential PUD, the following uses shall be permitted:
 - a. Dwelling, one-family;
 - b. Dwelling, two-family;
 - c. Dwelling, multifamily;
 - d. Townhouses;
 - e. Public and private recreation facilities;
 - f. Churches and other houses of worship;
 - g. Child and adult daycare centers;
 - h. Convenience, goods, retail and personal service stores primarily intended and designed to service the residents of the PUD;
 - i. Essential services;
 - j. Home occupations subject to the provisions contained herein.

(F) *Internal compatibility.* All land uses within the proposed development shall be compatible with other proposed uses. The planning commission and the city council commission shall consider the following factors in judging internal compatibility:

1. The streetscape.
2. The existence or absence of, and the location of, open spaces, plazas, recreational areas and common areas.
3. The use of existing and proposed landscaping.
4. The treatment of pedestrian ways.
5. Focal points and vistas.
6. The use of the topography, physical environment and other natural features.
7. Traffic and pedestrian circulation pattern.
8. The use and variety of building setback lines, separations and buffering.
9. The use and variety of building groupings.
10. The use and variety of building sizes and architectural styles.
11. The use and variety of materials.
12. The separation and buffering of parking areas and sections of parking areas.
13. The variety and design of dwelling types.

14. The particular land uses proposed and the conditions and limitations thereon.
15. The form of ownership proposed for various uses.
16. Any other factor deemed relevant to the privacy, safety, preservation, protection or welfare of any proposed use within the proposed development.

(G) *External compatibility.* All proposed land uses shall be compatible with existing and planned uses of properties surrounding the proposed development. The planning commission and the city council commission shall consider the following factors in judging external compatibility:

1. All of those factors listed in the preceding section, with particular attention to those areas of the development located on or near its perimeter and the conditions and limitations thereon.
2. The particular uses proposed near the development perimeter and the conditions and limitations on those uses.
3. The type, number and location of surrounding external uses.
4. The Comprehensive Plan goals and objectives and zoning regulations for surrounding external uses.
5. Any other factor deemed relevant to the privacy, safety, preservation, protection or welfare of lands surrounding the proposed development and any existing or planned use of such lands.

(H) *Intensity of development.* The residential density and intensity of use of a development plan shall have no undue adverse impact upon the physical and environmental characteristics of the site and surrounding lands. Within the policy limitations of the Comprehensive Plan, the permitted residential density and intensity of use in a proposed development may be adjusted upward or downward in consideration of the following factors:

1. The location of various proposed uses within the development and the degree of compatibility of such uses with each other and with surrounding uses.
2. The amount and type of protection provided for the safety, habitability and privacy of land uses both internal and external to the development.
3. The existing residential density and intensity of use of surrounding lands.
4. The availability and location of utilities services and public facilities and services.

5. The amount and size of open spaces, plazas, common areas and recreation areas.
 6. The use of energy-saving techniques and devices, including sun and wind orientation.
 7. The existence and treatment of any environmental hazards to the development of surrounding lands.
 8. The access to and suitability of transportation arteries proposed within the development and existing external transportation systems and arteries.
 9. Any other factor deemed relevant to the limitation of the intensity of development for the benefit of the public health, welfare and safety.
- (I) *Open spaces, plazas and recreation.* Open spaces, plazas and recreation areas provided within a development plan shall be evaluated based on conformance with the goals and objectives of the Comprehensive Plan and the sufficiency of such areas to provide appropriate recreational opportunities, protect sensitive natural areas, conserve areas of unique beauty or historical significance, provide structure to neighborhood design, and encourage compatible and cooperative relationships between adjoining land uses.
- (J) *Sidewalks, trails, bikeways.* The design of a development plan should, whenever feasible, incorporate appropriate pedestrian and bicycle access ways to provide for a variety of transportation alternatives.
- (K) *Environmental constraints.* The site of the proposed development shall be suitable for use without hazards to persons either on or off the site from the likelihood of increased flooding, erosion or other dangers, annoyances or inconveniences. The condition of the soil groundwater level, drainage and topography shall all be appropriate to the type, pattern and intensity of development intended.
- (L) *Internal access and circulation.* Every dwelling unit or other use permitted in a development plan shall have access to a public street either directly or by way of a private road, pedestrian way, common area guaranteeing access. Private roads and other access ways shall be required to be constructed to ensure that they are safe and maintainable.
- (M) *External transportation access.* The proposed development shall be located on, and provide access to, a major street as designated

in the Comprehensive Plan unless, due to the size of the development and the type of uses proposed, it will not adversely affect the type or amount of traffic adjoining local streets.

- (N) *Off-street parking.* Sufficient off-street parking and loading facilities for bicycles and other vehicles as well as cars shall be provided. The requirements of Section 3.03.00 of this chapter shall be used as a general guide in determining the needs for such facilities. Parking areas shall be constructed in accordance with such standards as are approved by the city ~~council~~ commission to ensure that they *are* safe and maintainable and that they allow for sufficient privacy for adjoining uses.
- (O) *Public facilities.* No development plan shall be approved without adequate on-site and off-site public facilities, including but not limited to storm drainage, sanitary sewers, roadway capacity, fire/rescue service, police service, water distribution system and recreational facilities, which shall serve the proposed development.
- (P) *Unified control.* The applicant shall furnish the city with sufficient evidence to the satisfaction of the city attorney that the applicant is in complete and unified possession and control of the entire area of the proposed planned unit development, whether the applicant shall provide to the city all necessary documents and information that may be required by the city attorney to ensure that the development project may be lawfully completed according to the plans submitted. No application shall be considered until the requirements of this section have been fully complied with.
- (Q) *Phasing.* The city ~~council~~ commission may permit or require the phasing are included in the development plan, each phase of development must be planned and related to previous development, surrounding properties, and the available public facilities and services so that a failure to proceed with subsequent phases will not adversely affect public facilities or interests, or surrounding properties.
- (R) *Development time limits.* The city ~~council~~ commission shall establish reasonable periods of time for the completion of the total proposed development, any development phases, any dedicated public facilities which *are* part of the development; and facilities planned for common areas. These time limits may be extended by the city ~~council~~ commission for reasonable periods

upon the petition of an applicant for an amendment to the development plan and based upon good cause, as determined by the city council commission. Any extension of time shall not automatically extend the normal expiration date of a building permit, site plan approval or other development order. If time limits contained in the approved development plan are not complied with and not extended for good cause, the city council commission may rezone the property or any part of it or amend the approved development plan so as to best protect adjoining properties and the public health, safety and welfare.

- (S) *Bonds.* The city council commission may include in the development plan requirements for bonds (or appropriate alternatives) conditioned upon the satisfactory and timely completion of facilities in the development plan, for the benefit of the city and purchasers from the applicant, when the development time limits and phasing schedule do not preclude the sale of individual units prior to the completion of such facilities. In the event that a requirement for bonds or appropriate alternative is not provided for in the plan, then the requirements for such bonds required in this chapter shall be complied with.
- (T) *Applicability of other chapters.* All building code, housing code and other land use regulations of the city are applicable to the PUD district, except for those permitting special exceptions and variances and except to the extent that they conflict with a specific provision of the approved development plan. Analogous land use regulations applying to other areas of the development shall be as determined by the city council commission as part of the approved development plan or, if not determined therein, during the site plan approval process set forth in this chapter, giving due regard to the purpose of each such regulation and the similarity of each area of the planned unit development to other zoning districts in terms of permitted uses.
- (U) *Variances applicable to the planned unit development.* A property within a planned unit development may apply for a variance provided that all of the following criteria are met:
 1. The development order does not prohibit individual property owners from applying for variances.
 2. The variance request is not contrary to the recorded covenants and deed restrictions.

- (V) *Administrative procedures.* A PUD shall be adopted in the same manner as a rezoning ordinance, except that it shall contain a conceptual master development site plan demonstrating or requiring compliance with conditions set forth herein and generally depicting the nature, intensity and location of various uses. The PUD Ordinance may provide that minor modifications to the conceptual site plan shall be permitted upon approval by the development director.”

SECTION 3. AMENDMENT TO SECTION 3.12.03, UNIFIED LAND DEVELOPMENT CODE, CONTAINED IN SECTION 78-1, POLK CITY CODE. Section 3.12.03, Unified Land Development Code, is hereby amended to read as follows:

“3.12.03 Planned Unit Development (PUD) in the Green Swamp ACSC

- A. ***Planned Unit Development.*** All Planned Unit Development within the Green Swamp ACSC shall meet the following standards:
1. Use of innovative design techniques and additional open space.
 2. Conservation of natural resources.
 3. Utilization of land economically and efficiently.
 4. Efficient use of existing and programmed public services and facilities.
 5. Creation of attractive and functional development that is compatible with surrounding uses and utilizes wetlands and flood plain areas as the required open space.
- B. **Reserved. PUDs located in the Green Swamp ACSC shall be consistent with Section 2.04.02.16 Planned Unit Development District.**
- C. ***Performance Standards for Residential PUD’s Located in the Green Swamp ACSC.*** Applicable performance standards for Residential Planned Unit Developments (PUDs) are set forth in Article 3, Section 3.08.04, “Uses Requiring a Site Development Plan in the Green Swamp ACSC” of this Code.
- D. ***Performance Standards for Mixed-Use PUDs Located in the Green Swamp ACSC.*** Applicable performance standards for Planned Unit Developments (PUDs) are set forth in Polk City’s Unified Land Development Code, Article 7, Section 7.11.00. **Additionally, the following standards apply:**
1. If the non-residential uses are intended to serve other customers than contained in the residential portion of the development, the applicant must demonstrate that the proposed non-residential uses

- meets a spacing of one mile from any other non-residential activity center.
2. Non-residential uses in the RL-1X, RL-2X, RL-3X RL-4X and RMX land use districts shall be limited to the uses and dimensions listed:
 - a. Personal Services.
 - b. General retail and no larger than 5,000 square feet, such as bakeries, hardware stores and convenience stores, excluding gasoline services.
 - c. Offices and financial institutions, excluding drive-through windows.
 - d. Government and civic uses.
 - e. The maximum non-residential structures shall not exceed 19,999 square feet when developed as a residentially based mixed-use development.

E. ***Procedures for Planned Unit Development Located within the Green Swamp ACSC.*** Procedures for Planned Unit Developments are set forth in this Code in Section 7.11.00.

F. ***Minor Modifications to Planned Unit Development Located in the Green Swamp ACSC.*** Procedures for Planned Unit Developments are set forth in this Code in Section 7.11.00.”

SECTION 4. AMENDMENT TO SECTION 7.11.00, UNIFIED LAND DEVELOPMENT CODE, CONTAINED IN SECTION 78-1, POLK CITY CODE. Section 7.11.00, Unified Land Development Code, is hereby amended to read as follows:

“7.11.00 Planned Unit Development (PUD)

~~This section applies to lands annexed to the City that have a Planned Unit Development (PUD) approval in place in Polk County prior to annexation. Within the City, there is no PUD process or district. Following annexation, lands with an approved PUD that is current in Polk County, shall only proceed with development in the City that is in strict accord with said Polk County PUD. So long as development proceeds in this manner, no review of the PUD shall be required by the City for five (5) years, unless the developer wishes to deviate significantly from the approved Development Plan, in which case they shall either submit an amended Plan or apply for a conventional zoning classification through the normal rezoning process. In order to qualify for this extension, the developer shall file a current copy of the PUD with the City. The addition to or removal of any tract or parcel from a PUD shall require an amendment to the Development Plan. Any amendment, variation or adjustment of a Development Plan shall require approval according to the following:~~

~~A. The Development Director shall determine if a proposed action on the part of the developer requires an amendment of the Development Plan. The determination shall be based on, but not limited to the following:~~

- ~~1. Any substantial change to the Development Plan, including increase in density, change in permitted uses, or the rearrangement of designated open space or recreation areas;~~
- ~~2. Any change in traffic patterns and trip generation; or~~
- ~~3. Any change in stormwater runoff characteristics, or other similar changes shall be considered reason to amend the Development Plan.~~

~~B. The Development Director shall require an application for a Development Plan amendment; cause the application to be reviewed by the individual departments of the City, and shall transmit the application to the City Manager for review and action by the City Council. The transmittal shall include all pertinent documents submitted by the applicant, the Development Director's report and recommendation and any other applicable documentation or graphics. The City Clerk shall keep all this material as part of the public record of the City Council. The City Council may:~~

- ~~1. Approve the application as submitted.~~
- ~~2. Deny the application.~~
- ~~3. Approve and attach whatever reasonable conditions or requirements the City Council deems necessary to insure compliance with the development standards of the City, which may include dividing the PUD into phases to insure compliance with the City's land development standards and/or modify the PUD to insure said standards are met.~~

~~C. Conditions placed on a PUD by the City Council may include requiring the applicant, at his cost and expense, to:~~

- ~~1. Finance or dedicate land for public rights-of-way, easements, parks and open space, school sites, or other such sites as may be necessary to protect the health, safety, and welfare of the residents of the PUD.~~
- ~~2. Finance or construct potable water, wastewater or drainage facilities.~~
- ~~3. Any other reasonable conditions necessary to ensure compliance, if the applicant agrees in writing in a recordable agreement binding upon his successors and assigns, that no further processing of the development request, pursuant to the provisions of this Code, shall occur until the requirements of this article are met.~~

- ~~a. Attachment of these conditions shall be voluntary on the part of the applicant, and agreement by the applicant to provide any such conditions will not, in any way, obligate the City to approve the subject application.~~
- ~~b. Any conditional approval shall be based solely on the fact that the development application, as modified or conditioned, meets the standards of this article, and may not be based solely on the granting of certain conditions deemed favorable by the City unless the standards of the PUD are thereby met.~~

7.11.00 Planned Unit Development

7.11.01 Procedures for Obtaining a Planned Unit Development (PUD) Zoning Designation

The PUD approval process shall address land use density and intensity, building types, location of major roads and interior road networks, and the design for public utility service(s). The City Commission may exercise broad discretion in the Conceptual Master Development Plan review process, and such review process shall be deemed to be an integral part of the zoning decision pertaining to such property.

As a condition for processing a PUD application, the Development Director or the City Commission may require the owner of the property to undertake specific studies or reports to be submitted regarding soil types, environmental aspects of the land or the impact of the proposed development on City utilities, roads, or other facilities. Proximity to wetlands, nature of vegetation, site specific and off-site environmental characteristics and impacts, and other appropriate matters of impact on the community may be taken into consideration by the City Commission. The property owner may be required to provide whatever design features are necessary to minimize adverse impacts on the community or abutting properties, including the provision of any needed off-site improvements.

- (A) Conceptual Master Development Plan. Development requirements in a PUD are established through an approved Conceptual Master Development Plan (Plan) to be consistent with the City's Comprehensive Plan. The Plan shall establish the overall development concept, dividing the development site into tracts and assigning generalized land use types to each (i.e., recreation, retail commercial, townhouses, low-density single family, etc.), and depicting the approximate locations of roads, water bodies, utility plants, and other features of the development site.

Tracts proposed for uses other than residential or commercial development shall be labeled on the Plan as to type of use proposed (i.e., recreation,

open space, utility sites, etc.) and acreage. Written information as to land use type, density/intensity of land use, and acreage of tracts and rights-of-way shall be included with the PUD application and considered part of the Plan.

- (B) Conceptual Master Development Plan Advisory Meeting. At the option of the applicant, the Development Director shall schedule a Conceptual Master Development Plan pre-application conference, at which time the applicant may outline his their proposal to all appropriate City staff members. The purpose of the pre-application conference is to assist the developer in clearly understanding all relevant City Code requirements, identify development issues specific to the proposed project, and discuss any other procedural issues relative to the review of the request.
- (C) Requirements for Conceptual Master Development Plan Review. The review and approval of a Conceptual Master Development Plan constitutes a zoning change resulting in a PUD designation. The determination by the Planning Commission and City Commission concerning the appropriateness of the Conceptual Mater Development Plan shall be based on the same factors as any other change of zoning designation, including consistency with the Future Land Use Map and compatibility with surrounding land uses.

In addition to other requirements of the rezoning process, applications for PUD designation shall include the following, as required by the Development Director:

- (1) A letter of transmittal officially submitting the proposal for approval, signed by the developer or his an authorized representative.
- (2) Firm evidence of unified control by the developer of the entire proposed PUD site and a signed statement that, if he proceeds with the proposed development, he will:
 - a. Abide by the officially approved Conceptual Master Development Plan of the development, and such other conditions and modifications as may be included.
 - b. Provide proposed agreements, covenants, or other appropriate mechanisms for completion of the undertaking in accordance with the approved Conceptual Master Development Plan as well as for the continuing operation and maintenance of such areas, functions, and facilities as are not to be provided, operated, and maintained at general public expense.

- c. Bind development successors in title to any commitments made as a condition of development approval.
 - d. Secure written consents and agreements from all property owners of record within the PUD that they have given the applicant authority to act in their behalf and that said representative or agent has the delegated authority to represent the owner or owners and they agree that all commitments made by the aforementioned representative or agent are binding.
- (3) A statement of the applicant's interest in the property to be rezoned, including certificate of title or attorney as to ownership and, if a contract purchaser, written consent of the seller/owner; or, if a lease, a copy of the lease agreement and written consent of the owner(s).
- (4) A certified boundary survey of the tract prepared by a surveyor registered with the State of Florida showing the location and type of boundary evidence related to the State Plane Coordinate System, and the accurate legal description of the property in metes and bounds and a computation of the total acreage of the tract to the nearest tenth of an acre. Survey must have been done within one (1) year prior to filing.
- (5) Electronic and hard copies of a scaled Conceptual Master Development Plan of the entire proposal showing the following information:
- a. A key map at a convenient scale showing existing roads, streams, street rights-of-way and street intersections; the location of the nearest public roads on all four sides; a statement indicating the distance to all public improvements such as schools, firehouses, public recreational areas and the like, that would serve the subject development; a description of how the proposed development is in conformity with the Polk City Comprehensive Plan and all relevant laws, ordinances, and regulations.
 - b. Location, with pavement type, right-of-way, names, and other related appurtenances of all existing public streets adjoining or traversing the site. In the event no public street now adjoins the site, sufficient description by metes and bounds as to identify the location of the site shall be required.
 - c. Identification of the name, plat book, and page number of any recorded subdivision comprising all or part of the site.

- d. Identification and location of any existing water courses, lakes, wooded areas, or other significant natural physical features upon the site, as well as on adjacent property within 250 feet of outside boundaries and proposed alterations to said features.
- e. Location and spatial arrangement of all land uses proposed, including the number of acres in each land use, proposed residential densities, and development type (i.e., single-family residential, multifamily residential, commercial shopping center, hotel/motel, mixed use, etc.).
- f. All existing and proposed means of vehicular access to and from the site, including an internal traffic circulation plan depicting arterial and collector streets.
- g. A transportation analysis, prepared by a professional in the field of transportation planning, to include an estimate of average trips/land use, total average daily trips, distribution of total peak hour trips on existing and/or proposed transportation network, and distribution splits onto existing and/or proposed transportation network (may be waived at Development Director's discretion).
- h. Location of existing structures and/or open space facilities of adjacent properties within 250 feet of any boundary line of the site (use of a recent aerial photo is adequate).
- i. A statement by the applicant of the major planning assumptions and objectives of the development project including but not limited to:
 - 1. Size and/or scope of development.
 - 2. Projected Population.
 - 3. Proposed timing and phases of development.
 - 4. Proposed ownership and forms of organization to maintain common open space and facilities.
- j. A general layout of the types, quantities, and location of trees and other such significant vegetative features (use of a recent aerial photo is adequate).

- k. A map of Soil Conservation Service Soil Classification by Soil Associations.
- l. A general floodplain map indicating areas subject to inundation and high groundwater levels up to the 100-year flood zone boundary, at a scale of one inch to 500 feet.
- m. Delineation of all wetland areas on the site including type (i.e., FDEP jurisdictional, SWFWMD isolated, and all others). For the purpose of Conceptual Master Development Plan review, wetland areas may be assumed using the best available data sources including, but not limited to, aerial photographs, recognized published reports/studies, etc.
- n. The most recent aerial photograph available, with the areas to be modified delineated.
- o. Preliminary drainage plan showing existing topographic contours at one (1) foot intervals, identification of the major natural drainage basin(s) of the site, areas for proposed stormwater management retention/detention basins, and location of outfall.
- p. A description of anticipated potable water and sanitary sewer demands of the proposed development and what facilities are available or projected to be available to meet this demand.
- q. Any other reasonable information that may be required by the Development Director that is commensurate with the intent and purpose of this Code.

Upon receipt of the materials described above, the Development Director shall transmit copies of relevant materials to the various City and county officials and agencies as appropriate.

When review of the proposed PUD is complete, the Development Director shall provide review of the project to the Planning Commission for its review and consideration. The Development Director shall include with his or her recommendations the zoning application and a written report that shall include all pertinent documents, comments of the reviewing City officials, and any other applicable documentation or graphics.

- (D) Planning Commission Review and Recommendation. The Planning Commission shall hear the request at a regularly scheduled public hearing, and recommend to the City Commission whether the proposed rezoning be approved, approved with modifications or conditions, or denied. The official

minutes of the meeting shall include a summary of the reasons for the Board's advisory recommendation. In support of its recommendation, the Board shall make findings as to:

- (1) The suitability of the area for the type and pattern of development proposed in relation to the physical characteristics of the land, relation to surrounding areas, concurrency, and other requirements of this Code.
- (2) Conformity of the proposed development with the Comprehensive Plan of Polk City.
- (3) Conformity with these regulations, or as to desirable modification of such regulations in the particular case, based on determination that such modifications are justified as meeting public purposes.
- (4) Compatibility with surrounding land uses.
- (5) All such other review criteria as may be appropriate.

In consultation with the City Attorney, the Board shall also assess the adequacy of the following items relating to arrangements for ownership, operation, and maintenance of common properties and/or facilities that are not provided at public expense:

- (1) Evidence of unified control of the overall development site.
- (2) Suitability of any proposed agreements, or contracts, or other instruments that are to be executed to create or provide the facilities.
- (3) The need for such instruments or for amendments in those that have been proposed.

(E) Action by City Commission. Upon completion of required action by the Planning Commission, the Development Director shall transmit the application to the City Commission and place the item on the next available regular agenda. That transmittal may include all pertinent documents submitted by the applicant, the Development Director's report and recommendation, the Planning Commission findings, and any other applicable documentation or graphics. The City Clerk shall keep all this material as part of the public record of the City Commission. The City Commission may:

- (1) Deny the application.

- (2) Phase the application to ensure compliance with the standards herein and other standards and requirements in this Code.
- (3) Modify the application so that these standards are met.
- (4) Grant conditional approval or modification of the application, attaching whatever reasonable conditions or requirements the City Commission deems necessary to ensure compliance with these standards or maximum mitigation of the adverse impacts of the development.

7.11.02 Development Conditions

Conditions placed on a request by the City Commission may include requiring the applicant, at his their cost and expense, to:

- (A) Finance or dedicate land for public rights-of-way, easements, parks and open space, school sites, or other such sites as may be necessary to protect the health, safety, and welfare of the residents of the PUD.
- (B) Finance or construct potable water, wastewater, or drainage facilities.
- (C) Any other reasonable conditions necessary to ensure compliance with these standards, if the applicant agrees in writing in a recordable agreement binding upon his or her successors and assigns, that no further processing of the development request, pursuant to the provisions of this Code, shall occur until the requirements of this article are met. Attachment of these conditions shall be voluntary on the part of the applicant, and agreement by the applicant to provide any conditions will not, in any way, obligate the City to approve the subject application. Any conditional approval shall be based solely on the fact that the development application, as modified or conditioned, meets the standards of this article, and may not be based solely on the granting of certain conditions deemed favorable by the City unless the standards of the Planned Unit Development district are thereby met.

7.11.03 Approval of a PUD

- (A) *General Uses.* Approval of a Planned Unit Development shall constitute a rezoning of the subject property and amendment to the Official Zoning Map. Any and all development of the approved PUD shall be in strict conformance with the Conceptual Master Development Plan, as approved by the City Commission.

In the event of an amendment to the Comprehensive Plan, the Land Development Code, or other applicable regulations that occurs prior to

completion of construction of the PUD, all subsequent development that has not received approval under the City's Subdivision Regulations or Site Development Plan Regulations as of the date of the amendment shall be consistent with the new regulations. Approval of development under these sections of the Code shall be valid for one year. Unless construction begins on or before the first anniversary date, development approval shall be null and void, and the new standards shall apply.

Previous approval of a Conceptual Master Development Plan shall not by itself convey the right to develop property in a manner that is inconsistent with the Comprehensive Plan and current codes. Prior to approval of further Subdivision Plats or Site Development Plans within the PUD, the Conceptual Master Development Plan shall be amended to reflect amended codes or other requirements.

7.11.04 Amendment or Termination of a PUD

Once PUD approval is granted, all development within the PUD development site shall be in conformity with the approved Conceptual Master Development Plan. In the event a developer wishes to deviate significantly from the approved development pattern, he shall either submit an amended Conceptual Master Development Plan or apply for a conventional zoning classification through the normal rezoning process.

The addition to or removal of any tract or parcel from a PUD shall require an amendment to the Conceptual Master Development Plan. Any amendment, variation, or adjustment of a Conceptual Master Development Plan shall require approval according to the following:

- (1) Major Amendment. Submission for review and approval by the Planning Commission and City Commission.
- (2) Minor Amendment. Submission for review and approval by the Development Director.

The Development Director shall determine whether a proposed Conceptual Master Development Plan amendment is a major amendment or a minor amendment. The determination shall be based on, but not limited to the following: any substantial change to the Conceptual Master Development Plan, including increase in density, change in permitted uses, change in stormwater runoff characteristics, rearrangement of designated open space or recreation areas, change in traffic patterns and trip generation, or other similar changes shall be considered a major amendment to the plan; any proposed minor changes in configuration or similar changes shall be considered a minor amendment to the plan. The Development Director may, at his or her discretion, forward any application for plan amendment to one or more individual departments for review and recommendation both as to

its classification as a major or minor amendment and as to whether it should be approved, approved with conditions, or denied.

7.11.05 Development in Stages

Rather than construct the entire PUD at once, the developer may choose to build the project in stages. Phased development of a PUD is permissible under the following conditions:

- (A) Developer must submit a construction schedule covering all phases of the PUD to the Development Director. This schedule may be revised from time to time as necessary.
- (B) All roads, drainage, and utility facilities needed to support any stage shall be completed and available for use prior to issuance of any Building Permits.
- (C) At least 30 percent of the total acreage of each stage shall qualify as Designated Open Space unless the entire project's Open Space is provided in the first phase. All recreation facilities shall be completed and available for use prior to issuance of Building Permits Certificates of Occupancy.
- (D) No individual stage of the PUD shall exceed the overall density approved on the Conceptual Master Development Plan for the PUD as a whole.

7.11.06 Ownership and Maintenance of Common Property

The developer shall establish a property owner's association or similar legal entity for the perpetual ownership and maintenance of open space, drainage facilities, and other community facilities designated on the Conceptual Master Development Plan and subdivision or Site Development Plans for individual tracts. These facilities include, but are not limited to, pedestrian or bike paths, playgrounds, landscaped open spaces, lakes, swimming pools, bath houses, tennis courts, parking lots, utilities, drainage channels, and retention/detention ponds. Roads shall also be included unless dedicated to Polk City for public use. Such organizations shall be created by covenants running with the land, and such covenants shall be included as part of the final Site Development Plan or Subdivision Plat of each phase and subject to approval of the City Commission.

In the event that the organization established to own and maintain common open space, or any successor organization, shall at any time after the establishment of a PUD fails to maintain the common areas as previously defined above, in reasonable order and condition, and in accordance with the adopted Conceptual Master Development Plan and subsequent final development plans, the City may serve written notice upon such organization and/or the owners or residents of the PUD and hold a public hearing. If deficiencies of maintenance are not corrected

within thirty (30) days after such notice and hearing, the City shall call upon any public or private agency to maintain the common open space for a period of one year. If the City determines that the subject organization is not prepared or able to maintain the common open space, such public or private agency shall continue maintenance for yearly periods.

The cost of such maintenance by the designated public or private agency shall be assessed proportionately against the properties within the PUD that have a right of enjoyment of the common open space, and shall become a lien on said properties.

Applicable requirements of this subsection shall be inserted into the legal documents of the homeowners association or similar organization having legal ownership of common properties. These legal documents shall be structured to serve the following purposes:

- (A) To define what is owned and by whom, including the specific location and parameters of the individual units and the ownership interest in the common elements of the owners of the association or organization;
- (B) To establish a system of interlocking relationships binding each owner to all other owners for the purpose of maintaining and preserving what is owned and used in common;
- (C) To establish an array of protective standards or restrictions designed to establish limits and assure that a certain level of appearance is maintained;
- (D) To create an administrative vehicle, the owners association, to manage those elements shared in common and to enforce standards;
- (E) To provide for the operation and financing of the association;
- (F) To specify the process involved in effecting the transfer of control of the association and responsibility for the common elements from the developer to the unit owners collectively; and,
- (G) To set forth proper access and utility easements for the owners and the association.

All common areas are to be properly defined in legal descriptions and must be consistent with the Conceptual Master Development Plan and subsequent final development plans of the PUD.”

SECTION 5. 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 6. 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 7. 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 8. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its passage.

INTRODUCED AND PASSED on FIRST READING, this ___ day of _____, 2021.

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 _____, 2021.

Joe LaCascia, Mayor

ATTEST:

Patricia Jackson, City Manager/Clerk



**POLK CITY PLANNING COMMISSION
TEXT AMENDMENT TO THE LAND DEVELOPMENT CODE
STAFF REPORT & PROPOSED AMENDMENTS**

OCTOBER 18, 2021

TO: Polk City Planning Commission

FROM: Central Florida Regional Planning Council

SUBJECT: Text Amendments to the Land Development Code:
City-initiated text amendment to Articles 2, 3, and 7 of the Polk City Land Development Code. The purpose of the proposed amendments is remedy inconsistencies with the Planned Unit Development zoning district.

AGENDA & HEARING DATES:

Planning Commission Public Hearing: September 8, 2021
City Commission First Reading: September 20, 2021
City Commission Second Reading: **October 18, 2021**

ATTACHMENT: Overview, Proposed amendments

PLANNING AND ZONING BOARD ACTION: On Tuesday, September 7, 2021, the Planning Commission held a public hearing and unanimously voted forward the proposed Property Rights Element to the City Commission with a recommendation of approval with changes. The Planning Commission changes are shown in red.

CITY COMMISSION ACTION: On Monday, September 20, 2021, the City Commission unanimously voted to approve Ordinance 2021-03 on first reading.

CITY COMMISSION MOTION OPTIONS:

1. I move the City Commission approve Ordinance 2021-03 on second reading.
2. I move the City Commission approve Ordinance 2021-03 with changes on second reading.
3. I move the City Commission deny Ordinance 2021-03 on second reading.

OVERVIEW OF PROPOSED AMENDMENTS:

An inconsistency has been identified in the Polk City Land Development Code in Article 7 regarding Planned Unit Developments. The proposed text amendments correct the inconsistency. Language is added to provide consistency with Articles 2 and 3 of the City's Land Development Code.

An amendment is provided in Article 3 to provide consistency with the requirements for Planned Unit Developments in Section 2.04.02.16 of Article 2

PROPOSED TEXT AMENDMENTS TO THE POLK CITY LAND DEVELOPMENT CODE

The proposed amendments to the Land Development Code (LDC) regarding Special Events Facilities are provided below. Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed. Text in **red** are recommended changes from the Planning Commission.

ARTICLE 2: REGULATIONS FOR SPECIFIC DISTRICTS

2.04.02.16 Planned Unit Development District

- (A) *FLUM designation:* The primary use of a Planned Use Development must be consistent with the future land use designation of the property.
- (B) *Purpose and intent.*
 - 1. The planned unit development district is intended to provide a method for consideration and approval of unique zoning districts for individual Planned Unit Developments (PUD), which are not provided for or allowed in the zoning districts otherwise established by this chapter.
 - 2. The standards and procedures of this district are intended to promote flexibility of design and to permit planned diversification and integration of uses and structures, while at the same time reserving to the City **Council Commission** the absolute authority to establish limitations and regulations for the development deemed necessary to protect the public health, safety and welfare. In so doing, the PUD district is designed to:
 - a. Promote more efficient and economic uses of land, including bypassed lands.
 - b. Encourage more compatible and harmonious development of contiguous lands.
 - c. Promote home ownership opportunities for all residents of the community.

- d. Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.
- e. Be totally controllable based on the needs of the city, in terms of the impact on the proposed site and surrounding neighborhoods.
- f. Encourage uses of land, which reduce transportation needs and which conserve energy and natural resources.
- g. Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscaping features and amenities.
- h. Provide for more usable and suitably located recreational facilities, open spaces and scenic areas, either commonly owned or publicly owned, than would otherwise be provided under conventional land- development procedures.
- i. Lower development and building costs by permitting smaller networks of utilities and streets and the use of more economical building types and shared facilities.
- J. Accomplish more desirable living and working environments than would be possible through the strict application of minimum requirements of the city's other zoning and subdivision regulations.
- k. Permit the combining and coordinating of architectural styles, building forms, and building relationships within a planned unit development.
- l. Provide an environment of stable character compatible with surrounding developments.
- m. Permit specific limitations and requirements in excess of those included in other zoning districts, based on the unique characteristics of the individual site, where necessary to the public health, safety, or welfare, or for the protection of preservation of lands, either internal or external to the planned unit development.

(C) *Voluntary use.* The PUD district shall be a voluntary process commenced by an applicant for PUD (zoning designation). The city shall not initiate a PUD rezoning on privately owned property or designate specific lands for planned unit development in its adopted Comprehensive Plan.

(D) *Minimum conditions for approval.* The approval of planned unit development rezoning or development plan may not be approved unless the following minimum conditions are met:

1. The minimum size of the proposed development shall be five (5) acres for a residential development and two (2) acres for a nonresidential development.
2. Minimum setbacks at the perimeter of the development shall be equal to those of the abutting districts. Otherwise, there shall be no minimum lot size, setbacks, percentage of lot coverage, or lot width except as specified in the PUD approval document.

(E) *Permitted uses.* Except where certain uses are specifically disallowed or restricted as part of the PUD approval:

1. In a commercial PUD, the uses allowed in Polk City's C-1 and C-2 zoning districts may be permitted as principal or accessory uses.
2. In an industrial PUD, the uses allowed in Polk City's M-1 and M-2I-H zoning districts may be permitted as principal or accessory uses.
3. In a residential PUD, the following uses shall be permitted:
 - a. Dwelling, one-family;
 - b. Dwelling, two-family;
 - c. Dwelling, multifamily;
 - d. Townhouses;
 - e. Public and private recreation facilities;
 - f. Churches and other houses of worship;
 - g. Child and adult daycare centers;
 - h. Convenience, goods, retail and personal service stores primarily intended and designed to service the residents of the PUD;
 - i. Essential services;
 - j. Home occupations subject to the provisions contained herein.

(F) *Internal compatibility.* All land uses within the proposed development shall be compatible with other proposed uses. The planning commission and the city ~~council~~ commission shall consider the following factors in judging internal compatibility:

1. The streetscape.
2. The existence or absence of, and the location of, open spaces, plazas, recreational areas and common areas.
3. The use of existing and proposed landscaping.

4. The treatment of pedestrian ways.
5. Focal points and vistas.
6. The use of the topography, physical environment and other natural features.
7. Traffic and pedestrian circulation pattern.
8. The use and variety of building setback lines, separations and buffering.
9. The use and variety of building groupings.
10. The use and variety of building sizes and architectural styles.
11. The use and variety of materials.
12. The separation and buffering of parking areas and sections of parking areas.
13. The variety and design of dwelling types.
14. The particular land uses proposed and the conditions and limitations thereon.
15. The form of ownership proposed for various uses.
16. Any other factor deemed relevant to the privacy, safety, preservation, protection or welfare of any proposed use within the proposed development.

(G) *External compatibility.* All proposed land uses shall be compatible with existing and planned uses of properties surrounding the proposed development. The planning commission and the city ~~council~~ **commission** shall consider the following factors in judging external compatibility:

1. All of those factors listed in the preceding section, with particular attention to those areas of the development located on or near its perimeter and the conditions and limitations thereon.
2. The particular uses proposed near the development perimeter and the conditions and limitations on those uses.
3. The type, number and location of surrounding external uses.
4. The Comprehensive Plan goals and objectives and zoning regulations for surrounding external uses.
5. Any other factor deemed relevant to the privacy, safety, preservation, protection or welfare of lands surrounding the proposed development and any existing or planned use of such lands.

(H) *Intensity of development.* The residential density and intensity of use of a development plan shall have no undue adverse impact upon the physical and environmental characteristics of the site and surrounding lands. Within the policy limitations of the Comprehensive Plan, the permitted residential density and intensity of use in a proposed development may be adjusted upward or downward in consideration of the following factors:

1. The location of various proposed uses within the development and the degree of compatibility of such uses with each other and with surrounding uses.
2. The amount and type of protection provided for the safety, habitability and privacy of land uses both internal and external to the development.
3. The existing residential density and intensity of use of surrounding lands.
4. The availability and location of utilities services and public facilities and services.
5. The amount and size of open spaces, plazas, common areas and recreation areas.
6. The use of energy-saving techniques and devices, including sun and wind orientation.
7. The existence and treatment of any environmental hazards to the development of surrounding lands.
8. The access to and suitability of transportation arteries proposed within the development and existing external transportation systems and arteries.
9. Any other factor deemed relevant to the limitation of the intensity of development for the benefit of the public health, welfare and safety.

- (I) *Open spaces, plazas and recreation.* Open spaces, plazas and recreation areas provided within a development plan shall be evaluated based on conformance with the goals and objectives of the Comprehensive Plan and the sufficiency of such areas to provide appropriate recreational opportunities, protect sensitive natural areas, conserve areas of unique beauty or historical significance, provide structure to neighborhood design, and encourage compatible and cooperative relationships between adjoining land uses.
- (J) *Sidewalks, trails, bikeways.* The design of a development plan should, whenever feasible, incorporate appropriate pedestrian and bicycle access ways to provide for a variety of transportation alternatives.
- (K) *Environmental constraints.* The site of the proposed development shall be suitable for use without hazards to persons either on or off the site from the likelihood of increased flooding, erosion or other dangers, annoyances or inconveniences. The condition of the soil groundwater level, drainage and topography shall all be appropriate to the type, pattern and intensity of development intended.
- (L) *Internal access and circulation.* Every dwelling unit or other use permitted in a development plan shall have access to a public street either directly or by way of a private road, pedestrian way, common area guaranteeing access. Private roads

and other access ways shall be required to be constructed to ensure that they are safe and maintainable.

- (M) *External transportation access.* The proposed development shall be located on, and provide access to, a major street as designated in the Comprehensive Plan unless, due to the size of the development and the type of uses proposed, it will not adversely affect the type or amount of traffic adjoining local streets.
- (N) *Off-street parking.* Sufficient off-street parking and loading facilities for bicycles and other vehicles as well as cars shall be provided. The requirements of Section 3.03.00 of this chapter shall be used as a general guide in determining the needs for such facilities. Parking areas shall be constructed in accordance with such standards as are approved by the city ~~council~~ commission to ensure that they *are* safe and maintainable and that they allow for sufficient privacy for adjoining uses.
- (O) *Public facilities.* No development plan shall be approved without adequate on-site and off-site public facilities, including but not limited to storm drainage, sanitary sewers, roadway capacity, fire/rescue service, police service, water distribution system and recreational facilities, which shall serve the proposed development.
- (P) *Unified control.* The applicant shall furnish the city with sufficient evidence to the satisfaction of the city attorney that the applicant is in complete and unified possession and control of the entire area of the proposed planned unit development, whether the applicant shall provide to the city all necessary documents and information that may be required by the city attorney to ensure that the development project may be lawfully completed according to the plans submitted. No application shall be considered until the requirements of this section have been fully complied with.
- (Q) *Phasing.* The city ~~council~~ commission may permit or require the phasing are included in the development plan, each phase of development must be planned and related to previous development, surrounding properties, and the available public facilities and services so that a failure to proceed with subsequent phases will not adversely affect public facilities or interests, or surrounding properties.
- (R) *Development time limits.* The city ~~council~~ commission shall establish reasonable periods of time for the completion of the total proposed development, any development phases, any dedicated public facilities which *are* part of the

development; and facilities planned for common areas. These time limits may be extended by the city council commission for reasonable periods upon the petition of an applicant for an amendment to the development plan and based upon good cause, as determined by the city council commission. Any extension of time shall not automatically extend the normal expiration date of a building permit, site plan approval or other development order. If time limits contained in the approved development plan *are* not complied with and not extended for good cause, the city council commission may rezone the property or any part of it or amend the approved development plan so as to best protect adjoining properties and the public health, safety and welfare.

- (S) *Bonds.* The city council commission may include in the development plan requirements for bonds (or appropriate alternatives) conditioned upon the satisfactory and timely completion of facilities in the development plan, for the benefit of the city and purchasers from the applicant, when the development time limits and phasing schedule do not preclude the sale of individual units prior to the completion of such facilities. In the event that a requirement for bonds or appropriate alternative is not provided for in the plan, then the requirements for such bonds required in this chapter shall be complied with.
- (T) *Applicability of other chapters.* All building code, housing code and other land use regulations of the city *are* applicable to the PUD district, except for those permitting special exceptions and variances and except to the extent that they conflict with a specific provision of the approved development plan. Analogous land use regulations applying to other areas of the development shall be as determined by the city council commission as part of the approved development plan or, if not determined therein, during the site plan approval process set forth in this chapter, giving due regard to the purpose of each such regulation and the similarity of each area of the planned unit development to other zoning districts in terms of permitted uses.
- (U) *Variances applicable to the planned unit development.* A property within a planned unit development may apply for a variance provided that all of the following criteria are met:
1. The development order does not prohibit individual property owners from applying for variances.
 2. The variance request is not contrary to the recorded covenants and deed restrictions.
- (V) *Administrative procedures.* A PUD shall be adopted in the same manner as a rezoning ordinance, except that it shall contain a conceptual master

development site plan demonstrating or requiring compliance with conditions set forth herein and generally depicting the nature, intensity and location of various uses. The PUD Ordinance may provide that minor modifications to the conceptual site plan shall be permitted upon approval by the development director.

The proposed amendments to the Land Development Code (LDC) regarding Special Events Facilities are provided below. Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

ARTICLE 3: DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS

3.12.03 Planned Unit Development (PUD) in the Green Swamp ACSC

- A. **Planned Unit Development.** All Planned Unit Development within the Green Swamp ACSC shall meet the following standards:
1. Use of innovative design techniques and additional open space.
 2. Conservation of natural resources.
 3. Utilization of land economically and efficiently.
 4. Efficient use of existing and programmed public services and facilities.
 5. Creation of attractive and functional development that is compatible with surrounding uses and utilizes wetlands and flood plain areas as the required open space.
- B. ~~Reserved.~~ PUDs located in the Green Swamp ACSC shall be consistent with Section 2.04.02.16 Planned Unit Development District.
- C. **Performance Standards for Residential PUD's Located in the Green Swamp ACSC.** Applicable performance standards for Residential Planned Unit Developments (PUDs) are set forth in Article 3, Section 3.08.04, "Uses Requiring a Site Development Plan in the Green Swamp ACSC" of this Code.
- D. **Performance Standards for Mixed-Use PUDs Located in the Green Swamp ACSC.** Applicable performance standards for Planned Unit Developments (PUDs) are set forth in Polk City's Unified Land Development Code, Article 7, Section 7.11.00. **Additionally, the following standards apply:**
1. If the non-residential uses are intended to serve other customers than contained in the residential portion of the development, the applicant must demonstrate that the proposed non-residential uses meets a spacing of one mile from any other non-residential activity center.
 2. Non-residential uses in the RL-1X, RL-2X, RL-3X RL-4X and RMX land use districts shall be limited to the uses and dimensions listed:
 - a. Personal Services.
 - b. General retail and no larger than 5,000 square feet, such as bakeries, hardware stores and convenience stores, excluding gasoline services.
 - c. Offices and financial institutions, excluding drive-through windows.

- d. Government and civic uses.
 - e. The maximum non-residential structures shall not exceed 19,999 square feet when developed as a residentially based mixed-use development.
- E. ***Procedures for Planned Unit Development Located within the Green Swamp ACSC.***
Procedures for Planned Unit Developments are set forth in this Code in Section 7.11.00.
- F. ***Minor Modifications to Planned Unit Development Located in the Green Swamp ACSC.***
Procedures for Planned Unit Developments are set forth in this Code in Section 7.11.00.

The proposed amendments to the Land Development Code (LDC) regarding Special Events Facilities are provided below. Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

ARTICLE 7: DEVELOPMENT APPROVAL PROCESS

7.11.00 Planned Unit Development (PUD)

~~This section applies to lands annexed to the City that have a Planned Unit Development (PUD) approval in place in Polk County prior to annexation. Within the City, there is no PUD process or district. Following annexation, lands with an approved PUD that is current in Polk County, shall only proceed with development in the City that is in strict accord with said Polk County PUD. So long as development proceeds in this manner, no review of the PUD shall be required by the City for five (5) years, unless the developer wishes to deviate significantly from the approved Development Plan, in which case they shall either submit an amended Plan or apply for a conventional zoning classification through the normal rezoning process. In order to qualify for this extension, the developer shall file a current copy of the PUD with the City. The addition to or removal of any tract or parcel from a PUD shall require an amendment to the Development Plan. Any amendment, variation or adjustment of a Development Plan shall require approval according to the following:~~

- ~~A. The Development Director shall determine if a proposed action on the part of the developer requires an amendment of the Development Plan. The determination shall be based on, but not limited to the following:
 - ~~1. Any substantial change to the Development Plan, including increase in density, change in permitted uses, or the rearrangement of designated open space or recreation areas;~~
 - ~~2. Any change in traffic patterns and trip generation; or~~
 - ~~3. Any change in stormwater runoff characteristics, or other similar changes shall be considered reason to amend the Development Plan.~~~~

- ~~B. The Development Director shall require an application for a Development Plan amendment; cause the application to be reviewed by the individual departments of the City, and shall transmit the application to the City Manager for review and action by the City Council. The transmittal shall include all pertinent documents submitted by the applicant, the Development Director's report and recommendation and any other applicable documentation or graphics. The City Clerk shall keep all this material as part of the public record of the City Council. The City Council may:
 - ~~1. Approve the application as submitted.~~
 - ~~2. Deny the application.~~~~

~~3. Approve and attach whatever reasonable conditions or requirements the City Council deems necessary to insure compliance with the development standards of the City, which may include dividing the PUD into phases to insure compliance with the City's land development standards and/or modify the PUD to insure said standards are met.~~

~~C. Conditions placed on a PUD by the City Council may include requiring the applicant, at his cost and expense, to:~~

~~1. Finance or dedicate land for public rights of way, easements, parks and open space, school sites, or other such sites as may be necessary to protect the health, safety, and welfare of the residents of the PUD.~~

~~2. Finance or construct potable water, wastewater or drainage facilities.~~

~~3. Any other reasonable conditions necessary to ensure compliance, if the applicant agrees in writing in a recordable agreement binding upon his successors and assigns, that no further processing of the development request, pursuant to the provisions of this Code, shall occur until the requirements of this article are met.~~

~~a. Attachment of these conditions shall be voluntary on the part of the applicant, and agreement by the applicant to provide any such conditions will not, in any way, obligate the City to approve the subject application.~~

~~b. Any conditional approval shall be based solely on the fact that the development application, as modified or conditioned, meets the standards of this article, and may not be based solely on the granting of certain conditions deemed favorable by the City unless the standards of the PUD are thereby met.~~

7.11.00 Planned Unit Development

7.11.01 Procedures for Obtaining a Planned Unit Development (PUD) Zoning Designation

The PUD approval process shall address land use density and intensity, building types, location of major roads and interior road networks, and the design for public utility service(s). The City Commission may exercise broad discretion in the Conceptual Master Development Plan review process, and such review process shall be deemed to be an integral part of the zoning decision pertaining to such property.

As a condition for processing a PUD application, the Development Director or the City Commission may require the owner of the property to undertake specific studies or reports to be submitted regarding soil types, environmental aspects of the land or the impact of the proposed development on City utilities, roads, or other facilities. Proximity to wetlands, nature of vegetation, site specific and off-site environmental characteristics and impacts, and other appropriate matters of impact on

the community may be taken into consideration by the City Commission. The property owner may be required to provide whatever design features are necessary to minimize adverse impacts on the community or abutting properties, including the provision of any needed off-site improvements.

- (A) Conceptual Master Development Plan. Development requirements in a PUD are established through an approved Conceptual Master Development Plan (Plan) to be consistent with the City's Comprehensive Plan. The Plan shall establish the overall development concept, dividing the development site into tracts and assigning generalized land use types to each (i.e., recreation, retail commercial, townhouses, low-density single family, etc.), and depicting the approximate locations of roads, water bodies, utility plants, and other features of the development site.

Tracts proposed for uses other than residential or commercial development shall be labeled on the Plan as to type of use proposed (i.e., recreation, open space, utility sites, etc.) and acreage. Written information as to land use type, density/intensity of land use, and acreage of tracts and rights-of-way shall be included with the PUD application and considered part of the Plan.

- (B) Conceptual Master Development Plan Advisory Meeting. At the option of the applicant, the Development Director shall schedule a Conceptual Master Development Plan pre-application conference, at which time the applicant may outline **his** **their** proposal to all appropriate City staff members. The purpose of the pre-application conference is to assist the developer in clearly understanding all relevant City Code requirements, identify development issues specific to the proposed project, and discuss any other procedural issues relative to the review of the request.

- (C) Requirements for Conceptual Master Development Plan Review. The review and approval of a Conceptual Master Development Plan constitutes a zoning change resulting in a PUD designation. The determination by the Planning Commission and City Commission concerning the appropriateness of the Conceptual Mater Development Plan shall be based on the same factors as any other change of zoning designation, including consistency with the Future Land Use Map and compatibility with surrounding land uses.

In addition to other requirements of the rezoning process, applications for PUD designation shall include the following, as required by the Development Director:

- (1) A letter of transmittal officially submitting the proposal for approval, signed by the developer or **his** **an** authorized representative.
- (2) Firm evidence of unified control by the developer of the entire proposed PUD site and a signed statement that, if he proceeds with the proposed development, he will:

- a. Abide by the officially approved Conceptual Master Development Plan of the development, and such other conditions and modifications as may be included.
 - b. Provide proposed agreements, covenants, or other appropriate mechanisms for completion of the undertaking in accordance with the approved Conceptual Master Development Plan as well as for the continuing operation and maintenance of such areas, functions, and facilities as are not to be provided, operated, and maintained at general public expense.
 - c. Bind development successors in title to any commitments made as a condition of development approval.
 - d. Secure written consents and agreements from all property owners of record within the PUD that they have given the applicant authority to act in their behalf and that said representative or agent has the delegated authority to represent the owner or owners and they agree that all commitments made by the aforementioned representative or agent are binding.
- (3) A statement of the applicant's interest in the property to be rezoned, including certificate of title or attorney as to ownership and, if a contract purchaser, written consent of the seller/owner; or, if a lease, a copy of the lease agreement and written consent of the owner(s).
- (4) A certified boundary survey of the tract prepared by a surveyor registered with the State of Florida showing the location and type of boundary evidence related to the State Plane Coordinate System, and the accurate legal description of the property in metes and bounds and a computation of the total acreage of the tract to the nearest tenth of an acre. Survey must have been done within one (1) year prior to filing.
- (5) Electronic and hard copies of a scaled Conceptual Master Development Plan of the entire proposal showing the following information:
- a. A key map at a convenient scale showing existing roads, streams, street rights-of-way and street intersections; the location of the nearest public roads on all four sides; a statement indicating the distance to all public improvements such as schools, firehouses, public recreational areas and the like, that would serve the subject development; a description of how the proposed development is in conformity with the Polk City Comprehensive Plan and all relevant laws, ordinances, and regulations.
 - b. Location, with pavement type, right-of-way, names, and other related

appurtenances of all existing public streets adjoining or traversing the site. In the event no public street now adjoins the site, sufficient description by metes and bounds as to identify the location of the site shall be required.

- c. Identification of the name, plat book, and page number of any recorded subdivision comprising all or part of the site.
- d. Identification and location of any existing water courses, lakes, wooded areas, or other significant natural physical features upon the site, as well as on adjacent property within 250 feet of outside boundaries and proposed alterations to said features.
- e. Location and spatial arrangement of all land uses proposed, including the number of acres in each land use, proposed residential densities, and development type (i.e., single-family residential, multifamily residential, commercial shopping center, hotel/motel, mixed use, etc.).
- f. All existing and proposed means of vehicular access to and from the site, including an internal traffic circulation plan depicting arterial and collector streets.
- g. A transportation analysis, prepared by a professional in the field of transportation planning, to include an estimate of average trips/land use, total average daily trips, distribution of total peak hour trips on existing and/or proposed transportation network, and distribution splits onto existing and/or proposed transportation network (may be waived at Development Director's discretion).
- h. Location of existing structures and/or open space facilities of adjacent properties within 250 feet of any boundary line of the site (use of a recent aerial photo is adequate).
- i. A statement by the applicant of the major planning assumptions and objectives of the development project including but not limited to:
 - 1. Size and/or scope of development.
 - 2. Projected Population.
 - 3. Proposed timing and phases of development.
 - 4. Proposed ownership and forms of organization to maintain common open space and facilities.

- j. A general layout of the types, quantities, and location of trees and other such significant vegetative features (use of a recent aerial photo is adequate).
- k. A map of Soil Conservation Service Soil Classification by Soil Associations.
- l. A general floodplain map indicating areas subject to inundation and high groundwater levels up to the 100-year flood zone boundary, at a scale of one inch to 500 feet.
- m. Delineation of all wetland areas on the site including type (i.e., FDEP jurisdictional, SWFWMD isolated, and all others). For the purpose of Conceptual Master Development Plan review, wetland areas may be assumed using the best available data sources including, but not limited to, aerial photographs, recognized published reports/studies, etc.
- n. The most recent aerial photograph available, with the areas to be modified delineated.
- o. Preliminary drainage plan showing existing topographic contours at one (1) foot intervals, identification of the major natural drainage basin(s) of the site, areas for proposed stormwater management retention/detention basins, and location of outfall.
- p. A description of anticipated potable water and sanitary sewer demands of the proposed development and what facilities are available or projected to be available to meet this demand.
- q. Any other reasonable information that may be required by the Development Director that is commensurate with the intent and purpose of this Code.

Upon receipt of the materials described above, the Development Director shall transmit copies of relevant materials to the various City and county officials and agencies as appropriate.

When review of the proposed PUD is complete, the Development Director shall provide review of the project to the Planning Commission for its review and consideration. The Development Director shall include with his or her recommendations the zoning application and a written report that shall include all pertinent documents, comments of the reviewing City officials, and any other applicable documentation or graphics.

(D) Planning Commission Review and Recommendation. The Planning Commission shall hear

the request at a regularly scheduled public hearing, and recommend to the City Commission whether the proposed rezoning be approved, approved with modifications or conditions, or denied. The official minutes of the meeting shall include a summary of the reasons for the Board's advisory recommendation. In support of its recommendation, the Board shall make findings as to:

- (1) The suitability of the area for the type and pattern of development proposed in relation to the physical characteristics of the land, relation to surrounding areas, concurrency, and other requirements of this Code.
- (2) Conformity of the proposed development with the Comprehensive Plan of Polk City.
- (3) Conformity with these regulations, or as to desirable modification of such regulations in the particular case, based on determination that such modifications are justified as meeting public purposes.
- (4) Compatibility with surrounding land uses.
- (5) All such other review criteria as may be appropriate.

In consultation with the City Attorney, the Board shall also assess the adequacy of the following items relating to arrangements for ownership, operation, and maintenance of common properties and/or facilities that are not provided at public expense:

- (1) Evidence of unified control of the overall development site.
- (2) Suitability of any proposed agreements, or contracts, or other instruments that are to be executed to create or provide the facilities.
- (3) The need for such instruments or for amendments in those that have been proposed.

(E) Action by City Commission. Upon completion of required action by the Planning Commission, the Development Director shall transmit the application to the City Commission and place the item on the next available regular agenda. That transmittal may include all pertinent documents submitted by the applicant, the Development Director's report and recommendation, the Planning Commission findings, and any other applicable documentation or graphics. The City Clerk shall keep all this material as part of the public record of the City Commission. The City Commission may:

- (1) Deny the application.
- (2) Phase the application to ensure compliance with the standards herein and other

standards and requirements in this Code.

- (3) Modify the application so that these standards are met.
- (4) Grant conditional approval or modification of the application, attaching whatever reasonable conditions or requirements the City Commission deems necessary to ensure compliance with these standards or maximum mitigation of the adverse impacts of the development.

7.11.02 Development Conditions

Conditions placed on a request by the City Commission may include requiring the applicant, at his their cost and expense, to:

- (A) Finance or dedicate land for public rights-of-way, easements, parks and open space, school sites, or other such sites as may be necessary to protect the health, safety, and welfare of the residents of the PUD.
- (B) Finance or construct potable water, wastewater, or drainage facilities.
- (C) Any other reasonable conditions necessary to ensure compliance with these standards, if the applicant agrees in writing in a recordable agreement binding upon his or her successors and assigns, that no further processing of the development request, pursuant to the provisions of this Code, shall occur until the requirements of this article are met. Attachment of these conditions shall be voluntary on the part of the applicant, and agreement by the applicant to provide any conditions will not, in any way, obligate the City to approve the subject application. Any conditional approval shall be based solely on the fact that the development application, as modified or conditioned, meets the standards of this article, and may not be based solely on the granting of certain conditions deemed favorable by the City unless the standards of the Planned Unit Development district are thereby met.

7.11.03 Approval of a PUD

- (A) General Uses. Approval of a Planned Unit Development shall constitute a rezoning of the subject property and amendment to the Official Zoning Map. Any and all development of the approved PUD shall be in strict conformance with the Conceptual Master Development Plan, as approved by the City Commission.

In the event of an amendment to the Comprehensive Plan, the Land Development Code, or other applicable regulations that occurs prior to completion of construction of the PUD, all subsequent development that has not received approval under the City's Subdivision Regulations or Site Development Plan Regulations as of the date of the amendment shall

be consistent with the new regulations. Approval of development under these sections of the Code shall be valid for one year. Unless construction begins on or before the first anniversary date, development approval shall be null and void, and the new standards shall apply.

Previous approval of a Conceptual Master Development Plan shall not by itself convey the right to develop property in a manner that is inconsistent with the Comprehensive Plan and current codes. Prior to approval of further Subdivision Plats or Site Development Plans within the PUD, the Conceptual Master Development Plan shall be amended to reflect amended codes or other requirements.

7.11.04 Amendment or Termination of a PUD

Once PUD approval is granted, all development within the PUD development site shall be in conformity with the approved Conceptual Master Development Plan. In the event a developer wishes to deviate significantly from the approved development pattern, he shall either submit an amended Conceptual Master Development Plan or apply for a conventional zoning classification through the normal rezoning process.

The addition to or removal of any tract or parcel from a PUD shall require an amendment to the Conceptual Master Development Plan. Any amendment, variation, or adjustment of a Conceptual Master Development Plan shall require approval according to the following:

(1) Major Amendment. Submission for review and approval by the Planning Commission and City Commission.

(2) Minor Amendment. Submission for review and approval by the Development Director.

The Development Director shall determine whether a proposed Conceptual Master Development Plan amendment is a major amendment or a minor amendment. The determination shall be based on, but not limited to the following: any substantial change to the Conceptual Master Development Plan, including increase in density, change in permitted uses, change in stormwater runoff characteristics, rearrangement of designated open space or recreation areas, change in traffic patterns and trip generation, or other similar changes shall be considered a major amendment to the plan; any proposed minor changes in configuration or similar changes shall be considered a minor amendment to the plan. The Development Director may, at his or her discretion, forward any application for plan amendment to one or more individual departments for review and recommendation both as to its classification as a major or minor amendment and as to whether it should be approved, approved with conditions, or denied.

7.11.05 Development in Stages

Rather than construct the entire PUD at once, the developer may choose to build the project in

stages. Phased development of a PUD is permissible under the following conditions:

- (A) Developer must submit a construction schedule covering all phases of the PUD to the Development Director. This schedule may be revised from time to time as necessary.
- (B) All roads, drainage, and utility facilities needed to support any stage shall be completed and available for use prior to issuance of any Building Permits.
- (C) At least 30 percent of the total acreage of each stage shall qualify as Designated Open Space unless the entire project's Open Space is provided in the first phase. All recreation facilities shall be completed and available for use prior to issuance of ~~Building Permits~~ **Certificates of Occupancy.**
- (D) No individual stage of the PUD shall exceed the overall density approved on the Conceptual Master Development Plan for the PUD as a whole.

7.11.06 Ownership and Maintenance of Common Property

The developer shall establish a property owner's association or similar legal entity for the perpetual ownership and maintenance of open space, drainage facilities, and other community facilities designated on the Conceptual Master Development Plan and subdivision or Site Development Plans for individual tracts. These facilities include, but are not limited to, pedestrian or bike paths, playgrounds, landscaped open spaces, lakes, swimming pools, bath houses, tennis courts, parking lots, utilities, drainage channels, and retention/detention ponds. Roads shall also be included unless dedicated to Polk City for public use. Such organizations shall be created by covenants running with the land, and such covenants shall be included as part of the final Site Development Plan or Subdivision Plat of each phase and subject to approval of the City Commission.

In the event that the organization established to own and maintain common open space, or any successor organization, shall at any time after the establishment of a PUD fails to maintain the common areas as previously defined above, in reasonable order and condition, and in accordance with the adopted Conceptual Master Development Plan and subsequent final development plans, the City may serve written notice upon such organization and/or the owners or residents of the PUD and hold a public hearing. If deficiencies of maintenance are not corrected within thirty (30) days after such notice and hearing, the City shall call upon any public or private agency to maintain the common open space for a period of one year. If the City determines that the subject organization is not prepared or able to maintain the common open space, such public or private agency shall continue maintenance for yearly periods.

The cost of such maintenance by the designated public or private agency shall be assessed proportionately against the properties within the PUD that have a right of enjoyment of the common open space, and shall become a lien on said properties.

Applicable requirements of this subsection shall be inserted into the legal documents of the homeowners association or similar organization having legal ownership of common properties. These legal documents shall be structured to serve the following purposes:

- (A) To define what is owned and by whom, including the specific location and parameters of the individual units and the ownership interest in the common elements of the owners of the association or organization;
- (B) To establish a system of interlocking relationships binding each owner to all other owners for the purpose of maintaining and preserving what is owned and used in common;
- (C) To establish an array of protective standards or restrictions designed to establish limits and assure that a certain level of appearance is maintained;
- (D) To create an administrative vehicle, the owners association, to manage those elements shared in common and to enforce standards;
- (E) To provide for the operation and financing of the association;
- (F) To specify the process involved in effecting the transfer of control of the association and responsibility for the common elements from the developer to the unit owners collectively; and,
- (G) To set forth proper access and utility easements for the owners and the association.

All common areas are to be properly defined in legal descriptions and must be consistent with the Conceptual Master Development Plan and subsequent final development plans of the PUD.

**City Commission Meeting
September 20, 2021**

AGENDA ITEM #2:

Approval of 2021 Christmas Parade Route

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

2021 Christmas Parade Route

ATTACHMENTS:

Parade Route Map

ANALYSIS:

As you learned in late 2019, the Christmas Parade route as Polk City has done for many years, no longer meets FDOT approval. City staff was asked to research routes with adequate detours. After research and meetings with the FDOT staff, we offer you the proposed parade route map. The parade line up will take place on Voyles Loop Road, come out onto SR 33 and end at the Sprayfield. Detours will be coming into Polk City on Mt. Olive Road and traffic traveling north will be on Berkeley Road or get on 559.

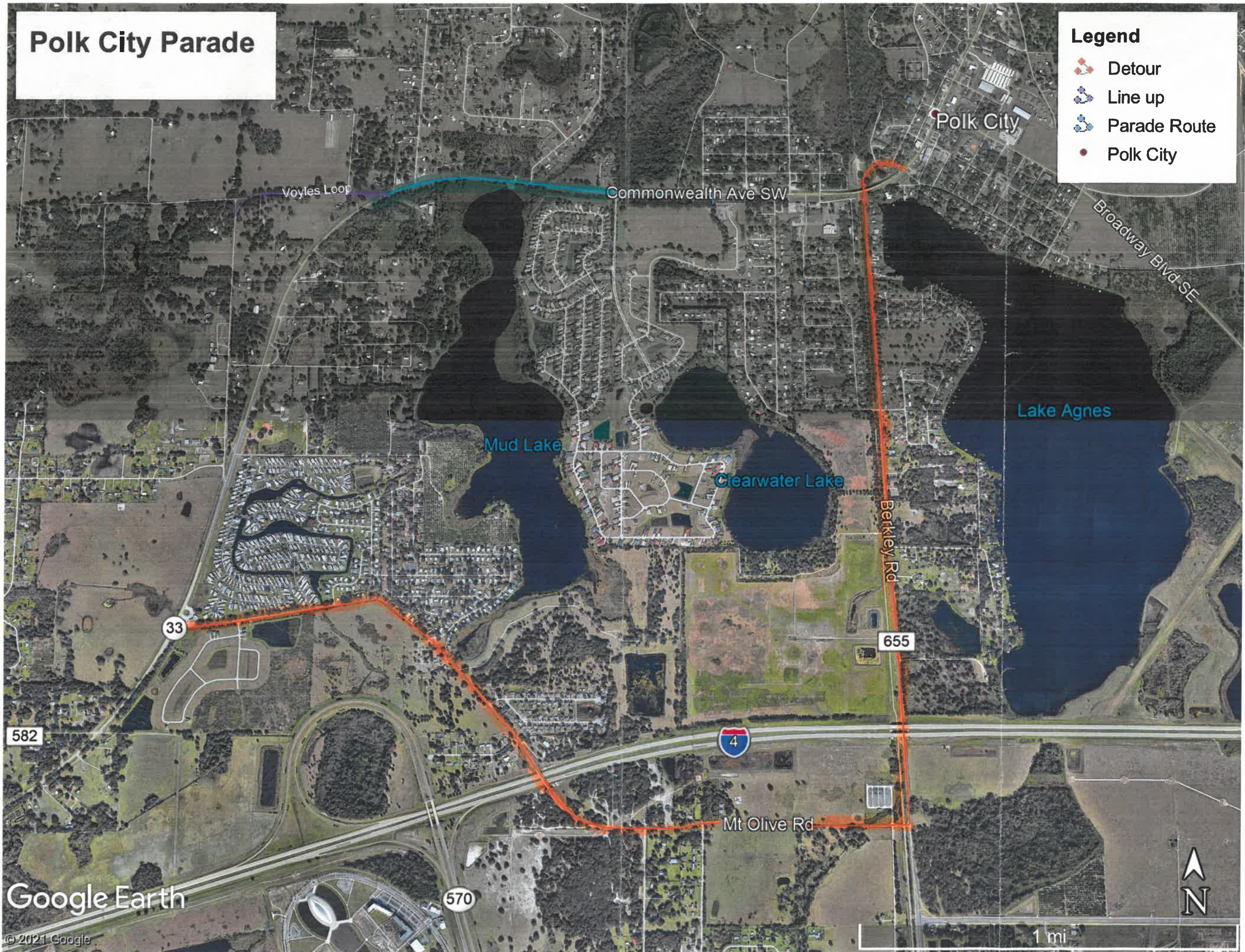
STAFF RECOMMENDATION:

Approval of 2021 Christmas Parade route

Polk City Parade

Legend

-  Detour
-  Line up
-  Parade Route
-  Polk City



Google Earth

© 2021 Google



1 mi