

POLK CITY

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

September 19, 2022

Polk City Government Center
123 Broadway Blvd., SE

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant City Manager Sheandolen Dunn

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

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

AGENDA

- 1. PUBLIC HEARING - ORDINANCE 2022-06 - Small Scale Future Land Use Map Amendment**
A City-initiated Small Scale Future Land Use Amendment to change the Future Land Use from Commercial to Residential Medium on approximately 0.27 acres located at 957 Lakeshore Drive (parcel number 25-26-33-000000-023100). The amendment corrects a mapping error.
- 2. PUBLIC HEARING - ORDINANCE 2022-07 – Rezoning** - A city-initiated rezoning of approximately 0.27 acres located at 957 Lakeshore Drive from general Commercial (C-2) to R-3 single family and duplex (parcel number 25-26-33-000000-023100). The amendment corrects a mapping error.
- 3. PUBLIC HEARING - ORDINANCE 2022-08 - Text Amendment to the Land Development Code**
A City-initiated text amendments to the Polk City Land Development Code to address medical marijuana treatment center dispensing facilities.
- 4. PUBLIC HEARING - ORDINANCE 2022-09 – Easement Vacation** – An Ordinance of Polk City, Florida, vacating three platted easements described below; providing findings and conditions; providing for a certified copy to be filed with the Polk County clerk of court and duly recorded in the Public Records of Polk County; providing for severability; providing for conflict; and providing for an effective date.
- 5. PUBLIC HEARING - ORDINANCE 2022-10 –Replat** – An Ordinance of Polk City, Florida, approving a subdivision plat titled Sandy Pointe Sweet Gum Lane, a replat of a portion of Sandy Pointe Subdivision; providing findings, plat approval, recording, conflicts, severability, & an effective date.
- 6. Professional Engineering Services Proposal - Construction Inspections for The Landings at Mt. Olive Phase I**
- 7. City Manager Evaluation 2022**
- 8. Christmas Parade – Saturday, December 3, 2022**
- 9. Mowing Quotes**
- 10. Foreclosure Proceedings – 423 Marklen Loop**
- 11. Planning Advisory Services Agreement with Central Florida Regional Planning Council**

CITY MANAGER ITEM

CITY ATTORNEY ITEMS

1. Anonymous Letter received by Commission

COMMISSIONER ITEMS

Commissioner Nichols
Commissioner Blethen
Commissioner Carroll
Vice Mayor Harper
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

CONSENT AGENDA
September 19, 2022

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. August 15, 2022 – City Commission Regular City Commission Meeting
2. September 8, 2022 - Budget Hearing – 1st Reading

B. REPORTS

1. Building Permits Report – August 2022
2. Code Enforcement Report – August 2022
3. Financial Report – August 2022
4. Library Report – August 2022
5. Polk Sheriff's Report – August 2022
6. Public Works Report – August 2022
7. Utilities Report – August 2022
8. Utility Billing Report – August 2022

C. OTHER

**City Commission Meeting
September 19, 2022**

CONSENT AGENDA ITEM: Accept minutes for:

Accept minutes – August 15, 2022 – City Commission Meeting
Accept minutes – September 8, 2022 – Budget Hearing – 1st Reading

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

Accept minutes – August 15, 2022 – City Commission Meeting
Accept minutes – September 8, 2022 – Budget Hearing – 1st Reading

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES
August 15, 2022

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

Pastor Lawlor, New Life Community Church gave the invocation.

Those present recited the Pledge of Allegiance led by Mayor LaCascia

ROLL CALL –City Manager Patricia Jackson

Present: Mayor Joe LaCascia, Commissioner Micheal T. Blethen, Commissioner Charles Nichols, City Attorney Thomas Cloud and City Manager Patricia Jackson

Absent: Vice Mayor Wayne Harper, Commissioner Randy Carroll

APPROVE CONSENT AGENDA

Motion by Commissioner Nichols to approve the June 23, 2022 (Workshop), July 18 (Workshop and Regular Meeting) minutes; this motion was seconded by Commissioner Blethen. **Unanimously approved by Voice Vote.**

PRESENTATIONS/RECOGNITIONS - None

PUBLIC COMMENTS

The persons listed below spoke in regards to Polk City creating an Ordinance that would allow Golf Carts to ride freely on the streets of Polk City.

1. Bruce Hutchings (3250 Chisholm Trail)
2. Jennifer Alls (710 Reba Road)
3. Debora Kepler (688 4th Street)
4. George Harper (422 2nd Street)
5. Brianna & Jack Darley (116 Sunshine Boulevard)
6. Eddie & Terry Bloomfield (227 Sunshine Boulevard)

Mark Lanier (334 Clearwater Lake Drive) – spoke in regards to not wanting the motorcycle gang in the Polk City Community. He also addressed the zoning for the address where the motorcycle gang occupies space.

City Manager Jackson stated the zoning is Commercial and they have a Business Tax Receipt (BTR) from Polk County and Polk City for consulting for high performance motors. We received an application for a BTR, and the guidelines must be followed. This organization has done what they were supposed to do as far as Polk City is concerned.

City Attorney Cloud stated Polk City could adopt a Golf Cart Ordinance. However, it will be difficult for Polk City to get the Ordinance approved because FDOT will not

provide their approval because of all the truck traffic on State highways going directly through Polk City. A number of criteria will have to be met prior to getting approval for this type of Ordinance.

City Manager Jackson commented about the hazards of some of the golf cart drivers. Some of the areas that the residents are driving golf carts in the County area which Polk City has no jurisdiction. Quite a bit more study would have to be done.

Commissioner Blethen stated he agrees with all the concerns that have been brought forth, whether good or bad about the golf carts; but Polk City does need to put some thought into an Ordinance for golf carts. Think outside the box!

City Attorney Cloud suggested Polk City pick a neighborhood for a trial run with the golf carts. But, have some discussion with FDOT and PCSO first!

Lengthy discussion ensued.

ORDER OF BUSINESS

Polk City/City of Lakeland Emergency Water Service Agreement

City Manager Jackson explained that Polk City and Lakeland previously established an Emergency Water Service Agreement, which expired July 10, 2021.

In Section 4. TERM, this agreement shall continue in effect from the complete execution hereof and thereafter for then (10) years with options for extensions of four (4) five (5) years consecutive terms each on mutual written consent of the parties. In the absence of a written signed extension on the effective termination date, this Agreement shall expire on its own accord.

The extension of the Original Agreement by ten (10) years until August 1, 2031, plus any extensions thereafter.

Lakeland and Polk City have agreed that this needs to be a Perpetual (never ending) Agreement.

Staff recommended approval of the Extension to Emergency Water Service Agreement with Lakeland to August 1, 2031, plus any extensions as prescribed in Section 4 – TERM.

Motion by Commissioner Blethen to approve the Extension to Emergency Water Service Agreement with Lakeland as a Perpetual Agreement; this motion was seconded by Commissioner Nichols.

Motion carried 3/0 by Voice Vote.

FY 21 Audit Presentation

Mike Brynjulfson, Brynjulfson CPA's presented the Financial Statement for the year ending September 30, 2021. He also addressed any questions or concerns from the City Commission.

If Polk City never gets another dime, it can operate for 14 months with what is currently in Reserves.

Commissioner Blethen asked if Mr. Brynjulfson worked with other cities or counties.

Mr. Brynjulfson responded yes, Jacksonville, Seminole County, just to name a few. Will send all that information to Mrs. Jackson and she can share with the City Commission.

Mayor LaCascia stated he is happy with the audit presentation. Thanked Mr. Brynjulfson for a wonderful report.

City Manager Jackson stated in FY 21 Polk City had a lot of repairs. FY 22 may be one of those light years.

Staff recommended approval of the Financial Statement for the year ending September 30, 2021.

Motion by Commissioner Nichols to approve the Financial Statement for the year ending September 30, 2021; this motion was seconded by Commissioner Blethen.

Motion carried 3/0 by Voice Vote.

CITY MANAGER ITEM

SS4A Letter of Support – City Manager Jackson explained to the City Commission a request that Polk City has received from the County regarding a Safe Streets grant for Polk County. One criterion for this grant is to have letters of support from the seventeen (17) municipalities within Polk County. City Manager will send the letter under her signature. **The City Commission provided consensus.**

Golf Carts – Discussed at the beginning of this meeting.

FY 2023 Budget Workshop – August 20, 2022 at 9 am in the Commission Chamber. The First Reading is September 8 at 6:30 pm and the Second Reading is September 22 at 6:30 pm.

Ridge League of Cities Dinner Meeting – September 6, 2022 at the Auburndale Civic Center. Please RSVP no later than August 30, 2022.

Tree Removal – A tree in the area of Brooke Lane and Berkeley Road split several days ago. That tree is being removed.

Planning Session with CFRPC and Staff – City Manager Jackson is looking at dates for this planning session. October 8th – 9 am, October 29th – 9 am, November 19 – 9 am. This will be to prioritize what the City Commission would like to achieve and will assist with future budget planning.

Thank You – City Manager Jackson thanked the Commission for allowing her to take vacation to be with her brother before and during his passing. Also acknowledged the flowers sent by Polk City.

CITY ATTORNEY - None

COMMISSIONER ITEMS

Commissioner Nichols – Is there any thought to getting new trash receptacles?

City Manager Jackson responded that we will call Republic Services and find out.

Commissioner Blethen – Spoke about the upcoming Budget Workshop and the traffic needs of Polk City need to be a topic of discussion.

City Manager Jackson responded the Polk City does not govern county roads. We can contact Polk County to get an answer.

Mayor LaCascia – Electricity bills in City Hall. Wants to see electricity comparison. Also wants the city to do an Air Conditioner Audit for City facilities.

ANNOUNCEMENTS – None

ADJOURNMENT – 8:45 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

BUDGET HEARING

September 8, 2022

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

ROLL CALL – Assistant City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Wayne Harper, Commissioner Micheal T. Blethen, Commissioner Charles Nichols and City Manager Jackson

Absent: Commissioner Randy Carroll, City Attorney Thomas Cloud

ORDER OF BUSINESS

PUBLIC HEARING

ORDINANCE 2022-04 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE (TENTATIVE/FINAL) LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2022-2023 AND PROVIDING AN EFFECTIVE DATE. First Reading.

City Manager Jackson stated based on discussions with the Commission during the Budget Workshop on August 20, 2022; she has prepared an Ordinance reflecting a 5.5 Millage Rate.

City Manager Jackson read Ordinance 2022-04 by title only.

City Manager Jackson advised that Polk City's certified value is \$228,790,462. The FY 2022-2023 operating Millage Rate for Polk City is 5.5000 mills. The Rollback Rate computed for Polk City for FY 2022-2023 is 5.1504 mills; therefore, the percentage by which the above specified final Millage Rate to be levied by Polk City is 6.79 percent of the Rollback Rate.

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

Motion by Vice Mayor Harper to approve the Ordinance 2022-04 on First Reading reflecting a 5.5000 millage rate; this motion was seconded by Commissioner Blethen.

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 4/0.

ORDINANCE 2022-05 - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE BUDGET FOR FISCAL YEAR 2022-2023, PROVIDING FOR THE EXPENDITURE OF FUNDS IN ACCORDANCE WITH THIS BUDGET; PROVIDING FOR AN EFFECTIVE DATE. First Reading

City Manager Jackson read Ordinance 2022-05 by title only.

City Manager Jackson advised the total budget for FY 2022-2023 is \$7,555,722. Various revenues accruing to Polk City and set aside for the purpose of paying expenses and maintaining the Government of Polk City for FY 2022-2023.

City Manager Jackson stated the Second and Final Reading of the FY 2022-2023 Budget will be on Thursday, September 22, 2022 at 7:00 pm.

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

Mayor LaCascia referred everyone to the graphs in the Budget book and explained how they tell the financial history of Polk City.

Motion by Commissioner Nichols to approve Ordinance 2022-05 on First Reading; this motion was seconded by Commissioner Blethen.

Roll Call Vote: Commissioner Nichols—aye, Mayor LaCascia – aye, Commissioner Blethen-aye, Vice Mayor Harper - aye

Motion carried 4/0.

Commissioner Blethen briefly discussed the need for a workshop to discuss the City Manager's evaluation. The Commission needs to set goals for her.

City Manager Jackson will provide possible dates for this Workshop.

The meeting adjourned at 7:15 p.m.

Patricia R Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
September 19, 2022**

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 – August 2022
2. Code Enforcement Report – August 2022
3. Financial Report – August 2022
4. Library Report – August 2022
5. Polk Sheriff's Report – August 2022
6. Public Works Report – August 2022
7. Utilities Report – August 2022
8. Utility Billing Report – August 2022

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added
From: 08/01/22 To: 08/31/2022

COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2022-1138	125 CARTER BLVD, POLK CITY, FL 33868	5,040.00	08/16/2022
BC-2022-1139	125 CARTER BLVD, POLK CITY, FL 33868	1,575.00	08/16/2022
BC-2022-1140	125 CARTER BLVD, POLK CITY, FL 33868	800.00	08/16/2022
BC-2022-1284	600 N COMMONWEALTH AVE, POLK CITY, FL 33868	70,000.00	08/31/2022
BC-2022-1286	600 N COMMONWEALTH AVE, POLK CITY, FL 33868	70,000.00	08/31/2022
Subtotal:		\$147,415.00	

DEMO

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-16210	602 3RD ST, POLK CITY, FL 33868	2,400.00	08/29/2022
Subtotal:		\$2,400.00	

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-15019	8869 SUNAPEE LOOP, POLK CITY, FL 33868	52,430.00	08/11/2022
Subtotal:		\$52,430.00	

GAS

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-15220	188 SUNSHINE BLVD, POLK CITY, FL 33868	2,400.00	08/16/2022
Subtotal:		\$2,400.00	

PLUMBING

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-14617	715 4TH ST, POLK CITY, FL 33868	1,395.00	08/05/2022
Subtotal:		\$1,395.00	

POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-15114	637 3RD ST, POLK CITY, FL 33868	0.00	08/12/2022
Subtotal:		\$0.00	

PRE-PERMIT

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BP-2022-328	729 2ND ST, POLK CITY, FL 33868	35,000.00	08/30/2022
Subtotal:		\$35,000.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2022-14844	438 BASCOM CT, POLK CITY, FL 33868	9,500.00	08/10/2022

BT-2022-15728	204 PINE AVE, POLK CITY, FL 33868	2,450.00	08/22/2022
BT-2022-15734	949 LAKESHORE DR, POLK CITY, FL 33868	11,900.00	08/23/2022
BT-2022-16052	729 2ND ST, POLK CITY, FL 33868	2,300.00	08/25/2022
BT-2022-16214	204 PINE AVE, POLK CITY, FL 33868	600.00	08/29/2022
BT-2022-16351	449 HONEY BEE LN, POLK CITY, FL 33868	10,400.00	08/31/2022

Subtotal: \$37,150.00

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2022-8767	186 LAYNEWADE RD, POLK CITY, FL 33868	450,000.00	08/02/2022
BR-2022-8768	145 LAYNEWADE RD, POLK CITY, FL 33868	30,000.00	08/02/2022
BR-2022-9063	8764 RINDGE RD, POLK CITY, FL 33868	1,000.00	08/10/2022
BR-2022-9259	203 GREENLEAF LN, POLK CITY, FL 33868	22,567.00	08/16/2022
BR-2022-9270	303 NOLANE LN, POLK CITY, FL 33868	300,000.00	08/16/2022
BR-2022-9271	451 SUNRISE BLVD, POLK CITY, FL 33868	7,650.00	08/16/2022
BR-2022-9331	166 LAYNEWADE RD, POLK CITY, FL 33868	20,000.00	08/17/2022
BR-2022-9384	322 BAYBERRY DR, POLK CITY, FL 33868	412,000.00	08/18/2022
BR-2022-9444	310 BAYBERRY DR, POLK CITY, FL 33868	11,436.00	08/19/2022
BR-2022-9598	309 PERSIMMON DR, POLK CITY, FL 33868	2,489.00	08/23/2022
BR-2022-9657	8722 RINDGE RD, POLK CITY, FL 33868	11,254.00	08/24/2022
BR-2022-9705	217 GREENLEAF LN, POLK CITY, FL 33868	50,000.00	08/25/2022
BR-2022-9835	616 MEANDERING WAY, POLK CITY, FL 33868	2,400.00	08/30/2022
BR-2022-9838	722 3RD ST, POLK CITY, FL 33868	100.00	08/30/2022

Subtotal: \$1,320,896.00

Grand Total: \$1,599,086.00

12 SFR to date
Kathy Delp

Code Enforcement Report

AUGUST 2022

SNIFE SIGNS REMOVED	86
LIEN SEARCHES	25
INSPECTIONS	69
CLOSED OUT CASES	24
SPECIAL MAGISTRATE CASES	0
REF TO COUNTY CALLS / EMAILS	11
CLOSED OUT SPECIAL MAGISTRATE CASES	2
CASE SUBJECTS	
DISABLE VEHICLES	11
BUILDING WITHOUT PERMIT	6
OVERGROWTH	18
HOUSE NUMBERS	1
FENCE	5
JUNK AND DEBRIS	7
RV/TRAILER PARKING	5
OPEN STRUCTURE/SUB STANDARD	1
NOISE	2
CLOSE OUT LIEN	2
YARD SALE	0
ANIMAL	3
POSTINGS	5
EXTENDED CASES	5
ACCESSORY USE	0
POOLS	0
BUSINESS LICENSE	2
STOP WORK ORDER	1

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2022 thru Fiscal Month: Aug, for Fund: 01

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	567,488.85	
01-101-803	Cash - GF Gen Gov't Facilities Impact Fees	10,155.11-	
01-101-990	Library Van Fleet Cycling Challenge	859.09	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	35,504.19	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	88,213.11-	
01-117-100	Allowance for Bad Debt	131.83-	
01-133-100	Due From Other Governmental Units	48,415.26	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	43,882.38	
01-151-100	Investments - FL SAFE GF	1,104,016.40	
01-151-902	Investments - FL SAFE GF Reserves	78,047.94	
01-153-302	Restricted Cash - New Local Opt Gas Tax	222,246.71	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		2,169,300.36
01-202-100	Accounts Payable	22,736.41	
01-202-200	Accounts Payable - Year End	11,792.92-	
01-202-900	Customer Deposits	5,642.99	
01-208-300	Due to County - Impact Fees	32,839.52	
01-208-310	Due to DCA - Bldg Permit Surcharge	240.71	
01-208-320	Due to Dept of Business - License Fees	131.14	
01-208-330	Due to PCSO - Police Education Revenue	90.00	
01-217-200	Accrued Sales Tax	348.41	
01-218-100	Payroll Taxes Payable	0.02-	
01-218-200	FRS Retirement Payable	38,030.14-	
01-218-300	Health Plan Payable	1,107.65	
01-218-320	Supplemental Insurance Payable	4,291.06	
01-218-400	Dental Plan Payable	93.13	
01-218-410	Vision Plan Payable	2,185.55	
	** TOTAL LIABILITY**		19,883.49
01-243-100	Encumbrances Placed	27,749.35	
01-245-100	Reserved for Encumbrances	27,749.35-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	4,427,445.40	
01-271-150	Fund Balance - Restatement	1,089,182.23-	
	** TOTAL EQUITY**		3,338,263.17
	** TOTAL REVENUE**		2,654,133.13
	** TOTAL EXPENSE**		3,842,979.43
	TOTAL LIABILITY AND EQUITY		2,169,300.36

POLK COUNTY
AUGUST 2022 MONTHLY FINANCIALS

GENERAL FUND REVENUES

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 PRIOR YR REVENUE	2022 ANTICIPATED REVENUE	ADJ ANTICIPATED	2022 CURRENT REVENUE	2022 YTD REVENUE	2022 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
01-311-100	Ad Valorem Taxes	1,054,782.19	1,055,018.00	1,055,018.00	149.34	1,081,344.88	(26,326.88)	102.50 %
01-312-300	9th Cent Gas Tax	15,697.12	13,968.00	13,968.00	1,405.72	12,740.60	1,227.40	91.21 %
01-312-400	Local Option Gas Tax	96,109.18	92,977.00	92,977.00	8,172.67	79,666.77	13,310.23	85.68 %
01-312-410	New Local Option Gas Tax	60,740.30	58,483.00	58,483.00	4,879.33	50,897.95	7,585.05	87.03 %
01-314-100	Electric - Utility Tax	134,864.00	120,630.00	120,630.00	14,907.13	113,997.82	6,632.18	94.50 %
01-314-300	Water - Utility Tax	64,798.46	70,443.00	70,443.00	7,736.98	64,394.92	6,048.08	91.41 %
01-314-301	Water - Utility Tax - Readiness to Se	7,072.81	0.00	0.00	0.00	0.00	0.00	0.00 %
01-314-400	Gas - Utility Tax	10,468.75	8,912.00	8,912.00	1,585.68	14,716.18	(5,804.18)	165.13 %
01-315-100	Communications Services Tax	204,466.88	189,274.00	189,274.00	14,802.45	172,239.38	17,034.62	91.00 %
01-316-100	Local Business Licenses	10,126.43	7,100.00	7,100.00	270.00	3,460.00	3,640.00	48.73 %
01-316-102	County Business Tax	1,935.91	433.00	433.00	598.04	1,083.90	(650.90)	250.32 %
01-322-100	Building Permits	38,166.84	55,000.00	55,000.00	5,313.34	29,733.30	25,266.70	54.06 %
01-322-101	Bldg Permit - Plan Checking	23,655.31	5,250.00	5,250.00	2,865.00	14,257.73	(9,007.73)	271.58 %
01-322-102	Bldg Permit - Admin Fee	4,850.00	1,000.00	1,000.00	500.00	3,480.00	(2,480.00)	348.00 %
01-322-103	Bldg Permit - Electrical	8,400.00	6,250.00	6,250.00	625.00	4,900.00	1,350.00	78.40 %
01-322-104	Bldg Permit - Plumbing	7,025.00	6,250.00	6,250.00	750.00	3,650.00	2,600.00	58.40 %
01-322-105	Bldg Permit - Mechanical	8,450.00	6,250.00	6,250.00	375.00	4,400.00	1,850.00	70.40 %
01-322-107	Bldg Permit - Cert of Occupancy	1,860.00	1,500.00	1,500.00	30.00	450.00	1,050.00	30.00 %
01-322-108	Bldg Permit - Inspections	78,177.00	100,900.00	100,900.00	10,100.00	39,685.00	61,215.00	39.33 %
01-322-109	Bldg Permit - Demolition	56.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-323-100	Electric	84,382.08	75,000.00	75,000.00	20,438.00	71,066.70	3,933.30	94.76 %
01-323-300	Solid Waste	43,195.01	42,641.00	42,641.00	13,653.33	42,684.62	(43.62)	100.10 %
01-329-100	Contractors Registration	20.21	0.00	0.00	0.00	0.00	0.00	0.00 %
01-329-200	Other Lic./Fees/Permits	0.00	0.00	0.00	0.00	30.00	(30.00)	0.00 %
01-329-220	Site Plan Reviews	2,700.00	1,350.00	1,350.00	375.00	10,900.00	(9,550.00)	807.41 %
01-331-400	FEMA Federal Reimb. - Irma 2017	2,421.13	0.00	0.00	0.00	0.00	0.00	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	134.51	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-120	MRS - State Sales Tax	63,209.53	67,296.00	67,296.00	23,915.54	81,439.89	(14,143.89)	121.02 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	18,071.08	19,652.00	19,652.00	5,496.53	20,840.70	(1,188.70)	106.05 %
01-335-123	MRS - Municipal Fuel Tax	8.12	8.00	8.00	4.98	12.18	(4.18)	152.25 %
01-335-140	Mobile Home License	6,349.09	5,184.00	5,184.00	182.00	7,321.93	(2,137.93)	141.24 %
01-335-150	Alcoholic Beverage License	1,223.61	1,027.00	1,027.00	97.89	97.89	929.11	9.53 %
01-335-180	Half-Cent Sales Tax	175,814.86	173,428.00	173,428.00	17,775.62	173,873.81	(445.81)	100.26 %
01-337-100	Library Coop Funding	61,258.21	31,990.00	31,990.00	0.00	50,566.95	(18,576.95)	158.07 %
01-340-400	Solid Waste	348,117.67	353,360.00	353,360.00	73,223.87	391,347.63	(37,987.63)	110.75 %
01-340-700	Stormwater Utility Fees	34,605.53	34,585.00	34,585.00	5,984.32	32,652.30	1,932.70	94.41 %
01-340-900	Notary Fees	275.00	0.00	0.00	0.00	20.00	(20.00)	0.00 %
01-344-900	FDOT Maintenance Agreement	17,872.64	16,304.00	16,304.00	4,468.16	17,872.64	(1,568.64)	109.62 %

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

GENERAL FUND REVENUES

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 PRIOR YR REVENUE	2022 ANTICIPATED REVENUE	ADJ ANTICIPATED	2022 CURRENT REVENUE	2022 YTD REVENUE	(EXCESS)/DEFICIT	2022 PERCENTAGE REALIZED
01-347-100	Library Income	5,209.58	5,500.00	5,500.00	235.00	2,998.08	2,501.92	54.51 %
01-351-110	Police Fines	5,495.66	4,000.00	0.00	0.00	0.00	0.00	0.00 %
01-351-200	Police Fines, Penalties, and Forfeitu	17,630.67	5,000.00	9,000.00	1,816.75	9,279.28	(279.28)	185.59 %
01-351-300	Code Enforcement Fines	20,015.94	0.00	0.00	4,808.92	8,817.31	(8,817.31)	0.00 %
01-359-100	Other Fines and/or Forfeitures	115.90	0.00	0.00	0.00	66.00	(66.00)	0.00 %
01-359-300	Late Fees	65.50	100.00	100.00	10.50	48.00	52.00	48.00 %
01-361-100	Interest Income	72.10	0.00	0.00	0.00	0.00	0.00	0.00 %
01-361-200	Interest/Dividends - FL SAFE	205.17	523.00	523.00	0.00	4,095.17	(3,572.17)	783.02 %
01-362-100	Activity Center Rentals	1,350.00	550.00	550.00	550.00	2,850.00	(2,300.00)	518.18 %
01-362-200	Donald Bronson Community Center Renta	4,199.00	2,500.00	2,500.00	900.00	8,100.00	(5,600.00)	324.00 %
01-365-100	Sales of Surplus Property	15.00	0.00	0.00	0.00	12,066.54	(12,066.54)	0.00 %
01-366-100	Private Donations	0.00	0.00	0.00	0.00	100.00	(100.00)	0.00 %
01-366-101	Private Donations - Christmas	2,000.00	1,800.00	1,800.00	0.00	0.00	1,800.00	0.00 %
01-366-102	Private Donations - Halloween	0.00	1,605.00	1,605.00	0.00	2,000.00	(395.00)	124.61 %
01-366-110	Private Donations - Library	47.50	0.00	0.00	0.00	53.50	(53.50)	0.00 %
01-369-100	Misc. Income	674.33	300.00	300.00	14.84	2,668.49	(2,368.49)	889.50 %
01-369-101	Misc Income - Copies and Faxes	2.00	0.00	0.00	0.00	5.00	(5.00)	0.00 %
01-369-102	Misc Income - Collection Allowance	4,722.41	5,000.00	5,000.00	1,480.46	3,817.96	1,182.04	76.36 %
01-369-130	Misc Income - Halloween	0.00	0.00	0.00	0.00	40.00	(40.00)	0.00 %
01-369-400	Insurance Proceeds	1,451.00	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00 %
01-369-500	Refund of State Gas Tax	1,749.21	700.00	700.00	314.30	1,302.13	(602.13)	186.02 %
01-381-400	Transfer From Enterprise Fund	155,000.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %

DEPARTMENT TOTALS		2,911,381.43	3,430,441.00	3,430,441.00	250,811.69	2,654,133.13	776,307.87	77.37 %
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POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

General Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	10,800.00	10,800.00	10,800.00	900.00	9,900.00	900.00	91.67 %
01-511-160	Bonuses and Gift Certificates - Legis	2,707.10	2,725.00	2,725.00	0.00	2,707.10	17.90	99.34 %
01-511-210	Fica Taxes - Legislative	1,033.30	1,245.00	1,245.00	68.83	964.47	280.53	77.47 %
01-511-240	Worker's Compensation - Legislative	12.67	20.00	20.00	0.00	13.13	6.87	65.65 %
01-511-400	Travel and Training - Legislative	144.79	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-511-405	TRAINING - LEGISLATIVE	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	0.00	500.00	500.00	0.00	360.00	140.00	72.00 %
01-511-470	Printing and Reproduction - Legislati	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legislat	0.00	3,500.00	3,500.00	0.00	830.00	2,670.00	23.71 %
01-511-490	Other Current Charges - Legislative	0.00	3,000.00	3,000.00	0.00	54.95	2,945.05	1.83 %
01-511-510	Office Supplies - Legislative	0.00	500.00	500.00	0.00	52.37	447.63	10.47 %
01-511-520	Operating Supplies - Legislative	2,306.82	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,484.00	4,000.00	4,000.00	0.00	4,030.96	(30.96)	100.77 %
DEPARTMENT TOTAL		20,488.68	33,790.00	33,790.00	968.83	18,912.98	14,877.02	55.97 %
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EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	175,078.82	185,786.00	185,786.00	14,290.56	165,012.49	20,773.51	88.82 %
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	28,695.18	36,000.00	36,000.00	0.00	30,914.99	5,085.01	85.87 %
01-512-210	Fica Taxes - Executive	15,643.40	19,900.00	19,900.00	1,103.59	15,574.61	4,325.39	78.26 %
01-512-220	Retirement Contribution - Executive	38,190.72	43,129.00	43,129.00	3,616.34	40,290.40	2,838.60	93.42 %
01-512-230	Life & Health Insurance - Executive	19,237.96	20,999.00	20,999.00	1,749.94	19,249.34	1,749.66	91.67 %
01-512-240	Worker's Compensation - Executive	204.60	335.00	335.00	0.00	225.92	109.08	67.44 %
01-512-400	Travel Expenses - Executive	5,464.11	3,000.00	3,000.00	75.00	1,367.63	1,632.37	45.59 %
01-512-405	Training - Executive	0.00	2,000.00	2,000.00	0.00	610.00	1,390.00	30.50 %
01-512-408	Meeting Expense Allowance - Executive	0.00	500.00	500.00	0.00	477.43	22.57	95.49 %
01-512-410	Communication Services - Executive	1,307.76	1,400.00	1,400.00	230.92	1,185.22	214.78	84.56 %
01-512-470	Printing and Reproduction - Executive	2,223.54	5,000.00	5,000.00	0.00	950.00	4,050.00	19.00 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	1,500.00	1,500.00	0.00	102.11	1,397.89	6.81 %
01-512-490	Other Current Charges - Executive	2,610.79	4,000.00	4,000.00	0.00	258.04	3,741.96	6.45 %
01-512-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	36.00	1,464.00	2.40 %
01-512-510	Office Supplies - Executive	584.45	2,000.00	2,000.00	10.59	772.42	1,227.58	38.62 %
01-512-520	Operating Supplies - Executive	924.32	2,000.00	2,000.00	24.92	2,532.61	(532.61)	126.63 %

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

General Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	2022 PERCENTAGE REALIZED
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,414.69	3,200.00	3,200.00	113.99	1,373.62	1,826.38	42.93 %
01-512-630	Improvements Other than Building - Ex	2,799.98	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		299,180.44	337,049.00	337,049.00	21,585.09	285,363.71	51,685.29	84.67 %
CITY CLERK								
DEPARTMENT TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	72,266.43	40,000.00	40,000.00	5,174.80	41,355.95	(1,355.95)	103.39 %
01-514-480	Promo Activities & Legal Ads - Legal	5,113.75	15,000.00	15,000.00	0.00	4,986.08	10,013.92	33.24 %
DEPARTMENT TOTAL		77,380.18	55,000.00	55,000.00	5,174.80	46,342.03	8,657.97	84.26 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	25,000.00	30,000.00	30,000.00	3,750.00	33,750.00	(3,750.00)	112.50 %
DEPARTMENT TOTAL		25,000.00	30,000.00	30,000.00	3,750.00	33,750.00	(3,750.00)	112.50 %
FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	93,315.36	98,145.00	98,145.00	7,260.61	73,616.51	24,528.49	75.01 %
01-516-140	Overtime - Fin & Acctng	0.00	562.00	562.00	0.00	21.06	540.94	3.75 %
01-516-210	Fica Taxes - Fin & Acctng	6,107.88	7,551.00	7,551.00	391.32	4,399.95	3,151.05	58.27 %
01-516-220	Retirement Contribution - Fin & Acctng	9,612.28	10,680.00	10,680.00	864.74	8,341.50	2,338.50	78.10 %
01-516-230	Life & Health Insurance - Fin & Acctng	18,942.15	20,724.00	20,724.00	1,729.43	14,732.93	5,991.07	71.09 %
01-516-240	Worker's Compensation - Fin & Acctng	112.62	178.00	178.00	0.00	119.34	58.66	67.04 %

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
01-516-310	Professional Services - Fin & Acctng	2,250.00	2,000.00	2,000.00	0.00	1,500.00	500.00	75.00 %
01-516-400	Travel Expenses - Fin & Acctng	200.00	1,500.00	1,500.00	168.21	411.18	1,088.82	27.41 %
01-516-405	Training - Finance	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	791.88	800.00	800.00	131.46	695.85	104.15	86.98 %
01-516-470	Printing and Reproduction - Fin & Acc	0.00	750.00	750.00	0.00	70.47	679.53	9.40 %
01-516-510	Office Supplies - Fin & Acctng	987.04	1,400.00	1,400.00	9.27	675.36	724.64	48.24 %
01-516-520	Operating Supplies - Fin & Acctng	966.32	2,000.00	2,000.00	24.95	628.86	1,371.14	31.44 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	363.99	450.00	450.00	50.00	259.86	190.14	57.75 %
DEPARTMENT TOTAL		133,649.52	148,740.00	148,740.00	10,629.99	105,472.87	43,267.13	70.91 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	79,518.90	82,189.00	82,189.00	6,899.21	75,493.43	6,695.57	91.85 %
01-517-720	Interest - CB&T Debt Service Pmts	40,191.62	37,623.00	37,623.00	3,086.00	34,332.88	3,290.12	91.26 %
DEPARTMENT TOTAL		119,810.52	119,812.00	119,812.00	9,984.21	109,826.31	9,985.69	91.67 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	103,323.00	105,389.00	105,389.00	0.00	79,041.75	26,347.25	75.00 %
01-521-310	Professional Services - Law Enf	28,200.00	112,112.00	112,112.00	6,566.00	95,657.80	16,454.20	85.32 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	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		131,523.00	218,201.00	218,201.00	6,566.00	174,699.55	43,501.45	80.06 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	98,378.53	100,393.00	100,393.00	7,963.55	82,849.53	17,543.47	82.53 %
01-524-140	Overtime - Bldg & Zoning	0.00	517.00	517.00	0.00	21.07	495.93	4.08 %
01-524-210	Fica Taxes - Bldg & Zoning	7,303.40	7,720.00	7,720.00	592.76	6,415.08	1,304.92	83.10 %

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

General Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	2022 PERCENTAGE REALIZED
01-524-220	Retirement Contribution - Bldg & Zoni	10,002.05	10,918.00	10,918.00	948.46	9,507.06	1,410.94	87.08 %
01-524-230	Life & Health Insurance - Bldg & Zoni	18,993.52	20,755.00	20,755.00	1,729.57	19,025.27	1,729.73	91.67 %
01-524-240	Worker's Compensation - Bldg & Zonin.	1,728.45	1,641.00	1,641.00	0.00	1,832.60	(191.60)	111.68 %
01-524-310	Professional Services - Bldg & Zoning	104,707.42	100,900.00	100,900.00	3,880.90	29,831.81	71,068.19	29.57 %
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	50.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-524-405	Training - Building	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	206.77	200.00	200.00	9.99	119.09	80.91	59.55 %
01-524-520	Operating Supplies - Bldg & Zoning	0.00	100.00	100.00	0.00	99.00	1.00	99.00 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	164.89	120.00	120.00	14.99	234.34	(114.34)	195.28 %
01-524-630	Improvements Other than Building - Bl	0.00	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00 %
DEPARTMENT TOTAL		241,535.03	257,764.00	257,764.00	15,140.22	149,934.85	107,829.15	58.17 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	26,190.39	26,863.00	26,863.00	2,035.10	23,444.29	3,418.71	87.27 %
01-529-210	Fica Taxes - Code Enf	1,936.30	2,055.00	2,055.00	151.42	1,818.35	236.65	88.48 %
01-529-220	Retirement Contribution - Code Enf	2,659.44	2,906.00	2,906.00	242.38	2,688.67	217.33	92.52 %
01-529-230	Life & Health Insurance - Code Enf	9,481.34	10,314.00	10,314.00	855.05	9,405.55	908.45	91.19 %
01-529-240	Worker's Compensation - Code Enf	471.98	655.00	655.00	0.00	506.69	148.31	77.36 %
01-529-310	Professional Services - Code Enf	6,000.00	6,900.00	11,900.00	500.00	13,490.00	(1,590.00)	195.51 %
01-529-400	Travel Expenses - Code Enf	325.00	250.00	250.00	(168.00)	283.38	(33.38)	113.35 %
01-529-405	Training - Codes	0.00	250.00	250.00	0.00	25.00	225.00	10.00 %
01-529-410	Communication Services - Code Enf	671.88	795.00	795.00	126.46	598.85	196.15	75.33 %
01-529-470	Printing and Reproduction - Code Enf	0.00	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	89.45	200.00	200.00	21.48	151.93	48.07	75.97 %
01-529-520	Operating Supplies - Code Enf	0.00	100.00	100.00	0.00	28.73	71.27	28.73 %
01-529-540	Books, Pub., Sub., & Memberships - Co	85.00	100.00	100.00	0.00	85.00	15.00	85.00 %
01-529-630	Improvements Other than Building - Co	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
DEPARTMENT TOTAL		47,910.78	58,038.00	63,038.00	3,763.89	52,526.44	10,511.56	90.50 %

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

General Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	191,695.58	196,001.00	196,001.00	20,301.90	191,208.52	4,792.48	97.55 %
01-534-342	Refuse Disposal - Commercial - Refuse	96,398.59	86,687.00	86,687.00	9,601.07	104,200.02	(17,513.02)	120.20 %
DEPARTMENT TOTAL		288,094.17	282,688.00	282,688.00	29,902.97	295,408.54	(12,720.54)	104.50 %
STORMWATER								
01-538-311	Engineering Services - Stormwater	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-538-400	Travel Expenses - Stormwater	914.99	500.00	500.00	0.00	0.00	500.00	0.00 %
01-538-405	Training - Stormwater	0.00	500.00	500.00	169.00	169.00	331.00	33.80 %
01-538-460	Repairs and Maintenance - Stormwater	9,938.99	20,000.00	20,000.00	0.00	9,405.87	10,594.13	47.03 %
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	600.00	100.00	100.00	500.00	600.00	(500.00)	600.00 %
DEPARTMENT TOTAL		11,453.98	25,600.00	25,600.00	669.00	10,174.87	15,425.13	39.75 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't Bl.	8,059.84	11,000.00	11,000.00	1,150.00	8,562.58	2,437.42	77.84 %
01-539-312	Professional Services - Other - Gen G	2,015.86	0.00	0.00	525.95	2,931.02	(2,931.02)	0.00 %
01-539-411	City Hall - Communication - Gen Gov't.	14,096.43	15,500.00	15,500.00	1,546.20	12,983.19	2,516.81	83.76 %
01-539-413	Public Works - Communication - Gen Go	2,578.95	3,500.00	3,500.00	226.32	2,669.60	830.40	76.27 %
01-539-414	Community Center-Communication-Gen Go	1,858.44	2,000.00	2,000.00	154.80	1,697.31	302.69	84.87 %
01-539-431	City Hall - Utilities - Gen Gov't Bl.	19,204.88	19,000.00	19,000.00	2,048.95	17,986.09	1,013.91	94.66 %
01-539-432	Activity Center - Utilities - Gen Gov	2,234.90	2,500.00	2,500.00	255.56	2,006.52	493.48	80.26 %
01-539-433	Public Works - Utilities - Gen Gov't.	2,695.82	2,500.00	2,500.00	382.21	2,550.29	(50.29)	102.01 %
01-539-434	Community Center-Utilities-Gen Gov't.	5,334.96	4,500.00	4,500.00	764.03	4,894.48	(394.48)	108.77 %
01-539-440	Rentals and Leases - Gen Gov't Bldgs	9,428.83	10,000.00	10,000.00	626.87	6,294.10	3,705.90	62.94 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	22,231.42	24,000.00	24,000.00	1,370.59	7,087.41	16,912.59	29.53 %
01-539-462	Activity Center - Repairs & Maint - G	11,190.94	9,000.00	9,000.00	21.96	921.96	8,078.04	10.24 %
01-539-463	Public Works I - Repairs & Maint - Ge	1,059.69	10,000.00	10,000.00	49.48	3,820.84	6,179.16	38.21 %
01-539-464	Community Center-Repairs & Maint-Gen	4,881.35	8,000.00	8,000.00	31.50	1,287.67	6,712.33	16.10 %
01-539-466	Public Works/Utilities Oper - Repairs	5,913.56	5,000.00	5,000.00	0.00	95.97	4,904.03	1.92 %

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

General Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	2022 PERCENTAGE REALIZED
01-539-490	Other Current Charges - Gen Gov't Bl.	92.50	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-539-521	City Hall - Operating Supplies - Gen	9,295.64	8,000.00	8,000.00	188.20	4,352.80	3,647.20	54.41 %
01-539-522	Activity Center - Operating Supplies	725.62	3,000.00	3,000.00	75.04	535.61	2,464.39	17.85 %
01-539-523	Public Works - Operating Supplies - G	875.38	1,500.00	1,500.00	180.79	2,511.66	(1,011.66)	167.44 %
01-539-524	Community Center-Operating Supplies-G	1,438.92	2,400.00	2,400.00	125.58	1,458.19	941.81	60.76 %
01-539-526	Public Works/Utilities Oper - Operati	29.24	1,500.00	1,500.00	59.10	515.53	984.47	34.37 %
01-539-531	Landscape Materials & Supplies - Bul	0.00	4,000.00	4,000.00	0.00	20.98	3,979.02	0.52 %
01-539-631	City Hall - Improv. O/T Bldgs - Gen G	15,285.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-633	Public Works - Improv. O/T Bldgs - Ge	0.00	0.00	0.00	0.00	2,175.00	(2,175.00)	0.00 %
01-539-641	City Hall - Mach. & Equipment - Gen G	1,985.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-539-643	Public Works - Mach. & Equipment - Ge	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00	100.00 %
DEPARTMENT TOTAL		142,513.17	153,900.00	153,900.00	9,783.13	92,358.80	61,541.20	60.01 %
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ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	224,369.42	229,212.00	229,212.00	19,198.35	188,904.88	40,307.12	82.41 %
01-541-140	Overtime - Roads & Streets	911.78	2,952.00	2,952.00	591.75	3,938.12	(986.12)	133.41 %
01-541-210	Fica Taxes - Roads & Streets	17,033.88	17,761.00	17,761.00	1,490.55	14,985.76	2,775.24	84.37 %
01-541-220	Retirement Contribution - Roads & Str	23,190.70	24,138.00	24,138.00	2,357.01	21,730.79	2,407.21	90.03 %
01-541-230	Life & Health Insurance - Roads & Str	52,527.12	59,600.00	59,600.00	5,202.50	42,116.96	17,483.04	70.67 %
01-541-240	Worker's Compensation - Roads & Stre.	20,030.94	22,923.00	22,923.00	0.00	20,027.12	2,895.88	87.37 %
01-541-310	Professional Services - Roads & Street	0.00	0.00	0.00	8,300.00	15,179.29	(15,179.29)	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	1,239.00	500.00	500.00	0.00	146.50	353.50	29.30 %
01-541-405	Training - Streets	0.00	1,500.00	1,500.00	0.00	1,605.45	(105.45)	107.03 %
01-541-410	Communication Services - Roads & Stre	4,273.91	3,500.00	3,500.00	520.94	3,463.01	36.99	98.94 %
01-541-430	Utilities - Roads & Streets	30,067.64	35,000.00	35,000.00	2,512.24	22,761.73	12,238.27	65.03 %
01-541-460	Repairs and Maintenance - Roads & Str	2,973.98	10,000.00	10,000.00	542.51	9,681.96	318.04	96.82 %
01-541-461	Repairs & Maintenance-Equipment - Roa	10,101.06	10,000.00	10,000.00	2,165.89	8,959.36	1,040.64	89.59 %
01-541-464	Vehicle Fuel - Roads & Streets	7,056.31	10,000.00	10,000.00	1,313.12	10,464.48	(464.48)	104.64 %
01-541-465	Vehicle Maintenance - Roads & Streets	8,517.95	10,000.00	10,000.00	902.23	5,334.82	4,665.18	53.35 %
01-541-466	Public Works/Utilities Facility - Rep	1,622.73	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-470	Printing and Reproduction - Streets	0.00	0.00	0.00	0.00	131.49	(131.49)	0.00 %
01-541-490	Other Current Charges - Roads & Street	0.00	0.00	0.00	0.00	30.00	(30.00)	0.00 %
01-541-492	Recording & Other Fees - Roads & Stre	117.55	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	300.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

General Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
01-541-510	Office Supplies - Roads & Streets	1,085.62	1,000.00	1,000.00	0.00	611.97	388.03	61.20 %
01-541-520	Operating Supplies - Roads & Streets	10,205.49	12,000.00	12,000.00	274.31	4,564.22	7,435.78	38.04 %
01-541-524	Chemicals - Roads & Streets	756.82	1,000.00	1,000.00	278.40	278.40	721.60	27.84 %
01-541-530	Road Materials & Supplies - Roads & S	5,481.47	9,000.00	9,000.00	72.00	6,773.94	2,226.06	75.27 %
01-541-531	Landscape Materials & Supplies - Road	3,892.83	5,000.00	5,000.00	350.71	2,381.37	2,618.63	47.63 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	384.76	500.00	500.00	14.99	736.80	(236.80)	147.36 %
01-541-630	Improvements Other than Building - Ro	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	31,858.73	35,000.00	35,000.00	0.00	8,958.00	26,042.00	25.59 %
01-541-650	Construction in Progress - Roads & St	5,000.00	650,000.00	650,000.00	400.00	31,549.53	590,701.12	4.85 %
DEPARTMENT TOTAL		462,999.69	1,205,086.00	1,205,086.00	46,487.50	425,315.95	752,020.70	35.29 %
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LIBRARY								
01-571-120	Regular Salary - Wages - Library	68,748.67	93,719.00	88,719.00	5,771.64	67,095.52	21,623.48	71.59 %
01-571-140	Overtime - Library	0.00	484.00	484.00	0.00	0.00	484.00	0.00 %
01-571-210	Fica Taxes - Library	5,104.26	7,206.00	7,206.00	433.02	5,234.43	1,971.57	72.64 %
01-571-220	Retirement Contribution - Library	7,004.86	10,192.00	10,192.00	687.41	7,660.50	2,531.50	75.16 %
01-571-230	Life & Health Insurance - Library	15,814.97	30,978.00	30,978.00	1,702.59	18,926.25	12,051.75	61.10 %
01-571-240	Worker's Compensation - Library	113.22	170.00	170.00	0.00	113.61	56.39	66.83 %
01-571-310	Professional Services - Library	1,002.38	2,500.00	2,500.00	0.00	357.74	2,142.26	14.31 %
01-571-312	Professional Services - Other - Libra	1,557.40	3,000.00	3,000.00	0.00	2,453.55	546.45	81.79 %
01-571-400	Travel Expenses - Library	0.00	500.00	500.00	0.00	46.54	453.46	9.31 %
01-571-405	Training - Library	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-571-410	Communication Services - Library	4,301.50	6,500.00	6,500.00	285.64	4,345.71	2,154.29	66.86 %
01-571-430	Utilities - Library	3,927.64	5,100.00	5,100.00	317.93	2,657.42	2,442.58	52.11 %
01-571-450	Repairs and Maintenance - Library	8,236.37	4,200.00	4,200.00	4,032.87	4,455.04	(255.04)	106.07 %
01-571-480	Promo Activities & Legal Ads - Librar	164.42	2,500.00	2,500.00	255.00	255.00	2,245.00	10.20 %
01-571-510	Office Supplies - Library	183.59	1,500.00	1,500.00	55.09	243.89	1,256.11	16.26 %
01-571-520	Operating Supplies - Library	7,352.99	10,000.00	4,700.00	271.07	1,940.58	2,759.42	19.41 %
01-571-540	Books, Pub., Sub., & Memberships - Li	758.40	2,600.00	2,600.00	0.00	748.77	1,851.23	28.80 %
01-571-630	Improvements Other than Building - Li	0.00	0.00	5,300.00	0.00	4,872.99	427.01	0.00 %
01-571-640	Machinery & Equipment - Library	3,868.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-660	Books, Pub. & Library Materials - Libr	10,561.98	18,500.00	18,500.00	1,074.77	11,037.57	7,462.43	59.66 %
DEPARTMENT TOTAL		138,700.65	201,149.00	196,149.00	14,887.03	132,445.11	63,703.89	65.84 %
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POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

General Fund Expenditures
91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	647.50	0.00	0.00	0.00	187.50	(187.50)	0.00 %
01-572-430	Utilities - Parks	14,077.25	15,000.00	15,000.00	993.29	15,200.25	(200.25)	101.34 %
01-572-460	Repairs and Maintenance - Parks	27,310.17	30,000.00	30,000.00	0.00	10,522.90	19,477.10	35.08 %
01-572-493	Equipment Rental - Parks	240.21	2,000.00	2,000.00	0.00	343.85	1,656.15	17.19 %
01-572-520	Operating Supplies - Parks	3,440.80	2,000.00	2,000.00	73.54	940.27	1,059.73	47.01 %
01-572-640	Machinery & Equipment - Parks	0.00	5,500.00	5,500.00	0.00	5,866.00	(366.00)	106.65 %

DEPARTMENT TOTAL		45,715.93	54,500.00	54,500.00	1,066.83	33,060.77	21,439.23	60.66 %
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SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-574-440	Rentals and Leases - Spec Events	0.00	23,000.00	23,000.00	0.00	9,514.99	13,485.01	41.37 %
01-574-470	Printing and Reproduction - Spec Even	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	2,305.79	1,000.00	1,000.00	0.00	42.25	957.75	4.23 %
01-574-520	Operating Supplies - Spec Events	427.57	1,000.00	1,000.00	0.00	584.60	415.40	58.46 %

DEPARTMENT TOTAL		2,733.36	29,000.00	29,000.00	0.00	10,141.84	18,858.16	34.97 %
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NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	13,597.67	25,000.00	25,000.00	0.00	8,941.25	16,058.75	35.77 %
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	0.00	8,000.00	8,000.00	0.00	657.50	7,342.50	8.22 %
01-590-315	Inmate Labor - GF Non - Dept	21,561.38	28,749.00	28,749.00	0.00	0.00	28,749.00	0.00 %
01-590-320	Accounting and Auditing - Non-Dept	17,103.87	17,000.00	17,000.00	0.00	15,312.16	1,687.84	90.07 %
01-590-450	Liability Insurance - Non-Dept	58,980.50	86,345.00	86,345.00	0.00	73,082.50	13,262.50	84.64 %
01-590-464	Vehicle Fuel - Non- Departmental	243.66	500.00	500.00	78.35	428.66	71.34	85.73 %
01-590-465	Vehicle Maintenance - Non-Departmenta	177.98	500.00	500.00	0.00	1,041.17	(541.17)	208.23 %
01-590-490	Other Current Charges - Non Dept	25.00	2,000.00	2,000.00	0.00	100.96	1,899.04	5.05 %

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

General Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	2022 PERCENTAGE REALIZED
01-590-510	Office Supplies - Non-Departmental	1,012.15	2,000.00	2,000.00	0.00	768.80	1,231.20	38.44 %
01-590-520	Operating Supplies - Non-Dept	2,675.67	3,000.00	3,000.00	0.00	1,029.34	1,970.66	34.31 %
01-590-521	Emergencies & Contingencies - Operati	5,809.45	6,843.00	4,103.00	0.00	103.57	3,999.43	1.51 %
01-590-525	Uniforms - Non Dept	3,608.58	3,000.00	3,000.00	258.60	3,930.05	(930.05)	131.00 %
01-590-528	Postage - Non-Dept	1,255.30	1,000.00	1,000.00	494.60	1,149.29	(149.29)	114.93 %
01-590-540	Books, Pub., Sub., & Memberships -NON	3,281.95	3,000.00	3,000.00	0.00	977.17	2,022.83	32.57 %
01-590-550	Pre-Employment Exam/Drug Test	0.00	500.00	500.00	0.00	1,108.00	(608.00)	221.60 %
01-590-551	Immunizations - Employees	0.00	500.00	500.00	0.00	2,093.50	(1,593.50)	418.70 %
01-590-552	DOT Testing	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-590-553	Employee Meeting/Awards	0.00	0.00	0.00	0.00	18.03	(18.03)	0.00 %
01-590-554	Employee Holiday Dinner	0.00	0.00	0.00	0.00	1,383.39	(1,383.39)	0.00 %
01-590-630	Improvements Other than Bidg - Non-De	0.00	0.00	2,740.00	1,500.00	1,500.00	1,240.00	0.00 %
01-590-931	Transfer to Fire Public Safety Impact	870.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-933	Transfer to Public Facility Impact Fe	(1,187.14)	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	1,155.95	1,000.00	1,000.00	0.00	1,200.00	(200.00)	120.00 %
01-590-992	Unemployment Claims - Non-Dept	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-590-994	Bank Fees - Non-Dept	32.27	0.00	0.00	0.00	0.00	0.00	0.00 %
01-590-996	Bad Debt - Non-Dept	1,308.28	10,000.00	10,000.00	0.00	138.49	9,861.51	1.38 %
01-590-999	Other - Non-Operating Charges - Non-D	(1,422.13)	12,190.00	12,190.00	30.92	1,752,280.98	(1,740,090.98)	9999.00 %
DEPARTMENT TOTAL		130,090.39	220,127.00	220,127.00	2,362.47	1,867,244.81	(1,647,117.81)	848.26 %
General Fund Revenues Total		2,911,381.43	3,430,441.00	3,430,441.00	250,133.13	2,654,133.13	776,307.87	22.63%
General Fund Expenditures Total		-2,512,120.73	-3,430,441.00	-3,430,441.00	-182,721.96	-3,842,979.43	440,284.78	-12.83%
Total Revenue vs. Expenditures		399,260.70	0.00	0.00	67,411.17	-1,188,846.30	1,216,592.65	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2022 thru Fiscal Month: Aug, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	738,623.59	
05-101-913	DEP Loan - Sinking Fund	72,586.70	
05-101-916	US Bank - Sink Fund	616,610.45	
05-101-917	US Bank - Renewal & Replacement Series	194,176.12	
05-101-918	DEP Loan WW531400 - Sink Fund	820.87	
05-101-919	DEP Loan WW531402 - Sink Fund	26,244.02	
05-101-920	Cash - Customer Deposits	355,686.80	
05-101-935	Fifth Third Bank - Renewal & Replacement	13.87-	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	257,210.32	
05-115-130	Accounts Receivable - Readiness to Serve	22,959.59	
05-117-100	Allowance for Bad Debt	1,158.53-	
05-117-200	Allowance for Uncollectible A/R	49,413.63-	
05-151-100	Investments - FL SAFE EF	602,190.77	
05-151-902	Investments - FL SAFE EF Reserves	125,849.83	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	31,706.89	
05-159-100	Deferred Outflows - Related to Pension	115,531.89	
05-159-200	Deferred Outflows - Loss on Refunding	687,501.65	
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	16,022,693.74	
05-165-900	Acc.Dep. - Improvements Other than Build	4,621,998.23-	
05-166-900	Equipment & Furniture	689,170.16	
05-167-900	Accumulated Depreciation - Equipment	374,942.39-	
05-169-900	CIP - Construction Costs	20,211.25	
	** TOTAL ASSET**		18,558,813.89
05-202-100	Accounts Payable	5,285.20-	
05-202-200	Accounts Payable - Year End	63,119.87-	
05-202-900	Customer Deposits	349,065.60	
05-203-100	Accumulated Interest Payable	50,654.17	
05-203-600	SRF Loan WW51201P	1,805,995.81	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	32,223.62	
05-203-615	SRF Loan WW531402/SG531403	805,004.96	
05-203-710	US Bank 2017 Bond Note	7,675,000.00	
05-203-910	Unamortized Bond Premiums - US Bank	511,625.21	
05-208-305	Taxes Payable	22,945.34	
05-223-100	Deferred Revenue	682,163.00	
05-225-100	Deferred Inflows - Related to Pension	151,792.70	
05-234-100	L-T-D - Current Portion	425,166.80	
05-234-901	Less: Current Portion of LTD	425,166.80-	
05-235-900	Net Pension Liability	120,416.83	
	** TOTAL LIABILITY**		12,138,482.17
05-243-100	Encumbrances Placed	40,443.86	
05-245-100	Reserved for Encumbrances	40,443.86-	
	** 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	7,686,420.24	
05-271-150	Fund Balance - Restatement	1,732,304.77-	
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: 2022 thru Fiscal Month: Aug, for Fund: 05

Account Number	Account Title	Ending Bal	Net Amount
	** TOTAL EQUITY**		7,313,826.66
	** TOTAL REVENUE**		3,203,298.10
	** TOTAL EXPENSE**		4,096,793.04
	TOTAL LIABILITY AND EQUITY		18,558,813.89

ENTERPRISE FUND REVENUE

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 PRIOR YR REVENUE	2022 ANTICIPATED REVENUE	ADJ ANTICIPATED	2022 CURRENT REVENUE	YTD REVENUE	2022 (EXCESS)/DEFICIT	2022 PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	1,668.11	258.00	258.00	15.38	1,367.30	(1,109.30)	529.96 %
05-325-111	Connection Fees - Water - Cash Basis	44,076.02	26,100.00	26,100.00	2,175.00	14,294.40	11,805.60	54.77 %
05-325-210	Readiness to Serve Charge - Sewer	29,621.84	18,522.00	18,522.00	312.31	16,104.03	2,417.97	86.95 %
05-325-211	Readiness to Serve Charge - Water	16,679.84	15,842.00	15,842.00	153.81	13,672.00	2,170.00	86.30 %
05-329-200	Other Lic./Fees/Permits	5,640.92	2,206.00	2,206.00	205.92	11,175.88	(8,969.88)	506.61 %
05-331-370	Small Community Wastewater Grant	1,316,160.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-331-500	American Rescue Plan Act - ARPA Imple	0.00	0.00	0.00	682,162.00	682,162.00	(682,162.00)	0.00 %
05-334-350	Sewer/Wastewater Grants - State	0.00	0.00	0.00	0.00	31,559.93	(31,559.93)	0.00 %
05-340-300	Water Utility Revenue	1,304,818.04	1,376,712.00	1,376,712.00	223,174.65	1,195,956.16	180,755.84	86.87 %
05-340-500	Sewer Utility Revenue	1,256,437.07	1,297,800.00	1,297,800.00	205,962.27	1,174,110.23	123,689.77	90.47 %
05-359-100	Other Fines and/or Forfeitures	12,540.00	15,620.00	15,620.00	1,930.00	32,675.00	(17,055.00)	209.19 %
05-359-200	Non Sufficient Funds	1,200.00	1,140.00	1,140.00	85.00	1,410.00	(270.00)	123.68 %
05-359-300	Late Fees	26,573.00	36,795.00	36,795.00	2,709.00	24,843.00	11,952.00	67.52 %
05-361-200	Interest/Dividends - FL SAFE	126.36	322.00	322.00	0.00	2,522.24	(2,200.24)	783.30 %
05-369-100	Misc. Income	39.61	0.00	0.00	0.00	104.00	(104.00)	0.00 %
05-369-110	Refund of Overpayments	0.00	0.00	0.00	0.00	1,341.93	(1,341.93)	0.00 %
05-369-111	Cash Drawer Overage	(0.14)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	2,751.95	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	170,590.00	170,590.00	0.00	0.00	170,590.00	0.00 %

DEPARTMENT TOTALS 4,018,432.62 2,961,907.00 2,961,907.00 1,118,885.34 3,203,298.10 (241,391.10) 108.15 %

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

Enterprise Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
	Water							
05-533-120	Regular Salary - Wages - Water Oper	225,765.44	260,567.00	260,567.00	19,832.49	207,455.04	53,111.96	79.62 %
05-533-140	Overtime - Water Oper	4,954.66	8,725.00	8,725.00	167.47	4,754.34	3,970.66	54.49 %
05-533-210	Fica Taxes - Water Oper	17,004.03	20,601.00	20,601.00	1,491.45	16,445.12	4,155.88	79.83 %
05-533-220	Retirement Contribution - Water Oper	34,900.93	26,711.00	26,711.00	2,382.01	25,001.85	1,709.15	93.60 %
05-533-230	Life & Health Insurance - Water Oper	48,376.38	69,733.00	69,733.00	5,174.58	53,932.21	15,800.79	77.34 %
05-533-240	Worker's Compensation - Water Oper	2,910.39	6,002.00	6,002.00	0.00	3,744.11	2,257.89	62.38 %
05-533-310	Professional Services - Water Oper	23,020.90	35,000.00	35,000.00	0.00	11,699.81	23,300.19	33.43 %
05-533-311	Engineering Services - Water Oper	7,879.84	30,000.00	30,000.00	0.00	1,221.88	28,778.12	4.07 %
05-533-312	Professional Services - Other - Water	2,414.15	10,000.00	10,000.00	953.70	9,037.67	962.33	90.38 %
05-533-313	Professional Services - Polk Regional	3,871.08	23,000.00	23,000.00	225.00	5,773.36	17,226.64	25.10 %
05-533-400	Travel Expenses - Water Oper	2,039.02	750.00	750.00	84.00	341.13	408.87	45.48 %
05-533-405	Training - Water Oper	0.00	750.00	750.00	150.00	1,310.11	(560.11)	174.68 %
05-533-410	Communication Services - Water Oper	5,783.66	8,000.00	8,000.00	813.41	5,562.50	2,437.50	69.53 %
05-533-430	Utilities - PW/Utilities Facility Wat	1,632.30	2,500.00	2,500.00	151.73	1,181.56	1,318.44	47.26 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	4,484.23	3,500.00	3,500.00	554.90	4,191.50	(691.50)	119.76 %
05-533-432	Commonwealth WTP - Utilities - Water	2,944.21	5,000.00	5,000.00	53.79	466.04	4,533.96	9.32 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	8,676.94	8,000.00	8,000.00	904.09	9,272.58	(1,272.58)	115.91 %
05-533-460	Repairs and Maintenance - Water Oper	54,531.31	60,000.00	60,000.00	2,970.04	83,911.20	(23,911.20)	139.85 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	1,827.02	10,000.00	10,000.00	180.38	1,423.86	8,576.14	14.24 %
05-533-462	Commonwealth WTP - Repairs and Maint	3,710.52	8,000.00	8,000.00	73.44	108.92	7,891.08	1.36 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	35,594.42	8,000.00	8,000.00	73.44	412.57	7,587.43	5.16 %
05-533-464	Vehicle Fuel - Water Oper	8,813.41	10,000.00	10,000.00	2,290.34	16,494.96	(6,494.96)	164.95 %
05-533-465	Vehicle Maintenance - Water Oper	5,344.76	7,000.00	7,000.00	15.08	2,771.98	4,228.02	39.60 %
05-533-466	Public Works/Utilities Facility - Rep	2.99	2,500.00	2,500.00	0.00	426.50	2,073.50	17.06 %
05-533-467	Repairs & Maintenance-Equipment - Wat	0.00	0.00	0.00	0.00	601.15	(601.15)	0.00 %
05-533-470	Printing and Reproduction - Water Ope	0.00	600.00	600.00	0.00	236.68	363.32	39.45 %
05-533-490	Other Current Charges - Water Oper	99.98	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	4,440.00	4,200.00	4,200.00	0.00	4,300.00	(100.00)	102.38 %
05-533-510	Office Supplies - Water Oper	852.70	700.00	700.00	73.07	657.44	42.56	93.92 %
05-533-520	Operating Supplies - Water Oper	11,188.96	11,000.00	11,000.00	1,197.03	22,831.99	(12,421.11)	207.56 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	0.00	2,500.00	2,500.00	0.00	159.92	2,340.08	6.40 %
05-533-523	V.Matt Williams WTP - Operating Suppl	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
05-533-524	Chemicals - Water Oper	3,793.50	9,000.00	9,000.00	287.38	5,319.24	3,680.76	59.10 %
05-533-526	Meter Supplies - New Installs - Water	0.00	76,000.00	76,000.00	0.00	91,740.46	(15,740.46)	120.71 %
05-533-527	Meter Supplies - Repairs & Maintenan	0.00	85,000.00	85,000.00	0.00	83,613.24	1,386.76	98.37 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	1,548.54	2,000.00	2,000.00	0.00	459.88	1,540.12	22.99 %

Enterprise Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	2022 PERCENTAGE REALIZED
05-533-605	Depreciation Expense - Water Oper	140,284.43	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-620	Buildings - Water Oper	0.00	4,000.00	4,000.00	0.00	3,982.00	18.00	99.55 %
05-533-630	Improvements Other than Building - Wa	850.00	10,000.00	10,000.00	0.00	4,247.50	5,752.50	42.48 %
05-533-634	SCADA System - Water Oper	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	529.85	63,381.00	63,381.00	0.00	51,773.00	11,608.00	81.69 %
05-533-650	Construction In Progress - Water Oper	136.00	0.00	0.00	0.00	1,619.20	(1,619.20)	0.00 %
05-533-710	Principal - Water Oper	0.00	60,473.00	60,473.00	0.00	60,473.00	0.00	100.00 %
05-533-720	Interest - Water Oper	71,773.05	69,356.00	69,356.00	0.00	69,355.68	0.32	100.00 %
05-533-994	Bank Fees - Water Oper	3.19	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		742,042.79	1,032,549.00	1,032,549.00	40,098.82	868,311.18	163,648.70	84.09 %
=====								
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	114,313.66	144,639.00	144,639.00	10,309.32	130,130.77	14,508.23	89.97 %
05-535-140	Overtime - Sewer Oper	4,865.74	5,712.00	5,712.00	252.74	4,426.08	1,285.92	77.49 %
05-535-210	Fica Taxes - Sewer Oper	8,874.64	11,502.00	11,502.00	796.61	10,432.79	1,069.21	90.70 %
05-535-220	Retirement Contribution - Sewer Oper	17,285.54	13,083.00	13,083.00	1,257.94	15,808.41	(2,725.41)	120.83 %
05-535-230	Life & Health Insurance - Sewer Oper	24,158.05	35,905.00	35,905.00	2,594.39	29,321.07	6,583.93	81.66 %
05-535-240	Worker's Compensation - Sewer Oper	2,875.13	4,393.00	4,393.00	0.00	3,645.48	747.52	82.98 %
05-535-310	Professional Services - Sewer Oper	30,438.06	20,000.00	20,000.00	0.00	6,502.37	13,497.63	32.51 %
05-535-311	Engineering Services - Sewer Oper	20,978.80	25,000.00	25,000.00	0.00	5,421.62	19,578.38	21.69 %
05-535-312	Professional Services - Other - Sewer	758.32	20,000.00	20,000.00	4,584.00	71,627.88	(51,627.88)	358.14 %
05-535-400	Travel Expenses - Sewer Oper	571.58	1,000.00	1,000.00	84.00	155.03	844.97	15.50 %
05-535-405	Training - Sewer Oper	0.00	1,500.00	1,500.00	150.00	1,693.51	(193.51)	112.90 %
05-535-410	Communication Services - Sewer Oper	4,086.59	4,000.00	4,000.00	630.95	4,508.82	(508.82)	112.72 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	125.10	1,550.00	1,550.00	0.00	124.92	1,425.08	8.06 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,396.60	2,800.00	2,800.00	199.50	2,196.60	603.40	78.45 %
05-535-430	Utilities - PW/Utilities Facility Sew	5,586.75	5,165.00	5,165.00	580.47	4,900.81	264.19	94.88 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	25,790.23	2,100.00	2,100.00	2,559.41	24,411.05	(22,311.05)	1162.43 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,417.66	11,000.00	11,000.00	626.35	6,618.84	4,381.16	60.17 %
05-535-440	Rentals and Leases - Sewer Oper	0.00	0.00	0.00	0.00	3,076.50	(3,076.50)	0.00 %
05-535-460	Repairs and Maintenance - Sewer Oper	47,812.00	120,000.00	120,000.00	27,487.59	123,060.59	(3,060.59)	102.55 %
05-535-461	Cardinal Hill - Repairs and Maint - S	10,724.30	171,913.00	171,913.00	644.13	25,844.90	146,068.10	15.03 %
05-535-464	Vehicle Fuel - Sewer Oper	10,731.40	10,000.00	10,000.00	1,066.82	8,483.36	1,516.64	84.83 %
05-535-465	Vehicle Maintenance - Sewer Oper	11,258.43	8,000.00	8,000.00	0.00	7,262.05	737.95	90.78 %
05-535-466	Public Works/Utilities Facility - Rep	0.00	1,000.00	1,000.00	0.00	426.50	573.50	42.65 %

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

Enterprise Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
05-535-467	Repairs & Maintenance-Equipment - Sew	0.00	0.00	0.00	0.00	511.34	(511.34)	0.00 %
05-535-470	Printing and Reproduction - Sewer Ope	0.00	100.00	100.00	0.00	43.83	56.17	43.83 %
05-535-490	Other Current Charges - Sewer Oper	108.91	3,000.00	3,000.00	0.00	94.27	2,905.73	3.14 %
05-535-492	Recording & Other Fees - Sewer Oper	3,260.66	5,000.00	5,000.00	0.00	138.43	4,861.57	2.77 %
05-535-493	Equipment Rental - Sewer Oper	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	852.39	700.00	700.00	73.02	650.60	49.40	92.94 %
05-535-520	Operating Supplies - Sewer Oper	6,258.10	8,000.00	8,000.00	1,150.38	18,405.17	(10,405.17)	230.06 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	0.00	0.00	0.00	473.85	693.10	(693.10)	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	25,510.31	41,000.00	41,000.00	2,410.00	24,294.43	16,705.57	59.25 %
05-535-524	Chemicals - Sewer Oper	29,319.80	33,000.00	33,000.00	2,031.95	27,346.18	5,653.82	82.87 %
05-535-540	Books, Pub., Sub., & Memberships - Se	164.94	1,000.00	1,000.00	0.00	459.88	540.12	45.99 %
05-535-605	Depreciation Expense - Sewer Oper	303,045.17	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-620	Buildings - Sewer Oper	0.00	4,000.00	4,000.00	0.00	3,982.00	18.00	99.55 %
05-535-630	Improvements Other than Building - Se	0.00	10,000.00	10,000.00	0.00	1,087.50	8,912.50	10.88 %
05-535-640	Machinery & Equipment - Sewer Oper	529.84	191,489.00	191,489.00	0.00	189,889.74	(38,255.48)	99.16 %
05-535-641	Cardinal Hill - Mach & Equip - Sewer	0.00	0.00	0.00	0.00	3,836.00	(3,836.00)	0.00 %
05-535-650	Construction In Progress - Sewer Oper	0.00	0.00	0.00	9,418.57	9,418.57	(9,418.57)	0.00 %
05-535-710	Principal - Sewer Oper	(852.80)	337,726.00	337,726.00	0.00	270,731.36	66,994.64	80.16 %
05-535-712	Principal - DEP Effluent Disposal Loa	0.00	26,995.00	26,995.00	0.00	26,967.46	27.54	99.90 %
05-535-720	Interest - Sewer Oper	284,385.24	277,548.00	277,548.00	0.00	256,454.00	21,094.00	92.40 %
05-535-722	Interest - DEP Effluent Disposal Loan	19.75	1,635.00	1,635.00	0.00	824.38	810.62	50.42 %
05-535-730	Other Debt Service Costs - Sewer Oper	45,812.57	0.00	0.00	0.00	837.90	(837.90)	0.00 %
05-535-900	SEWER OPERATIONS - OTHER USES	(1,150.70)	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		1,049,312.76	1,566,455.00	1,566,455.00	69,381.99	1,326,746.09	199,854.17	84.70 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	33,102.27	25,000.00	25,000.00	42.24	23,360.42	1,639.58	93.44 %
05-590-312	Professional Services - Other - Non-D	3,550.00	10,000.00	10,000.00	0.00	2,500.00	7,500.00	25.00 %
05-590-315	Inmate Labor - EF Non - Dept	21,561.37	28,749.00	28,749.00	0.00	0.00	28,749.00	0.00 %
05-590-320	Accounting and Auditing - Non-Dept	28,536.88	25,000.00	25,000.00	0.00	28,672.18	(3,672.18)	114.69 %
05-590-440	Rentals and Leases - Non-Dept	4,298.99	4,500.00	4,500.00	172.68	2,713.44	1,786.56	60.30 %
05-590-450	Liability Insurance - Non-Dept	58,980.50	86,345.00	86,345.00	0.00	73,082.50	13,262.50	84.64 %
05-590-490	Other Current Charges - Non Dept	25.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-510	Office Supplies - Non-Departmental	862.20	1,000.00	1,000.00	0.00	768.70	231.30	76.87 %
05-590-520	Operating Supplies - Non-Dept	946.60	3,000.00	3,000.00	0.00	46.44	2,953.56	1.55 %

Enterprise Fund Expenditures

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 ACTUALS	2022 ADOPTED BUDGET	2022 ADJ BUDGET	2022 MTD EXPENSES	2022 YTD EXPENSES	2022 AVAIL BUDGET	PERCENTAGE REALIZED
05-590-521	Emergencies & Contingencies - Operati	4,741.67	11,300.00	8,560.00	0.00	128.55	8,431.45	1.14 %
05-590-525	Uniforms - Non Dept	3,373.76	4,500.00	4,500.00	435.09	4,471.73	28.27	99.37 %
05-590-528	Postage - Non-Dept	2,038.35	3,000.00	3,000.00	0.00	5.78	2,994.22	0.19 %
05-590-540	Books, Pub., Sub., & Memberships -NON	2,311.34	2,000.00	2,000.00	0.00	350.00	1,650.00	17.50 %
05-590-550	Pre-Employment Exam/Drug Test	0.00	0.00	0.00	0.00	114.00	(114.00)	0.00 %
05-590-551	Immunizations - Employees	0.00	0.00	0.00	135.00	607.50	(607.50)	0.00 %
05-590-554	Employee Holiday Dinner	0.00	0.00	0.00	0.00	420.00	(420.00)	0.00 %
05-590-630	Improvements Other than Bidg - Non-De	0.00	0.00	2,740.00	1,500.00	1,500.00	1,240.00	0.00 %
05-590-720	Interest - Bond 2017 Issue	(42,146.55)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	60,526.58	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	155,000.00	130,000.00	130,000.00	0.00	0.00	130,000.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	19,510.00	19,510.00	0.00	0.00	19,510.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	1,694.60	2,000.00	2,000.00	2,924.36	7,324.36	(5,324.36)	366.22 %
05-590-994	Bank Fees - Non-Dept	0.00	1,000.00	1,000.00	0.00	1.96	998.04	0.20 %
05-590-996	Bad Debt - Non-Dept	12,261.50	0.00	0.00	0.00	4,562.40	(4,562.40)	0.00 %
05-590-999	Other - Non-Operating Charges - Non-D	(8,967.66)	6,000.00	6,000.00	30.93	1,751,105.81	(1,745,105.81)	9999.00 %
DEPARTMENT TOTAL		342,697.40	362,904.00	362,904.00	5,240.30	1,901,735.77	(1,538,831.77)	524.03 %

Enterprise Fund Revenues Total	4,018,432,062.00	2,561,907.00	2,561,907.00	1,118,885.34	3,203,298.10	-241,391.10	108.15%
Enterprise Fund Expenditures Total	-2,054,952.04	-2,561,907.00	-2,561,907.00	-114,721.11	-4,096,799.04	-1,175,328.90	138.32%
Total Revenue vs. Expenditures	4,016,377,109.96	0.00	0.00	1,004,164.23	-893,494.94	-1,416,720.00	

POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2022 thru Fiscal Month: Aug, for Fund: 08

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	10,570.36	
08-101-101	GF Fire Public Safety Impact Fees	4,464.15	
08-101-102	GF Recreation Impact Fees	18,077.98	
08-101-103	GF Gen Gov't Facilities Impact Fees	30,526.02	
08-151-100	Investments - FL SAFE GF Police Public Safety	214,084.88	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	135,309.26	
08-151-102	Investments - FL SAFE GF Recreation	404,622.02	
08-151-103	Investments - FL SAFE GF Facilities	449,388.90	
	** TOTAL ASSET**		1,267,043.57
08-271-100	Fund Balance Unreserved	120,796.37	
08-271-150	Fund Balance - Restatement	1,089,182.23	
	** TOTAL EQUITY**		1,209,978.60
	** TOTAL REVENUE**		57,064.97
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,267,043.57

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

GIF Special Revenues
Budget Revenues

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 PRIOR YR REVENUE	2022 ANTICIPATED REVENUE	ADJ ANTICIPATED	2022 CURRENT REVENUE	YTD REVENUE	2022 (EXCESS) / DEFICIT	2022 PERCENTAGE REALIZED
REVENUES								
08-324-100	Police - Public Safety Impact Fee	20,639.68	38,699.00	38,699.00	1,934.97	9,029.86	29,669.14	23.33 %
08-324-110	Fire/Rescue - Public Safety Impact Fe	11,568.41	20,706.00	20,706.00	1,035.33	4,831.54	15,874.46	23.33 %
08-324-610	Parks & Recreation Impact Fee	33,630.23	62,409.00	62,409.00	3,120.48	14,562.24	47,846.76	23.33 %
08-324-710	Public Facilities Impact Fee	54,749.15	104,882.00	104,882.00	5,244.03	24,472.14	80,409.86	23.33 %
08-361-200	Interest/Dividends - FL SAFE	208.87	534.00	534.00	0.00	4,169.19	(3,635.19)	780.75 %
08-381-403	Transfer From GF Public Facility Impa	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		120,796.37	227,230.00	227,230.00	11,334.81	57,064.97	170,165.03	25.11 %
EXPENDITURES								
08-521-930	Reserves - Police Public Safety Impac	0.00	38,789.00	38,789.00	0.00	0.00	38,789.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	0.00	20,754.00	20,754.00	0.00	0.00	20,754.00	0.00 %
08-539-930	Reserves - Public Facility Impact Fee	0.00	105,130.00	105,130.00	0.00	0.00	105,130.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	0.00	62,557.00	62,557.00	0.00	0.00	62,557.00	0.00 %
DEPARTMENT TOTALS		0.00	227,230.00	227,230.00	0.00	0.00	227,230.00	0.00 %

GF Impact Fee Fund Revenues Total	120,796.37	227,230.00	227,230.00	11,334.81	45,730.16	181,499.84	20.13%
GF Impact Fee Fund Expenditures Total	0.00	-227,230.00	-227,230.00	0.00	0.00	227,230.00	0.00%
Total Revenue vs. Expenditures	120,796.37	0.00	0.00	11,334.81	45,730.16	408,729.84	

POLK CITY
Simple Balance Sheet

For Fiscal Year: 2022 thru Fiscal Month: Aug, for Fund: 09

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	357,395.04	
09-101-900	EF Water Impact Fee Account	175,019.64	
09-151-800	Investements - Sewer Impact	1,638,351.33	
09-151-900	Investements - Water Impact	266,395.15	
09-169-900	CIP - Construction Costs	28,872.10	
	** TOTAL ASSET**		2,466,033.26
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-100	Unreserved Fund Balance	218,941.49	
09-271-150	Fund Balance - Restatement	2,245,690.34	
	** TOTAL EQUITY**		2,464,631.83
	** TOTAL REVENUE**		97,186.88
	** TOTAL EXPENSE**		95,785.45
	TOTAL LIABILITY AND EQUITY		2,466,033.26

POLK CITY
AUGUST 2022 MONTHLY FINANCIALS

EFIF Special Revenues

91.66 % Yr Complete For Fiscal Year: 2022 / 8

G/L ACCOUNT	DESCRIPTION	2021 PRIOR YR REVENUE	2022 ANTICIPATED REVENUE	ADJ ANTICIPATED	2022 CURRENT REVENUE	2022 YTD REVENUE	(EXCESS)/DEFICIT	2022 PERCENTAGE REALIZED
REVENUES								
TOTAL AR								
09-324-210	Water Impact Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-324-220	Sewer Impact Fees	71,627.00	104,820.00	104,820.00	5,241.00	33,193.00	71,627.00	31.67 %
09-361-200	Interest/Dividends - FL SAFE	154,525.00	264,900.00	264,900.00	13,245.00	57,395.00	207,505.00	21.67 %
		330.60	842.00	842.00	0.00	6,598.88	(5,756.88)	783.71 %
DEPARTMENT TOTALS								
		226,482.60	370,562.00	370,562.00	18,486.00	97,186.88	273,375.12	26.23 %
EXPENDITURES								
09-533-310	Professional Services - Legal Fees	1,239.11	31,000.00	31,000.00	0.00	6,664.61	24,335.39	21.50 %
09-533-312	Professional Services - Other Profess	0.00	9,600.00	9,600.00	0.00	0.00	9,600.00	0.00 %
09-533-313	Professional Services - Polk Regional	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
09-533-492	Recording & Other Fees - Water Impact	140.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-533-529	Water Impact Fee - Refund Customer	1,747.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-533-650	Construction In Progress - Water IF S	0.00	60,220.00	60,220.00	0.00	89,120.84	(28,900.84)	147.99 %
09-533-930	Reserves - Water Impact Fees	0.00	238.00	238.00	0.00	0.00	238.00	0.00 %
09-535-529	Sewer Impact Fee - Refund Customer	4,415.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-535-930	Reserves - Sewer Impact Fees	0.00	265,504.00	265,504.00	0.00	0.00	265,504.00	0.00 %
DEPARTMENT TOTALS								
		7,541.11	370,562.00	370,562.00	0.00	95,785.45	274,776.55	25.85 %

Enterprise Fund Revenues Total	4,018,432,062.00	2,961,907.00	2,961,907.00	1,118,985.34	3,203,298.10	-241,391.10	108.15%
Enterprise Fund Expenditures Total	-2,054,892.04	-2,961,907.00	-2,961,907.00	-114,721.11	-4,096,793.04	-1,175,328.90	138.32%
Total Revenue vs. Expenditures	4,016,377,169.96	0.00	0.00	1,004,164.23	-893,494.94	-1,416,720.00	

Library Monthly Report

AUGUST 2022

CIRCULATION

ADULT BOOKS	904
JUVENILE BOOKS	653
TOTAL CIRCULATION	

NEW BORROWERS

IN CITY	8
IN COUNTY	6
TOTAL NEW BORROWERS	

NUMBER OF PROGRAMS

FAMILY	1
ADULT	
JUVENILE	
YOUNG ADULT	
TOTAL PROGRAMS	

PROGRAM ATTENDANCE

ADULT	4
JUVENILE	
YOUNG ADULT	
TOTAL ATTENDANCE	

REFERENCE QUESTIONS

PHONE CALLS	170
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NUMBER OF COMPUTER USERS

274

TOTAL PATRONS

598

Prepared by:

Hannah Ulloha

Library Director

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

STATISTICAL DATA

West Division

Date: September 13, 2022 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for August 2022

ACTIVITY	
FELONY ARREST	4
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	3
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	2
TOTAL ARRESTS	9
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	34
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	41
NARCOTICS SEIZED	.75 grams meth.
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	6
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	376
TRAFFIC STOPS	54
TOTAL DISPATCHED CALLS FOR SERVICE	94

In August 2022, there were two (2) PROCAP captured crimes as compared to three (3) in August 2021. There was one conveyance (vehicle) burglary that occurred in Fountain Park to an unsecured vehicle. This particular case is an organized crime that has occurred in different locations in the county portion of Polk City by the same three suspects. A Grand Theft occurred at 330 Commonwealth Ave. of a catalytic converter from an RV being stored at King Storage. This too is a county/state wide crime trend, however the 4 month time lapse appears to have happened in the April 2022 cases previously reported. There are County wide trends of catalytic converters occurring to stationed vehicles stored or in parking lots left unattended. At this time we are still up 5 crimes total as compared to last year during this time, however we are slowly decreasing with our numbers of Procap crimes monthly. During a County wide trend our Pro-cap numbers are going to reflect the trend.

Sector	CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
BURGLARY RESIDENCE										
13A	PCSO-220034360	2022-08-17 / 1530hrs	2022-08-18 / 0258hrs	Thur	8714 RINDGE RD	unlocked; unk susp entered victs veh and removed a machete, chips, and two 9-round EXP 9mm handgun magazines with ammo. a witness at 8523 Rindge Rd observed 3 WM subjs near his veh (one wearing a red hoodie and a black backpack). the witness shouted and banged on his window causing the subjects to flee. Related to Goldensate Blvd case	Arbo	No		Ongoing
GRAND THEFT										
13	PCSO-220033728	2022-04-01 / 1600hrs	2022-08-13 / 1645hrs	Sat	330 COMMONWEALTH AVE N STORAGE KING USA	Unk susp entered the busin lot & removed 2 catalytic converters from the victs RV, the last time that the vict checked RV was back in April 2022 4 month time lapse, occurred possibly during last trend and remained undiscovered.	Arbo	No	No	Ongoing

Department of Law Enforcement																																
Polk City - 2021 - 2022																																
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly Change	YTD				
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022		
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Burg. Business	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0%	0.3	0.0		
Burg. Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Burg. Structure	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0%	0.1	0.1
Burg. Conveyance	0	0	1	0	1	3	0	0	1	1	0	0	0	1	0	1	1	0	0	0	0	0	0	0	0	3	6	0%	0.4	0.8		
Vehicle Theft	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2	2	-100%	0.3	0.3			
Grand Theft	1	0	0	1	0	1	0	1	1	0	0	1	0	0	2	1	0	0	0	0	0	0	0	0	1	0	4	5	100%	0.6	0.6	
Petit Theft	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0%	0.0	0.1	
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		
Retail Theft	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	2	0%	0.0	0.3	
Criminal Mischief	0	1	0	1	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	1	0	0	0	1	0	2	2	0%	0.3	0.3		
Totals	3	2	2	4	1	5	0	2	2	1	1	1	2	2	3	2	2	0	1	0	1	0	7	0	14	19	0%	1.8	2.4			
% Change	-33%		100%		400%		200%		-50%		0%		0%		-33%		N/A		N/A		N/A		N/A		36%		0%		36%			

Public Works Report

01-07 AUG 2022

Summary: Below is a summary of Public Works actions for the week:

1. Public Works General Notes

- a. Conducted final site survey and spoke with Bryan Finder of Polk County Stormwater and determined that the Golden Gate Blvd canal vegetation is the responsibility of proper owners. Additionally, the Stormwater pipe exiting Mount Olive Shores South (MOSS) is clear and the responsibility of the MOSS LOA.
- b. Conducted site survey with SPECTUM at the WWTP as they continue to find a resolution for the phone line and system configuration to incorporate the VERBATUM Call box.
- c. Conducted 3 site surveys at Cardinal Hill WWTP with Tree Service of Central Florida, Kirkland's Tree Service and Medford's to obtain estimate for large fallen tree branch. Work to be completed on 9 AUG 22.
- d. Met with Newburn A/C repair to troubleshoot and repair City Hall A/C unit servicing the City Manager's area. Repairs completed.
- e. Assisted in the repair of the Stormwater ditch at the intersection of 4th Street and Pope Ave. Homeowner very thanks for repairs completed.
- f. Public Works Director personally trimmed the bushes and shrubs away from the Welcome to Polk City signs located on CR559 and Berkley Ave.

2. Admin, Logistics & Operations

- a. Processed 7 AP's & 2 PO's
- b. Contacted Mid Florida Diesel regarding repairs/maintenance on the John Deere Tractor and repair/maintenance on the CAT.
- c. Contacted 3 Tree Service companies requesting a site survey for the removal of a large branch that has fallen at the Cardinal Hill WWTP.
- d. Ordered Out of Service tags for equipment that will be used to mark out of service equipment while it is getting repaired.
- e. Ordered cleaning supplies for the custodian's daily procedures.
- f. Conducted a service call to Newbern Air Conditioning requesting a technician analyze the issues with the A/C unit located at the library.
- g. Created 8 work orders for the Public Works Department
- h. Started the Lakeland Electric Monthly Report, waiting for 2 more bills.
- i. Contacted 3 Air Conditioning companies requesting quotes/estimates for the repairs on the library A/C unit.
- j. Scheduled a Bronson Center building view for Amy May, also showed customer the building.
- k. Ordered new "Caution Speed Bump" signs.
- l. Contacted Grove Equipment regarding the hydraulics leaking on the Lane Shark, scheduled for them to come out the August 9th.

- m. Met with customer Wanda Gaines at the Bronson Center to test out the slide show for the event on 8/06/2022.
- n. Cleaned, set up, and open/closed the Bronson Center for the I. Nunez event on 8/07/2022.
- o. Cleaned and set up the Bronson Center for the Jostens Photographer Training.
- p. Cleaned the Bronson Center and set up for the Gaines event on 8/06/2022.
- q. Cleaned the Activity Center and set up for the R. Sanchez event on 8/07/2022.
- r. Cleaned and stocked the library.

3. Public Works

- a. Completed 73 work orders in ADG consisting of:
 - a) Building maintenance: 12
 - b) Custodial services @ activity center: 3
 - c) Custodial services @ Old Public Works Bldg: 1
 - d) Custodial services @ Utilities Dept: 1
 - e) Custodial services @ Bronson Center: 3
 - f) Custodial services @ City Hall: 1
 - g) Custodial services @ Library: 3
 - h) Equipment maintenance: 8
 - i) Event set up: 4
 - j) Landscaping, Mowing: 13
 - k) Parks and Recreation: 1
 - l) Streets and signs: 8
 - m) Stormwater: 6
 - n) Tech support: 1
 - o) Trash parks and facilities: 3
 - p) Trash roads and streets: 5

September Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue cleanup of all Public Works area, identify, and prepare excess and unserviceable for surplus/disposal for SEP 2022.
3. Participate in FDOT Polk City Vision Plan IAW City Manager guidance.
4. Complete the Polk City Stormwater Assessment Program that was due in Year 2 of the MS4 Permit process and turn into the FLDEP MS4 Coordinator, Anna Lomasney.

Submitted by: Keith J. McVeigh, Public Works Director.

Public Works Report

08-14 AUG 2022

Summary: Below is a summary of Public Works actions for the week:

1. Public Works General Notes

- a. Conducted 3 site surveys at Brook Ln & Berkley Ave with Tree Service of Central Florida, Kirkland's Tree Service and Medford's to obtain estimate for removal of large fallen tree branch as well as rest of tree. Tree Service of Central Florida began removing fallen limbs on 13 AUG 22 and will continue thru the week to remove remaining branch and tree.
- b. Conducted site survey of Carter Road as well as Oakridge and Railroad Heights with AAA Asphalt to get estimates on asphalt repairs.
- c. Surveyed Stormwater ditch repair at the intersection of 4th Street and Pope Ave after heavy rainfall on 10 AUG 22. Made minor adjustments to flow to prevent road erosion. Homeowner again very thankful for repairs.
- d. Participate in FDOT Polk City Vision Plan Terrain Walk on 11 AUG 22 IAW City Manager guidance.
- e. Completed automation inventory for September Surplus submission to City Manager. Working with other sections to consolidate their recommendations for surplus.

2. Admin, Logistics & Operations

- a. Processed 12 AP's and 3 PO's
- b. Completed the Library custodial duties.
- c. Completed the Activity Center custodial duties, set up for the senior event.
- d. Completed Old Public Works facility custodial duties.
- e. Finished Unifirst weekly invoice spread sheets.
- f. Completed Bronson Center custodial duties, unlocked building for the Josten's Photography Training event.
- g. Assisted with City Hall's custodial duties.
- h. Completed Public Works custodial duties.
- i. Finished and processed the Lakeland Electric Monthly Statements.
- j. Contacted Carpet Diem regarding the quote for the Bronson Center carpet cleaning.
- k. Started Home Depot Monthly Statement spread sheet, coding receipts.
- l. Completed Activity Center custodial duties, set up the K. Cruz event for Saturday 8/13/2022.
- m. Ordered Hurricane Preparedness supplies for the Bronson Center.
- n. Started the Lowe's Monthly Statement spread sheet, coding receipts.
- o. Ordered batteries for Public Works Department
- p. Collected and disposed the trash from the Library.
- q. Picked up custodial cleaning supplies from City Hall, stored it in the Public Works supply closet.
- r. Locked up the Bronson Center for the Josten's Photography Training.

- s. Opened and closed the K. Cruz Activity Center event on Saturday 8/13/2022.

3. Public Works

- a. Completed 66 work orders in ADG consisting of:
 - a) Building Maintenance: 4
 - b) Custodial Services @ Activity Center: 5
 - c) Custodial Services @ Old Public Works Bldg: 3
 - d) Custodial Services @ Public Works Dept: 1
 - e) Custodial Services @ Bronson center: 9
 - f) Custodial Services @ City Hall: 2
 - g) Custodial Services @ Library: 3
 - h) Equipment Maintenance: 5
 - i) Event Set up: 1
 - j) Landscaping, Mowing: 21
 - k) Parks and Recreation: 1
 - l) Streets and signs: 6
 - m) Stormwater: 1
 - n) Tech Support: 3
 - o) Trash Parks and Facilities: 1

September Objectives

- 1. Continue proactive/preventive maintenance of all city facilities and equipment.
- 2. Continue cleanup of all Public Works area, identify, and prepare excess and unserviceable for surplus/disposal for SEP 2022.
- 3. Complete the Polk City Stormwater Assessment Program that was due in Year 2 of the MS4 Permit process and turn into the FLDEP MS4 Coordinator, Anna Lomasney.

Submitted by: Keith J. McVeigh, Public Works Director.

Public Works Report

15-21 AUG 2022

Summary: Below is a summary of Public Works actions for the week:

1. Public Works General Notes

- a. Conducted site surveys at Brook Ln & Berkley Ave with Kirkland's Tree Service to obtain estimate for removal of large fallen tree branch behind Utilities Bldg. Branch will be removed on 22 AUG 22.
- b. Conducted 3 site survey of Carter Road as well as Oakridge and Railroad Heights with DALCO, Central Florida Asphalt, and Imperial Paving to get estimates on asphalt repairs.
- c. Conducted site survey of Stormwater ditch at the intersection of Oak Ave & 2nd Street as well as Pope Ave & 4th Street with three contractors to get final solution and bid for repairs.
- d. Completed automation inventory for September Surplus submission to City Manager. Working with other sections to consolidate their recommendations for surplus.

2. Admin, Logistics & Operations

- a. Processed 11 AP's and 1 PO.
- b. Completed Monday's custodial duties for the Library, Activity Center and the Old Public Works building.
- c. Completed the Tuesday custodial duties for City Hall, Bronson Center, and Public Works Facility.
- d. Completed the Thursday custodial duties for the Library, Activity Center, and the Old Public Works building.
- e. Set up the Activity Center for the X. Nazario event.
- f. Set up the Activity Center for the Wednesday senior event.
- g. Completed the set up for the Bronson Center M. Vasquez event.
- h. Finished the Home Depot and Lowe's monthly report/statement.
- i. Faxed the Lynch Oil and R.E. Michel credit applications.
- j. Began logging the gas receipts for the WEX monthly report.
- k. Ordered batteries for all city facilities (Operating supplies stock).
- l. Ordered back up camera for Public Works truck.
- m. Assisted with collecting the serial numbers and model numbers from all city A/C units for upload into Diamond Maps.
- n. Ordered new adaptors for the Bronson Center sound system.

3. Public Works

- a. Completed 80 work orders in ADG consisting of:
 - a) Building Maintenance: 33
 - b) Custodial Services @ Activity Center: 3
 - c) Custodial Services @ Public Works Dept: 1
 - d) Custodial Services @ Bronson Center: 1

- e) Custodial Services @ City Hall: 1
- f) Custodial Services @ Library: 2
- g) Equipment Maintenance: 19
- h) Event Set Up: 3
- i) Landscaping, Mowing: 8
- j) Parks and Recreation: 1
- k) Streets and signs: 4
- l) Stormwater: 2
- m) Tech Support: 1
- n) Trash Parks and Facilities: 1

September Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue extensive efforts to sustain city landscaping and mowing with limited personnel.
3. Continue cleanup of all Public Works area, identify, and prepare excess and unserviceable for surplus/disposal for SEP 2022.
4. Complete the Polk City Stormwater Assessment Program that was due in Year 2 of the MS4 Permit process and turn into the FLDEP MS4 Coordinator, Anna Lomasney.

Submitted by: Keith J. McVeigh, Public Works Director.

Public Works Report

22-28 AUG 2022

Summary: Below is a summary of Public Works actions for the week:

1. Public Works General Notes

- a. Conducted site surveys at 423 Marklen Loop with Kirkland's Tree Service to obtain estimate for removal of large fallen tree branch and Oak Tree limb and invasive vine removal.
- b. Conducted site survey of Carter Road as well as Oakridge and Railroad Heights with Grade-A-Way to get estimates on asphalt repairs.
- c. Completed Public Works September Surplus inventory and will submit to City Manager on 29 AUG 22.

2. Admin, Logistics & Operations

- a. Processed 10 AP's.
- b. Scheduled Stanley Steamer to service the Bronson Center floors for week of 29 AUG 22.
- c. Completed the Tuesday weekly custodial services for City Hall.
- d. Completed the Friday weekly custodial services for City Hall.
- e. Completed the weekly custodial services for the Activity Center.
- f. Completed the weekly custodial services for Public Works facility.
- g. Completed the weekly custodial services for the library.
- h. Completed the weekly custodial services for the Bronson Center.
- i. Completed the weekly custodial services for the Old Public Works facility.
- j. Completed the weekly set up for the Senior event.
- k. Completed the set up for the Bronson Center M. Vasquez weekend event.
- l. Completed the set up for the Activity Center K. Hughes weekend event.
- m. Logged gas receipts into the WEX monthly report.
- n. Delivered all approved AP's and PO's to finance.

3. Public Works

- a. Completed 47 work orders in ADG consisting of:
 - a) Building maintenance: 8
 - b) Custodial services @ Activity Center: 1
 - c) Custodial services @ City Hall: 2
 - d) Equipment maintenance: 10
 - e) Event set up: 5
 - f) Landscaping, mowing: 13
 - g) Parks and recreation: 1
 - h) Streets and signs: 3
 - i) Stormwater: 1
 - j) Tech support: 1
 - k) Trash parks and facilities: 1
 - l) Trash roads and streets: 1

September Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue extensive efforts to sustain city landscaping and mowing with limited personnel.
3. Continue cleanup of all Public Works area and prepare excess and unserviceable for surplus/disposal for SEP 2022.
4. Complete the Polk City Stormwater Assessment Program that was due in Year 2 of the MS4 Permit process and turn into the FLDEP MS4 Coordinator, Anna Lomasney.

Submitted by: Keith J. McVeigh, Public Works Director.

Public Works Report

29-AUG to 04 SEP 2022

Summary: Below is a summary of Public Works actions for the week:

1. Public Works General Notes

- a. Public Works (PWD) Director personally inspected, cataloged, and entered Diamond Maps all 18 FDOT Stormwater Inlets along Commonwealth Ave as part of the MS4 SWMP Assessment.
- b. PWD continuing developing the SWMP Assessment working with FDOT and Polk County Stormwater Representatives to gain insight into the BMP and development of the MS4 SWMP Assessment.
- c. Completed Public Works September Surplus inventory and submitted to City Manager on 29 AUG 22.
- d. Bronson Community Center carpet, tile and 50 chairs were professionally cleaned by Stanley Steamer.
- e. Completed PW/UTY Shed inspection by Polk County. Project is closed as of 31 AUG 22.

2. Admin, Logistics & Operations

- a. Processed 18 AP's.
- b. Assisted with the weekly custodial services for City Hall.
- c. Completed the weekly custodial services for the Activity Center.
- d. Completed the weekly custodial services for the Public Works Facility.
- e. Completed the weekly custodial services for the Utilities Facility.
- f. Completed the Activity Center set up for the weekly Senior event.
- g. Contacted A/C companies regarding quotes for a new unit at the library.
- h. Contacted insulation companies regarding quotes for new insulation at the library.
- i. Ordered supplies needed for Public Works Department.
- j. Contacted Lynch Oil regarding the status of Polk City's credit application.
- k. Contacted Weikert Ford regarding taxes on an invoice, Weikert fixed the issues and sent a new invoice.
- l. Researched concrete block construction companies regarding the repairs needed for the Jacob Ave water treatment plant.
- m. Completed and processed the monthly Ace Hardware Statement.
- n. Completed the monthly WEX report.
- o. Purchased and delivered Lysol and paper towels to the library.
- p. Spoke with Unifirst regarding Brandon Huffman's uniform charges, Unifirst credited the account for the shirts.

3. Public Works

- a. Completed 50 work orders in ADG consisting of:
 - a) Building maintenance: 6
 - b) Custodial services @ Activity Center: 1

- c) Custodial services @ Old Public Works Bldg: 1
- d) Custodial Services @ Public Works Dept: 1
- e) Custodial Services @ Utilities Dept: 1
- f) Custodial Services @ Bronson Center: 1
- g) Custodial Services @ City Hall: 1
- h) Custodial Services @ Library: 1
- i) Equipment maintenance: 15
- j) Event set up: 1
- k) Landscaping, mowing: 10
- l) Parks and recreation: 2
- m) Streets and signs: 1
- n) Stormwater: 2
- o) Tech support: 2
- p) Trash parks and facilities: 2
- q) Trash roads and streets: 2

September Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Continue extensive efforts to sustain city landscaping and mowing with limited personnel.
3. Continue cleanup of all Public Works area and prepare excess and unserviceable for surplus/disposal for SEP 2022.
4. Complete the Polk City Stormwater Assessment Program that was due in Year 2 of the MS4 Permit process and turn into the FLDEP MS4 Coordinator, Anna Lomasney.

Submitted by: Keith J. McVeigh, Public Works Director.

Utilities Report

August 2022

1. Utilities

- a. Completed 370 work orders in ADG consisting of:
 - a) Turn on: 38
 - b) Temporary shut off: 17
 - c) Reread (free): 2
 - d) Final with read: 1
 - e) Leak check: 1
 - f) Meter maintenance: 31
 - g) Install Irrigation: 1
 - h) Install Water: 2
 - i) Turn-off: 45
 - j) Shut off for non-payment on account: 4
 - k) Laptop Test (free): 8
 - l) Turn back on from shut off list: 12
 - m) Customer Concern: 12
 - n) Hydrant Flushing: 3
 - o) Locates: 9
 - p) Meter data validation: 41
 - q) Lift station maintenance: 53
 - r) Lift station repair: 1
 - s) Miscellaneous Work Orders: 3
 - t) Water line repair: 3
 - u) Water valve maintenance: 3
 - v) Monthly meter reading: 3,302
 - w) Monthly no-reads: 301
 - x) WTP repair and maintenance: 82
 - y) Water valve maintenance and repair: 7
 - z) WWTP repair and maintenance: 32
 - b. Continuing water valve locating and exercising (Mount Olive South and Golden Gate Area)
 - c. On-site fire hydrant repair and maintenance class
 - d. Replaced two (2) 6" gate valves and piping at the WWTF
 - e. Clean, paint and replace weirs in contact chamber at WWTF
 - f. Clean and paint reuse pipes at WWTF
 - g. Clean and pint influent pipes at WWTF
 - h. Continue validating water meter data accuracy between Diamond Maps & ADG (Ongoing).
2. Chastain-Skillman continues their due diligence for the force main on Mount Olive Road
 3. Continue to work the Cardinal Hill WWTP repairs and maintenance as needed
 4. CivilSurv is currently working on the Water Support Services per their contract (Hydraulic Modeling)

Submitted by Rick Jiles, Superintendent of Water and Sewer Operations

Utility Billing Report

August 2022

New Accounts Established: 41
Final/Terminated Service: 46
Bills Processed: 2677
Email/ Bill Customers: 1715
Work Orders Processed: 174
Lock off for Nonpayment: 16
Nonpayment fees (\$50): 21
Billed Consumption: 11,852,000
Billed/Revenue: \$255,727.30
Residential Billing: 2567
Irrigation Billing: 563
Commercial Billing: 98
Building Rentals Activity/Bronson Center/Freedom Park: 24

On Going Projects

-Process Deposit Refunds

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

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

-Meter Replacement Program

Staff Objectives

Reroute meters into walking order, merge old locations, verify all garbage accounts, Backflow input and letters. Train in New Global Work Order System.

Respectfully Submitted by:

Chasity Guinn

Utility Billing Supervisor

**City Commission Meeting
September 19, 2022**

AGENDA ITEM #1: ORDINANCE 2022-06 – SMALL SCALE LAND USE AMENDMENT

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2022-06 – Small Scale Land Use Amendment

ATTACHMENTS:

Overview Report – Small Scale Future Land Use Map Amendment and Rezoning
Ordinance 2022-06

ANALYSIS:

Ordinance 2022-06 – A City-initiated Small Scale Future Land Use Amendment to Change the Future Land Use from Commercial to Residential Medium on approximately .027 Acres located at 957 Lakeshore Drive (parcel number 25-26-33-000000-023100). The amendment corrects a mapping error.

Please see complete staff report from Central Florida Regional Planning Council

The Planning Commission met on Monday, September 12, 2022, and voted 4/00 to forward the Small Scale Future Land Use Map Amendment to the City Commission for approval.

STAFF RECOMMENDATION:

Adopt Ordinance 2022-06 on First Reading



POLK CITY OVERVIEW REPORT
SMALL SCALE FUTURE LAND USE MAP AMENDMENT & REZONING
September 19, 2022

TO: Polk City Commission

FROM: Central Florida Regional Planning Council

SUBJECT: **Ordinance 2022-06: Small Scale Future Land Use Map Amendment:** A CITY-INITIATED SMALL SCALE FUTURE LAND USE AMENDMENT TO CHANGE THE FUTURE LAND USE FROM COMMERCIAL TO RESIDENTIAL MEDIUM ON APPROXIMATELY 0.27 ACRES LOCATED AT 957 LAKESHORE DRIVE (PARCEL NUMBER 25-26-33-000000-023100). The amendment corrects a mapping error.

Ordinance 2022-07: Rezoning: A CITY-INITIATED REZONING OF APPROXIMATELY 0.27 ACRES LOCATED AT 957 LAKESHORE DRIVE FROM GENERAL COMMERCIAL (C-2) TO R-3 SINGLE FAMILY AND DUPLEX (PARCEL NUMBER 25-26-33-000000-023100). The amendment corrects a mapping error.

AGENDA AND HEARING DATES:

September 12, 2022, 6:30 PM:	Planning and Zoning Board (Public Hearing)
September 19, 2022, 7:00 PM:	City Council (First Reading)
October 17, 2022, 7:00 PM:	City Council (Second Reading, Public Hearing)

PLANNING COMMISSION ACTION: On Monday, September 12, 2022, the Polk City Planning Commission voted 4 to 0 to forward the Small Scale Future Land Use Map Amendment and Rezoning to the City Commission with a recommendation of approval.

ATTACHMENTS:

- Aerial Photo Map | Existing Future Land Use Map | Proposed Future Land Use Map
- Existing Zoning Map | Proposed Zoning Map

CITY COMMISSION MOTION OPTIONS:

Future Land Use Map Amendment Motion Options:

1. Approve Ordinance 2022-06 on First Reading.
2. Approve Ordinance 2022-06 with changes on First Reading.
3. Deny Ordinance 2022-06 on First Reading.

Rezoning Motion Options:

1. Approve Ordinance 2022-07 on First Reading.
2. Approve Ordinance 2022-07 with changes on First Reading.
3. Deny Ordinance 2022-07 on First Reading.

OVERVIEW:

Applicant/Owner	Polk City / MDM Designs, Inc
Parcel IDs	25-26-33-000000-023100
Subject Area	+/- 0.27 acres
Existing Future Land Use	Commercial
Proposed Future Land Use	Medium Density Residential
Existing Zoning	C-2 Commercial
Proposed Zoning	R-3 Single Family and Duplex

Polk City is requesting a Future Land Use Map Amendment and rezoning to change the Future Land Use and zoning of +/- 0.27 acres from the Future Land Use of Commercial to Medium Density Residential (MDR) and the zoning of C-2 Commercial to R-3 Single Family and Duplex Residential to correct a mapping error. The subject parcel is located north of Lake Agnes, address being 957 Lakeshore Drive, Polk City. See attached Aerial Photo Map.

BACKGROUND & REASON FOR REQUEST:

The purpose of the request is to correct a mapping error on the Polk City Future Land Use and Zoning maps.

STANDARDS FOR EVALUATING FUTURE LAND USE AND ZONING CHANGES:

The Polk City Planning Commission will provide recommendations, and the City Commission will make a final motion to accept, reject, modify, return, or continue to seek additional information on all proposed Future Land Use and zoning changes. The review shall be considered and evaluated against the following standards:

- *Consistency with the Comprehensive Plan and Land Development Code.*
- *Land Use Compatibility.*
- *Public Facilities and Services Analysis.*

Consistency with the Comprehensive Plan and Land Development Code:

The request is to change the Future Land Use from Commercial to Medium Density Residential (MDR) and the zoning of C-2 Commercial to City R-3 Single Family and Duplex Residential. Descriptions for both the existing and proposed Future Land Use and zoning designations are provided as follows:

Existing – Future Land Use

Polk City Comprehensive Plan, Future Land Use Element, Policy 4.3.d – Commercial: The primary function of the Commercial classification is to accommodate the shopping needs of residents living in and near Polk City. The Commercial classification permits neighborhood service commercial uses; and accommodates traditional retail commercial needs of the market area both along the

highway and in the downtown core of the market area. This category permits schools and other public uses appropriate to commercial areas. Floor area ratio for commercial structures shall not exceed 0.35.

Proposed – Future Land Use

Polk City Comprehensive Plan, Future Land Use Element, Policy 4.3.c – Medium Density Residential: The primary function of the Residential Medium Density classification is to accommodate multi-family residential development. Permitted uses include duplexes, apartments, condominiums, manufactured (mobile) home parks or subdivisions, RV parks, and single-family homes. Intensity is one single family home per lot; or one duplex per lot; or two buildings of five units each per lot. Maximum density is 10.0 residential dwelling units per acre. This category permits schools and other public uses appropriate to residential neighborhoods.

Existing – Zoning

Polk City Land Development Code, Section 2.04.02.10 – C-2 General Commercial District: The Purpose of this zoning district is to designate areas within the City of Polk City which are deemed to be uniquely appropriate, by reason of central location and convenient access, for the development and operation of community shopping and business uses; to encourage the grouping and interrelationship of said uses so as to permit a high level of pedestrian movement within the district; to designate such uses as are appropriate for development within a central community commercial area; and to set forth such development standards and provisions as are appropriate to ensure the proper development and functioning of uses within the district.

Proposed –Zoning

Polk City Land Development Code, Section 2.04.02.05 – R-3 Single Family and Duplex Residential: The purpose of this zoning district is to allow for the development of single-family homes and duplexes on small lots.

Land Use Compatibility

The subject parcel is surrounded by a mix of Low and Medium Density Residential Future Land Use, and Commercial Future Land Uses. The adjacent parcels consist of single-family homes, Groves and Commercial. The *Land Use Matrix* below outlines the existing and proposed Future Land Use and zoning of the subject parcels, the existing Future Land Use and zoning of adjacent properties, and the existing land use of the subject parcels and adjacent properties. Proposed Future Land Use and Zoning Maps are also provided for reference.

Land Use Matrix

Northwest	North	Northeast
Future Land Use: Residential Medium	Future Land Use: Commercial	Future Land Use: Commercial
Zoning: R-3	Zoning: C-2	Zoning: C-2
Existing Land Use: Cropland	Existing Land Use: Cropland	Existing Land Use: Cropland
West	Subject Parcels	East
Future Land Use: R-1	Future Land Use: <u>Existing:</u> Commercial <u>Proposed:</u> Medium Density	Future Land Use: Commercial
Zoning: Residential Low	Zoning: <u>Existing:</u> C-2 General Commercial <u>Proposed:</u> R-3	Zoning: C-2
Existing Land Use: Single Family Residential	Existing Land Use: Vacant	Existing Land Use: Vacant
Southwest (Across Lakeshore Drive)	South (Across Lakeshore Drive)	Southeast (Across Lakeshore Drive)
Future Land Use: Agriculture	Future Land Use: Agriculture	Future Land Use: Agriculture
Zoning: OUA - Open Use Agriculture	Zoning: OUA - Open Use Agriculture	Zoning: OUA - Open Use Agriculture
Existing Land Use: Citrus with Undeveloped Land	Existing Land Use: Citrus with Undeveloped Land	Existing Land Use: Citrus with Undeveloped Land

The current Commercial Future Land Use does not permit residential development. The proposed Medium Density Residential Future Land Use permits up to ten (10) dwelling units per acre. At +/- 0.27 acres, under the proposed Medium Density Residential Future Land Use, the maximum density would be 2.7 dwelling units. This is an increase of 2.7 dwelling units. See table below.

	Future Land Use Designation	
	Commercial	Medium Density Residential
Permitted Density	0	10 DUs / acre
Subject Parcel Acreage	+/- 0.27 acres	+/- 0.27 acres
Maximum Density	0 dwelling units (0.27 x 0)	2.7 dwelling units (0.27 x 10)
Density change	+2.7 dwelling units*	

The proposed request corrects a mapping error and recognizes the subject property as residential. The request is found to be compatible with the character of the surrounding area.

Public Facilities and Services Analysis:

The following is a summary analysis of the potential impacts on existing public facilities and services.

Potable Water

Additional development resulting from this change can be adequately served by the Polk City potable water delivery system.

Sanitary Sewer

Additional development resulting from this change can be adequately served by the Polk City current wastewater system.

Solid Waste:

Polk County plans solid waste capacity for all municipalities in Polk County as well as unincorporated Polk County. It has been determined by Polk County that there is sufficient capacity for Polk City to meet LOS standards for approximately 65 years. Solid waste within Polk City is collected by private company.

Transportation/Traffic:

The proposed amendments will not have a substantial impact on traffic.

School Concurrency:

There is adequate school capacity.

Recreation/Open Space:

The City has adequate recreation and open space.

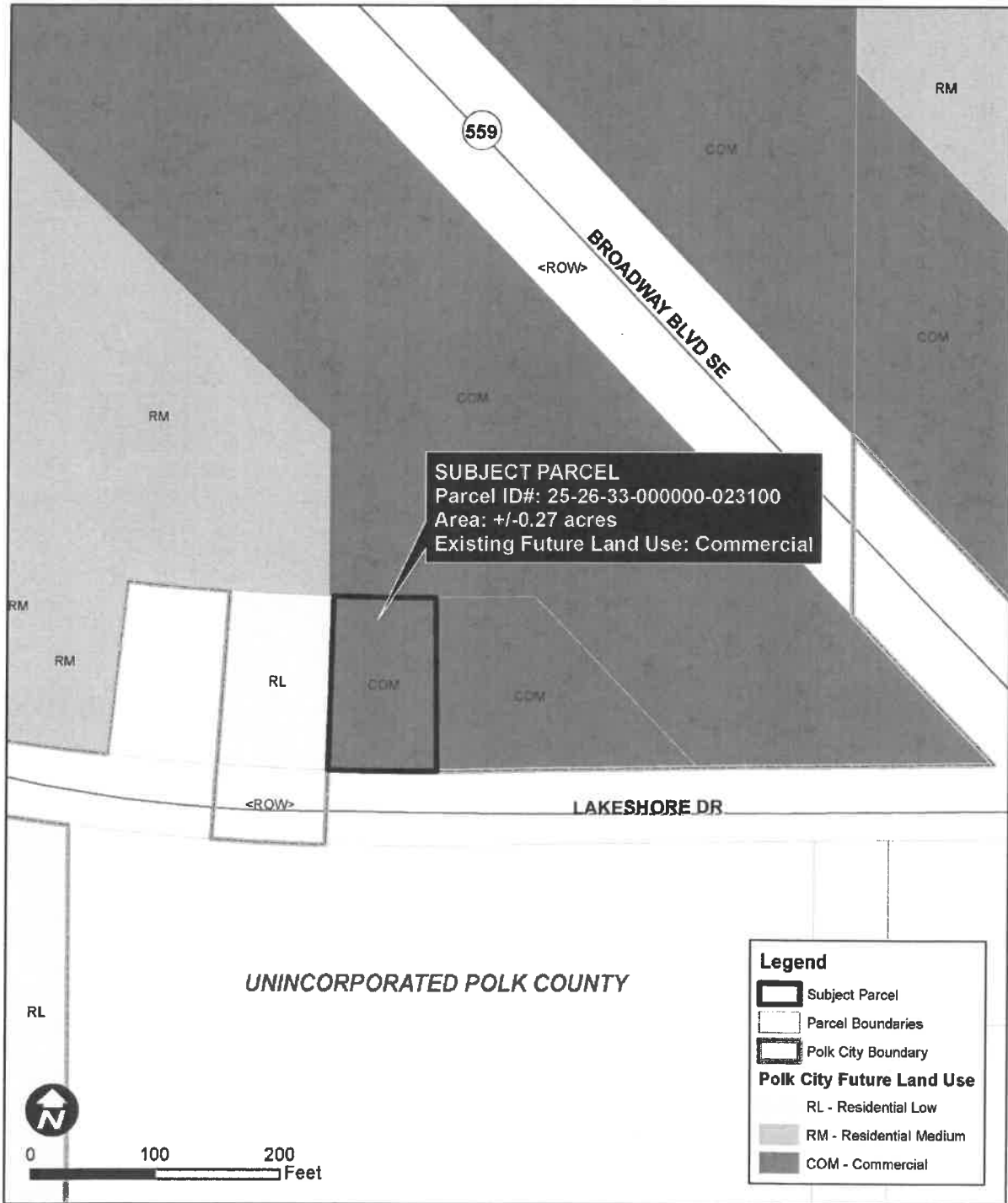
Emergency Services:

The County provides police protection, EMS, and fire protection.

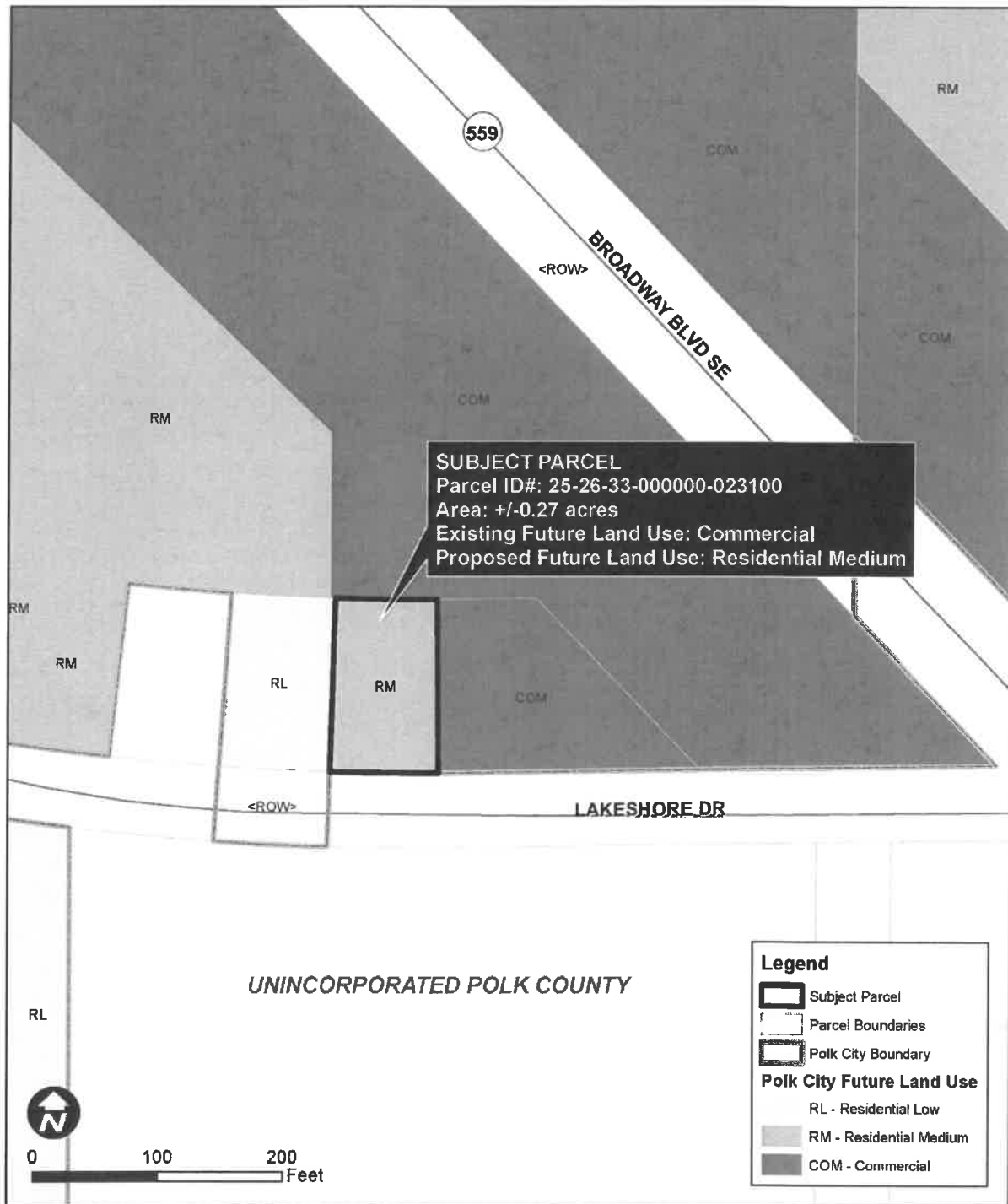
City of Polk City
AERIAL PHOTO MAP



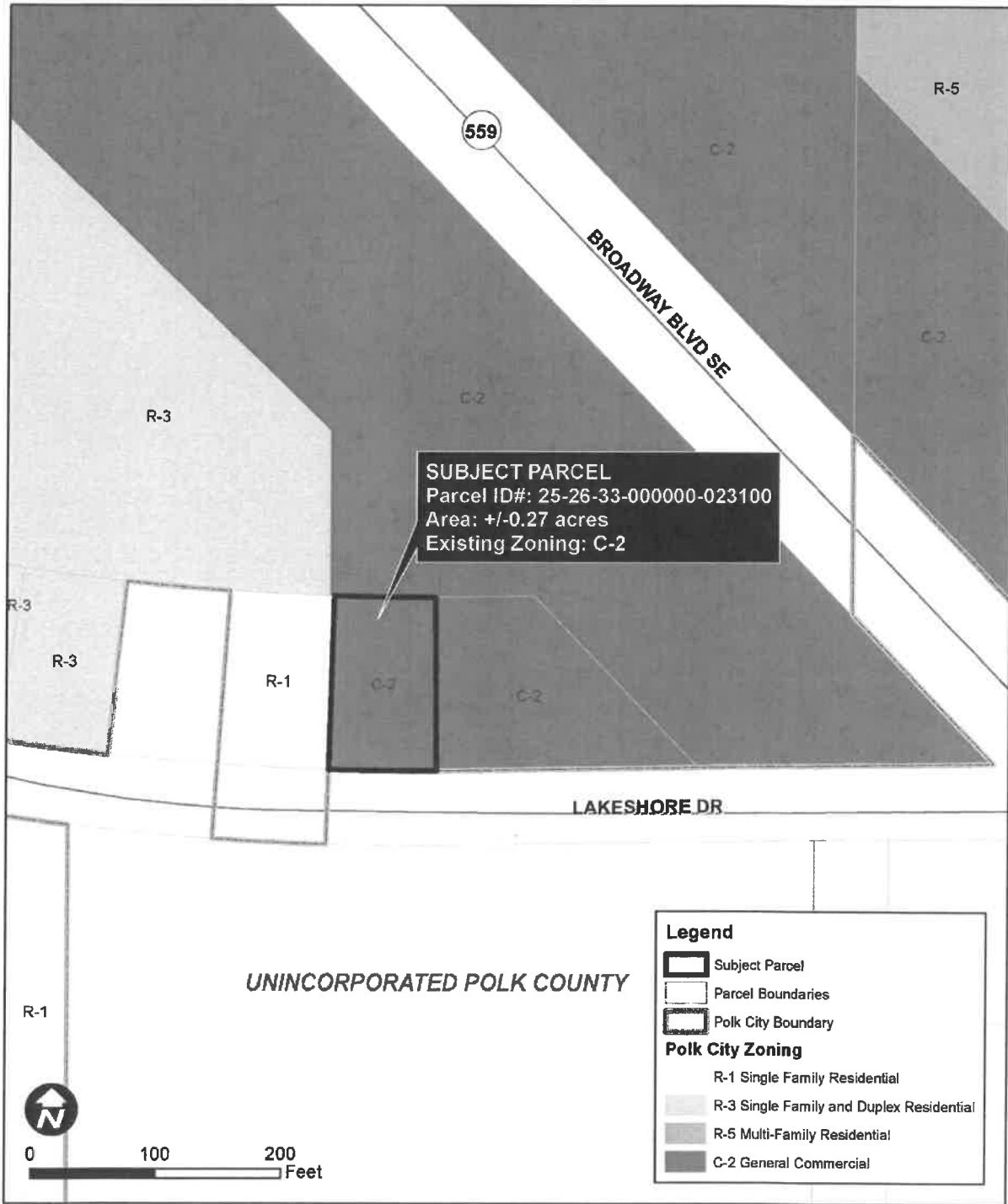
City of Polk City
EXISTING FUTURE LAND USE MAP



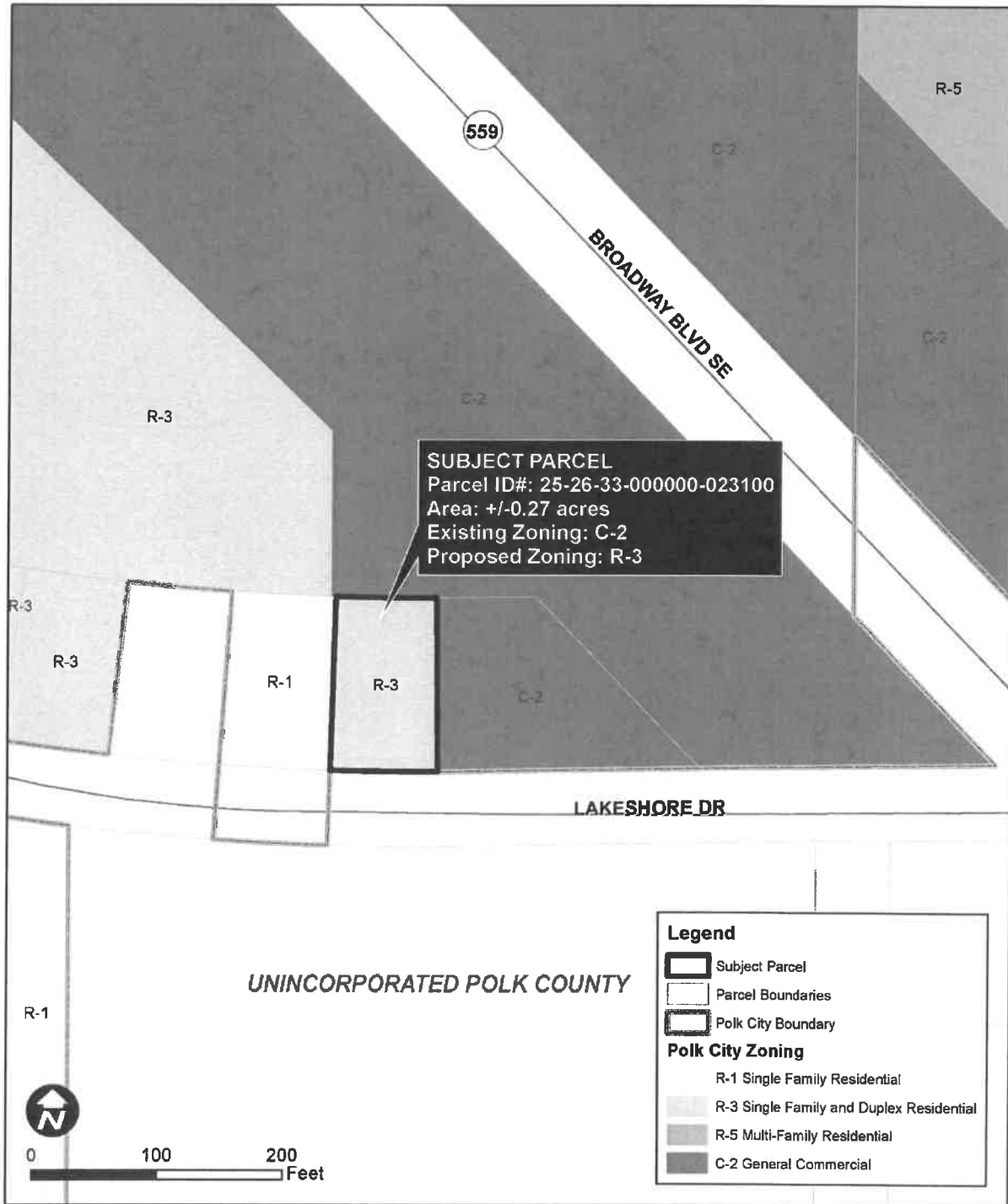
City of Polk City
PROPOSED FUTURE LAND USE MAP



City of Polk City
EXISTING ZONING MAP



City of Polk City
PROPOSED ZONING MAP



ORDINANCE 2022-06

AN ORDINANCE OF POLK CITY, FLORIDA, PROVIDING FOR THE AMENDMENT OF THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN OF POLK CITY, FLORIDA, SPECIFICALLY, CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 0.27 ACRES LOCATED AT 957 LAKESHORE DRIVE, (PARCEL NUMBER 25-26-33-000000-023100) FROM “COMMERCIAL” TO “RESIDENTIAL MEDIUM”; AND TRANSMITTING SAID SMALL SCALE FUTURE LAND USE MAP AMENDMENT TO THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FOR NOTIFICATION PURPOSES ONLY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 163, Part II, *Florida Statutes*, establishes the Community Planning Act (“Act”), which empowers and mandates Polk City, Florida (“City”), to plan for future development and growth and to adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the City; and

WHEREAS, pursuant to the Act, the City has adopted a comprehensive plan (“Comprehensive Plan”); and

WHEREAS, the Act authorizes a local government desiring to revise its comprehensive plan to prepare and adopt comprehensive plan amendments; and

WHEREAS, the City has prepared an amendment to the Small Scale Future Land Use Map of the Comprehensive Plan to designate certain property within the City with a Future Land Use classification of “Residential Medium;” and

WHEREAS, pursuant to Section 163.3187, *Florida Statutes*, the City Commission held a meeting and hearing on this Map Amendment, with due public notice having been provided, to obtain public comment, and considered all written and oral comments received during public hearings, including support documents; and

WHEREAS, in exercise of its authority the City Commission has determined it necessary to adopt the proposed amendment to the Future Land Use Map contained herein and as shown as Exhibit “A” to encourage the most appropriate use of land, water and resources consistent with the public interest; and deal effectively with future problems that may result from the use and development of land within the City; and to ensure that the Comprehensive Plan is in full compliance with State law; and

WHEREAS, the City Commission finds that the proposed amendment to the Future Land Use Map contained herein furthers the purposes of, and is consistent with, the City’s Comprehensive Plan, and is consistent with and compliant with State law, including, but not limited to, Chapter 163, Part II, *Florida Statutes*.

NOW, THEREFORE BE IT ORDAINED that the City Commission Polk City, Florida, as follows:

Section 1. The Future Land Use Map of the City's Comprehensive Plan is hereby amended to include the map amendment set forth in Exhibit "A," attached hereto and incorporated herein by reference, which applies the "Residential Medium" Future Land Use designation to the property as designated on such Exhibit.

Section 2. If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 3. All existing ordinances or parts of existing ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. An official, true, and correct copy of this Ordinance and the City's Comprehensive Plan, as adopted and amended from time to time, shall be maintained by the City Clerk. The City Clerk shall make copies available to the public for a reasonable publication charge.

Section 5. A copy shall be provided to the Florida Department of Economic Opportunity (hereinafter the "DEO"), as required by Section 163.3187, Florida Statutes.

Section 6. This small scale amendment shall not become effective until thirty-one (31) days after adoption. If challenged within thirty (30) days after adoption, the amendment shall not become effective until the State Land Planning Agency or the Administration Commission, respectively, issues a final order determining the adopted amendment is in compliance.

INTRODUCED AND PASSED on First Reading the **19th** day of **September, 2022.**

Joe LaCascia, Mayor

ATTEST:

Approved as to form and correctness:

Patricia R. 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 _____, 2022.

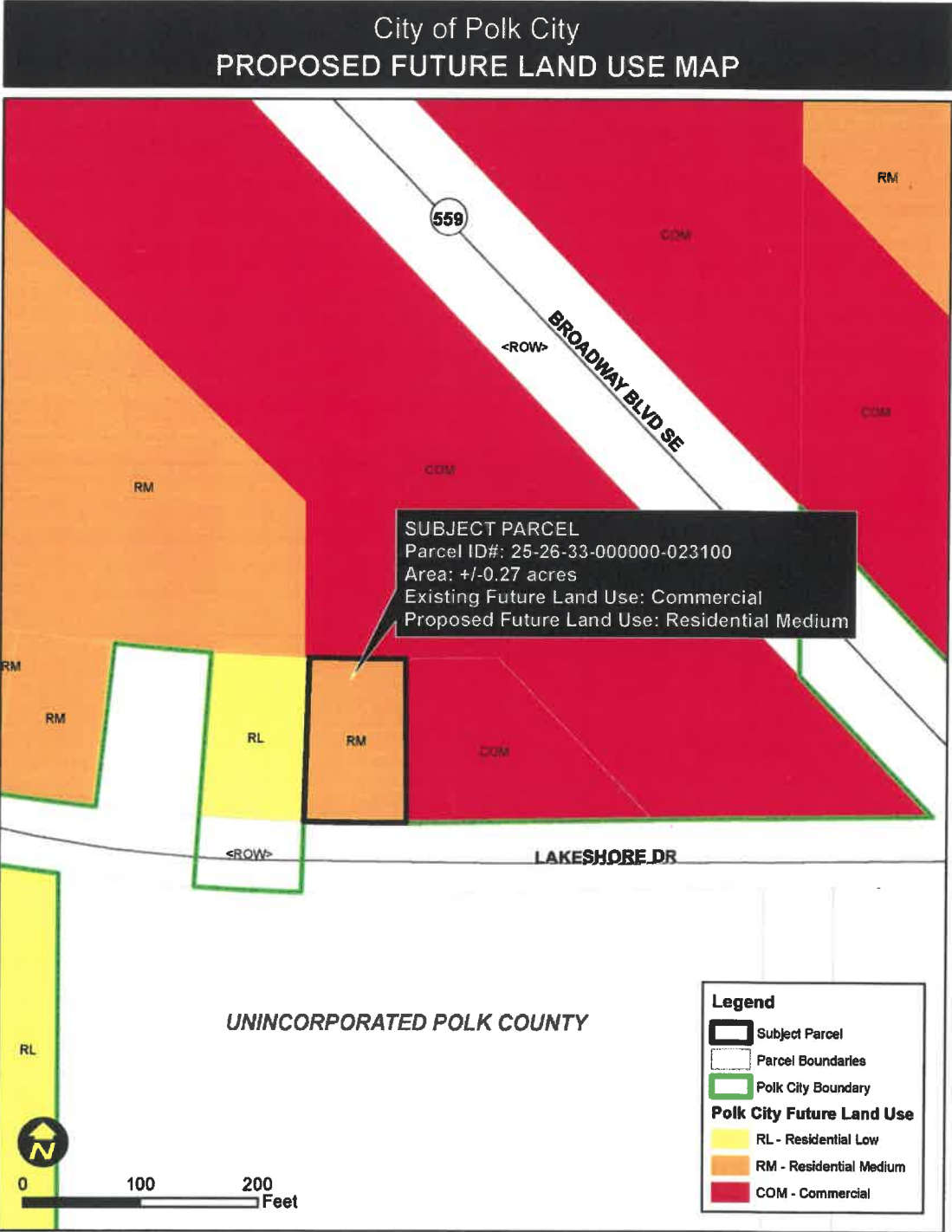
Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

ORDINANCE NO. 2022-06

EXHIBIT "A"



**City Commission Meeting
September 19, 2022**

AGENDA ITEM #2: ORDINANCE 2022-07 – REZONING

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2022-07 – Rezoning

ATTACHMENTS:

Overview Report – Small Scale Future Land Use Map Amendment and Rezoning
Ordinance 2022-07

ANALYSIS:

Ordinance 2022-07 – A City-initiated Rezoning Amendment of approximately .027 Acres located at 957 Lakeshore Drive from General Commercial (C-2) to R-3 Single Family and Duplex (parcel number 25-26-33-000000-023100). The amendment corrects a mapping error.

Please see complete staff report from Central Florida Regional Planning Council

The Planning Commission met on Monday, September 12, 2022, and voted 4/0 to forward the Zoning Amendment to the City Commission for approval.

STAFF RECOMMENDATION:

Adopt Ordinance 2022-07 on First Reading



POLK CITY OVERVIEW REPORT
SMALL SCALE FUTURE LAND USE MAP AMENDMENT & REZONING
September 19, 2022

TO: Polk City Commission

FROM: Central Florida Regional Planning Council

SUBJECT: **Ordinance 2022-06: Small Scale Future Land Use Map Amendment:** A CITY-INITIATED SMALL SCALE FUTURE LAND USE AMENDMENT TO CHANGE THE FUTURE LAND USE FROM COMMERCIAL TO RESIDENTIAL MEDIUM ON APPROXIMATELY 0.27 ACRES LOCATED AT 957 LAKESHORE DRIVE (PARCEL NUMBER 25-26-33-000000-023100). The amendment corrects a mapping error.

✓ **Ordinance 2022-07: Rezoning:** A CITY-INITIATED REZONING OF APPROXIMATELY 0.27 ACRES LOCATED AT 957 LAKESHORE DRIVE FROM GENERAL COMMERCIAL (C-2) TO R-3 SINGLE FAMILY AND DUPLEX (PARCEL NUMBER 25-26-33-000000-023100). The amendment corrects a mapping error.

AGENDA AND HEARING DATES:

September 12, 2022, 6:30 PM:	Planning and Zoning Board (Public Hearing)
September 19, 2022, 7:00 PM:	City Council (First Reading)
October 17, 2022, 7:00 PM:	City Council (Second Reading, Public Hearing)

PLANNING COMMISSION ACTION: On Monday, September 12, 2022, the Polk City Planning Commission voted 4 to 0 to forward the Small Scale Future Land Use Map Amendment and Rezoning to the City Commission with a recommendation of approval.

ATTACHMENTS:

- Aerial Photo Map | Existing Future Land Use Map | Proposed Future Land Use Map
- Existing Zoning Map | Proposed Zoning Map

CITY COMMISSION MOTION OPTIONS:

Future Land Use Map Amendment Motion Options:

1. Approve Ordinance 2022-06 on First Reading.
2. Approve Ordinance 2022-06 with changes on First Reading.
3. Deny Ordinance 2022-06 on First Reading.

Rezoning Motion Options:

1. Approve Ordinance 2022-07 on First Reading.
2. Approve Ordinance 2022-07 with changes on First Reading.
3. Deny Ordinance 2022-07 on First Reading.

OVERVIEW:

Applicant/Owner	Polk City / MDM Designs, Inc
Parcel IDs	25-26-33-000000-023100
Subject Area	+/- 0.27 acres
Existing Future Land Use	Commercial
Proposed Future Land Use	Medium Density Residential
Existing Zoning	C-2 Commercial
Proposed Zoning	R-3 Single Family and Duplex

Polk City is requesting a Future Land Use Map Amendment and rezoning to change the Future Land Use and zoning of +/- 0.27 acres from the Future Land Use of Commercial to Medium Density Residential (MDR) and the zoning of C-2 Commercial to R-3 Single Family and Duplex Residential to correct a mapping error. The subject parcel is located north of Lake Agnes, address being 957 Lakeshore Drive, Polk City. See attached Aerial Photo Map.

BACKGROUND & REASON FOR REQUEST:

The purpose of the request is to correct a mapping error on the Polk City Future Land Use and Zoning maps.

STANDARDS FOR EVALUATING FUTURE LAND USE AND ZONING CHANGES:

The Polk City Planning Commission will provide recommendations, and the City Commission will make a final motion to accept, reject, modify, return, or continue to seek additional information on all proposed Future Land Use and zoning changes. The review shall be considered and evaluated against the following standards:

- *Consistency with the Comprehensive Plan and Land Development Code.*
- *Land Use Compatibility.*
- *Public Facilities and Services Analysis.*

Consistency with the Comprehensive Plan and Land Development Code:

The request is to change the Future Land Use from Commercial to Medium Density Residential (MDR) and the zoning of C-2 Commercial to City R-3 Single Family and Duplex Residential. Descriptions for both the existing and proposed Future Land Use and zoning designations are provided as follows:

Existing – Future Land Use

Polk City Comprehensive Plan, Future Land Use Element, Policy 4.3.d – Commercial: The primary function of the Commercial classification is to accommodate the shopping needs of residents living in and near Polk City. The Commercial classification permits neighborhood service commercial uses; and accommodates traditional retail commercial needs of the market area both along the

highway and in the downtown core of the market area. This category permits schools and other public uses appropriate to commercial areas. Floor area ratio for commercial structures shall not exceed 0.35.

Proposed – Future Land Use

Polk City Comprehensive Plan, Future Land Use Element, Policy 4.3.c – Medium Density Residential: The primary function of the Residential Medium Density classification is to accommodate multi-family residential development. Permitted uses include duplexes, apartments, condominiums, manufactured (mobile) home parks or subdivisions, RV parks, and single-family homes. Intensity is one single family home per lot; or one duplex per lot; or two buildings of five units each per lot. Maximum density is 10.0 residential dwelling units per acre. This category permits schools and other public uses appropriate to residential neighborhoods.

Existing – Zoning

Polk City Land Development Code, Section 2.04.02.10 – C-2 General Commercial District: The Purpose of this zoning district is to designate areas within the City of Polk City which are deemed to be uniquely appropriate, by reason of central location and convenient access, for the development and operation of community shopping and business uses; to encourage the grouping and interrelationship of said uses so as to permit a high level of pedestrian movement within the district; to designate such uses as are appropriate for development within a central community commercial area; and to set forth such development standards and provisions as are appropriate to ensure the proper development and functioning of uses within the district.

Proposed –Zoning

Polk City Land Development Code, Section 2.04.02.05 – R-3 Single Family and Duplex Residential: The purpose of this zoning district is to allow for the development of single-family homes and duplexes on small lots.

Land Use Compatibility

The subject parcel is surrounded by a mix of Low and Medium Density Residential Future Land Use, and Commercial Future Land Uses. The adjacent parcels consist of single-family homes, Groves and Commercial. The *Land Use Matrix* below outlines the existing and proposed Future Land Use and zoning of the subject parcels, the existing Future Land Use and zoning of adjacent properties, and the existing land use of the subject parcels and adjacent properties. Proposed Future Land Use and Zoning Maps are also provided for reference.

Land Use Matrix

Northwest	North	Northeast
Future Land Use: Residential Medium Zoning: R-3 Existing Land Use: Cropland	Future Land Use: Commercial Zoning: C-2 Existing Land Use: Cropland	Future Land Use: Commercial Zoning: C-2 Existing Land Use: Cropland
West	Subject Parcels	East
Future Land Use: R-1 Zoning: Residential Low Existing Land Use: Single Family Residential	Future Land Use: <u>Existing:</u> Commercial <u>Proposed:</u> Medium Density Zoning: <u>Existing:</u> C-2 General Commercial <u>Proposed:</u> R-3 Existing Land Use: Vacant	Future Land Use: Commercial Zoning: C-2 Existing Land Use: Vacant
Southwest (Across Lakeshore Drive)	South (Across Lakeshore Drive)	Southeast (Across Lakeshore Drive)
Future Land Use: Agriculture Zoning: OUA - Open Use Agriculture Existing Land Use: Citrus with Undeveloped Land	Future Land Use: Agriculture Zoning: OUA - Open Use Agriculture Existing Land Use: Citrus with Undeveloped Land	Future Land Use: Agriculture Zoning: OUA - Open Use Agriculture Existing Land Use: Citrus with Undeveloped Land

The current Commercial Future Land Use does not permit residential development. The proposed Medium Density Residential Future Land Use permits up to ten (10) dwelling units per acre. At +/- 0.27 acres, under the proposed Medium Density Residential Future Land Use, the maximum density would be 2.7 dwelling units. This is an increase of 2.7 dwelling units. See table below.

	Future Land Use Designation	
	Commercial	Medium Density Residential
Permitted Density	0	10 DUs / acre
Subject Parcel Acreage	+/- 0.27 acres	+/- 0.27 acres
Maximum Density	0 dwelling units (0.27 x 0)	2.7 dwelling units (0.27 x 10)
Density change	+2.7 dwelling units*	

The proposed request corrects a mapping error and recognizes the subject property as residential. The request is found to be compatible with the character of the surrounding area.

Public Facilities and Services Analysis:

The following is a summary analysis of the potential impacts on existing public facilities and services.

Potable Water

Additional development resulting from this change can be adequately served by the Polk City potable water delivery system.

Sanitary Sewer

Additional development resulting from this change can be adequately served by the Polk City current wastewater system.

Solid Waste:

Polk County plans solid waste capacity for all municipalities in Polk County as well as unincorporated Polk County. It has been determined by Polk County that there is sufficient capacity for Polk City to meet LOS standards for approximately 65 years. Solid waste within Polk City is collected by private company.

Transportation/Traffic:

The proposed amendments will not have a substantial impact on traffic.

School Concurrency:

There is adequate school capacity.

Recreation/Open Space:

The City has adequate recreation and open space.

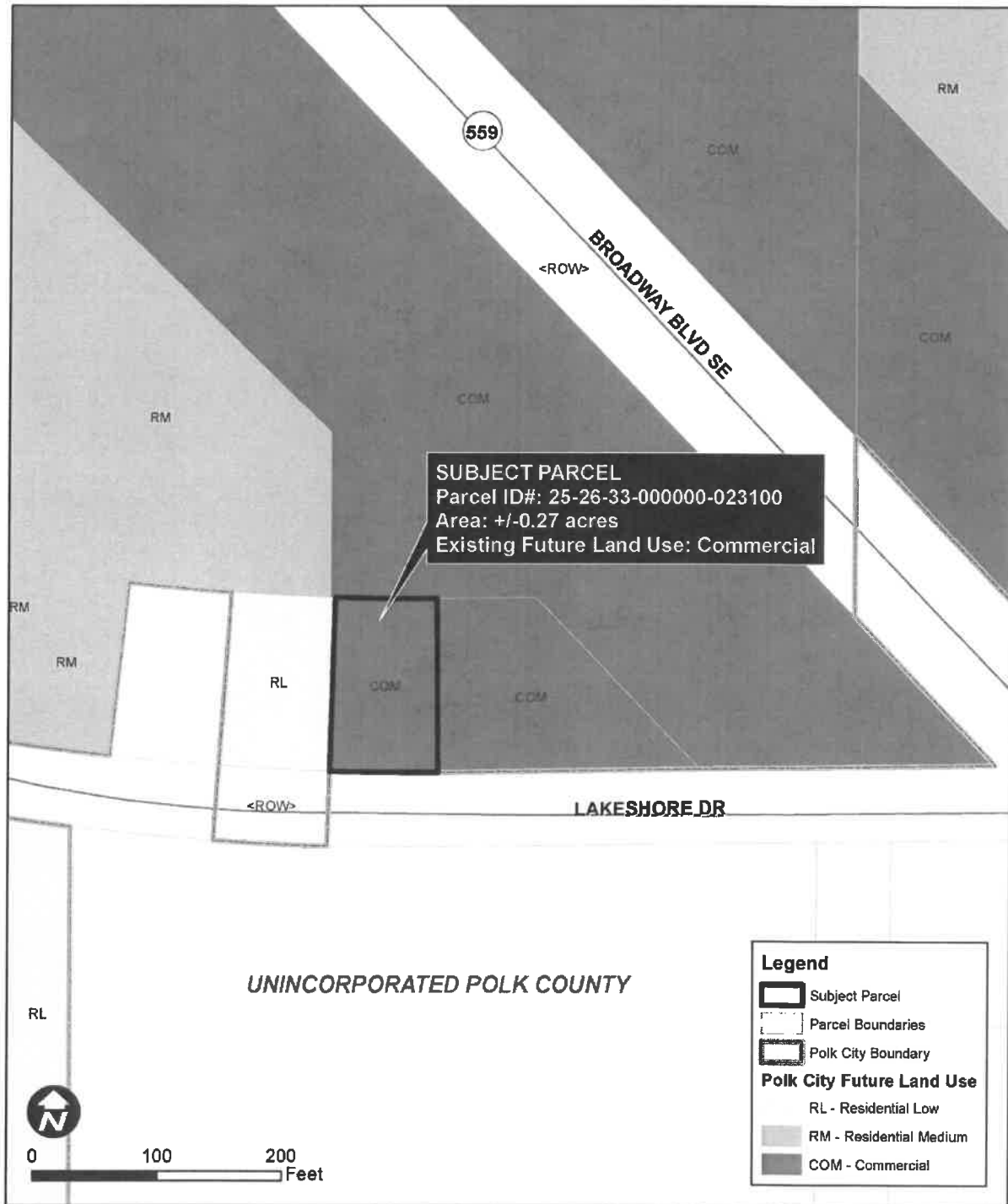
Emergency Services:

The County provides police protection, EMS, and fire protection.

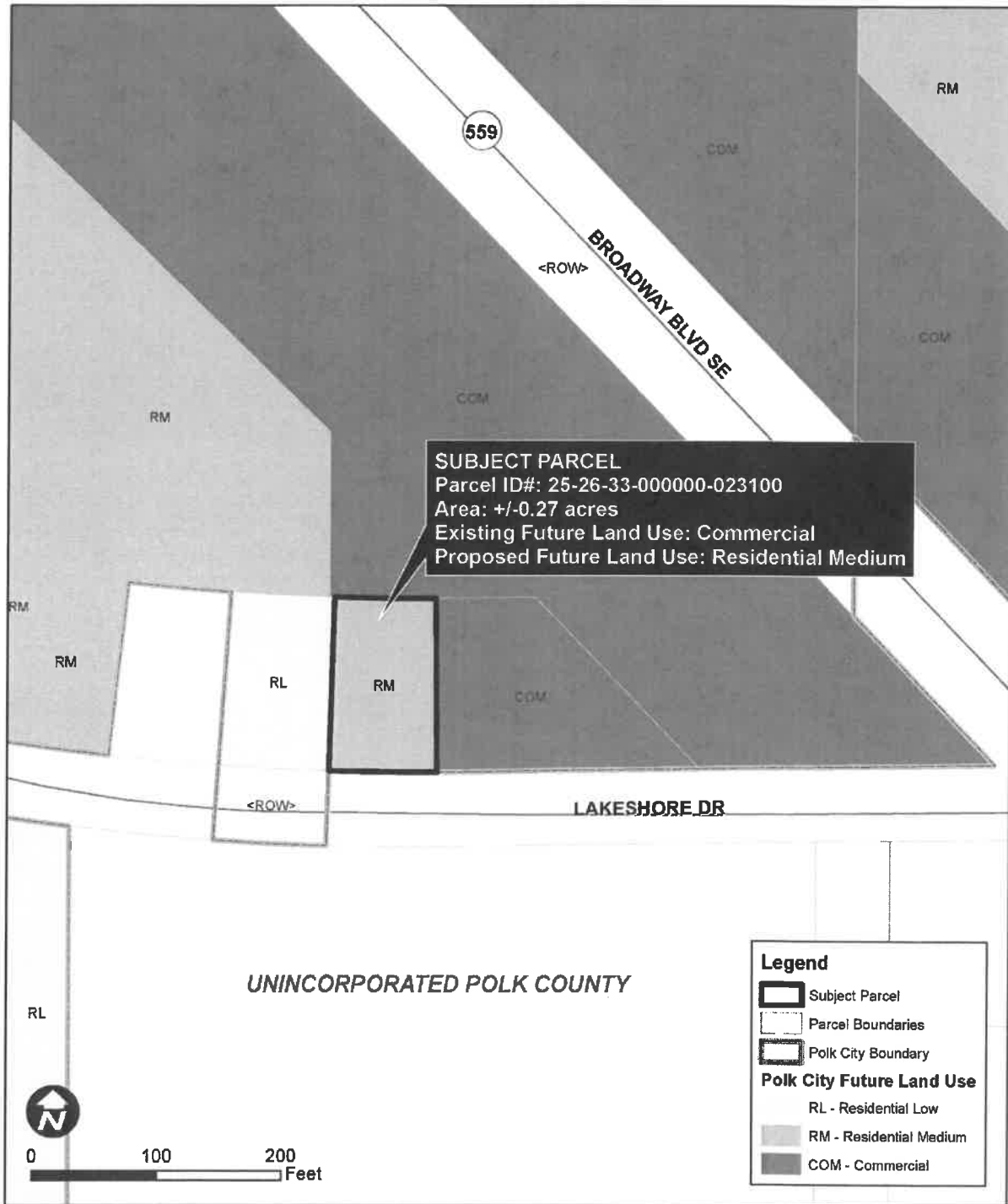
City of Polk City
AERIAL PHOTO MAP



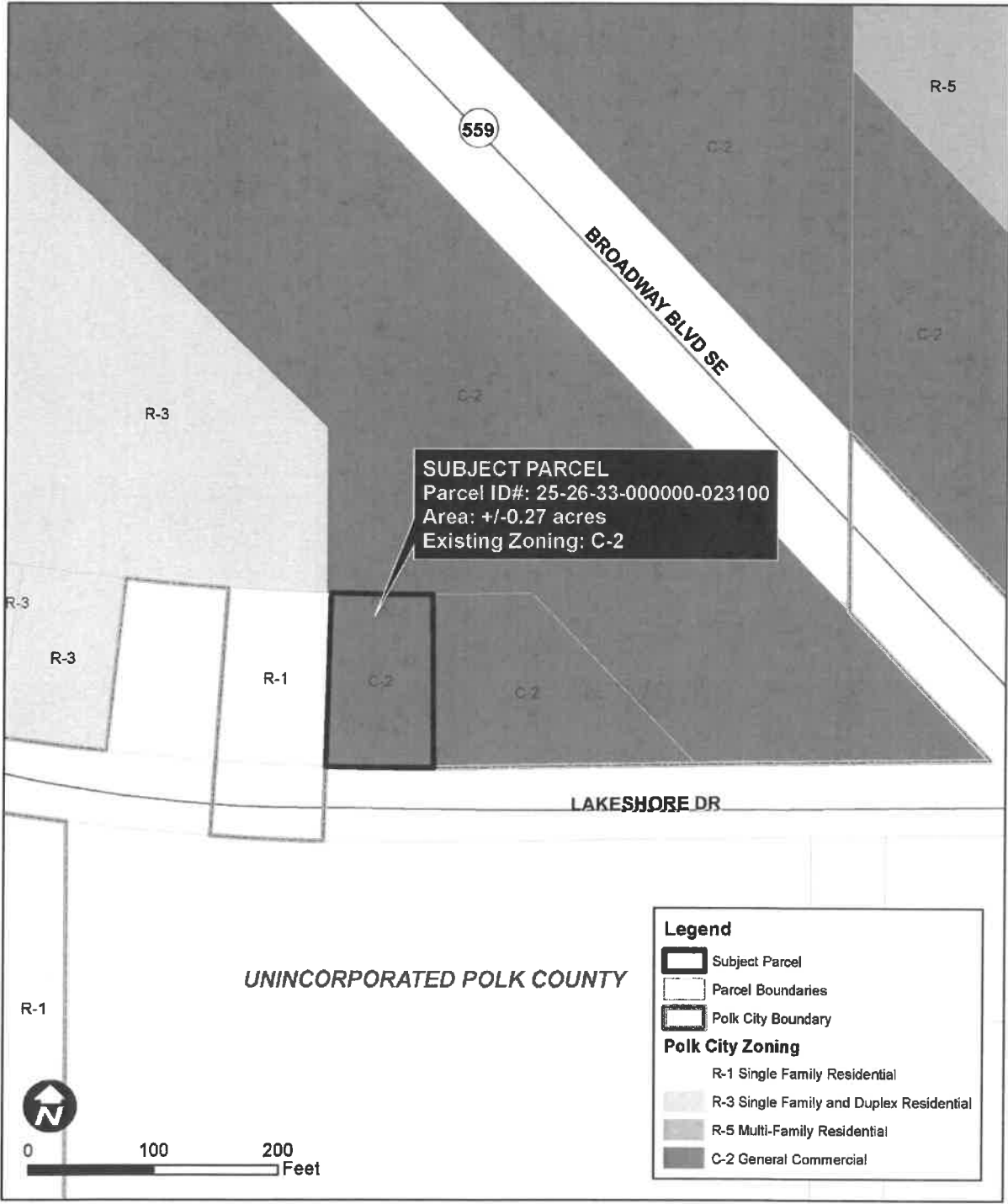
City of Polk City
EXISTING FUTURE LAND USE MAP



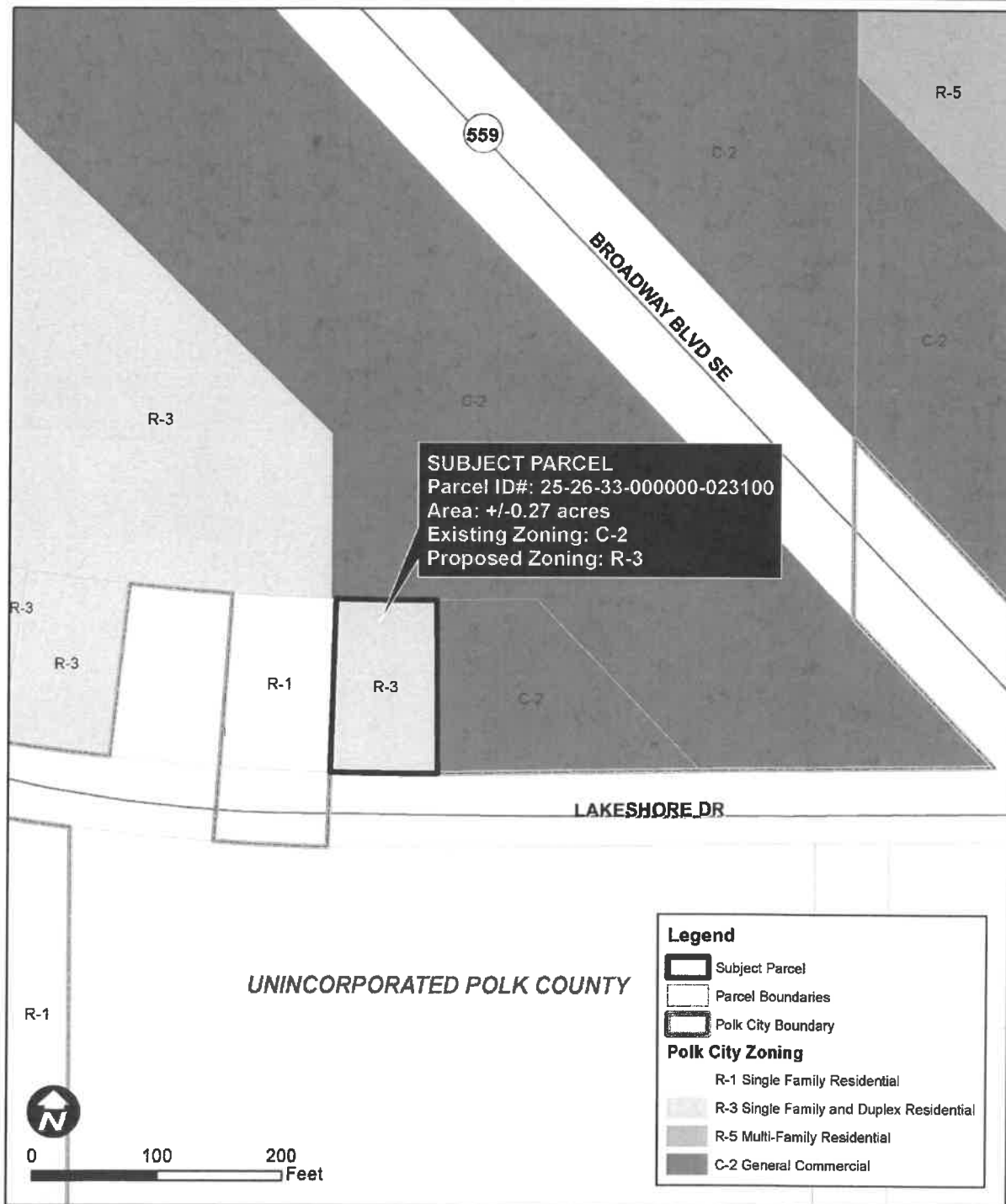
City of Polk City
PROPOSED FUTURE LAND USE MAP



City of Polk City
EXISTING ZONING MAP



City of Polk City PROPOSED ZONING MAP



ORDINANCE 2022-07

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF POLK CITY, FLORIDA TO CHANGE THE ZONING FOR APPROXIMATELY 0.27 ACRES LOCATED AT 957 LAKESHORE DRIVE (PARCEL NUMBER 25-26-33-000000-023100) FROM GENERAL COMMERCIAL (C-2) TO SINGLE FAMILY AND DUPLEX (R-3); PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of Polk City held meetings and hearings regarding the parcels show on Exhibit "A", with due public notice having been provided, to obtain public comment, and considered all written and oral comments received during public hearings, including supporting documents; and

WHEREAS, in exercise of its authority, the City Commission has determined it necessary to amend the Official Zoning Map to change the City zoning classification assigned to this property.

NOW, THEREFORE, be it enacted by the City Commission of Polk City, Florida:

Section 1. Zoning Amendment: The official zoning map of Polk City is amended so as change the City Zoning Classification of C-2 (General Commercial) to R-3 (Single Family and Duplex) to approximately 0.27 acres of the property located at 957 Lakeshore Drive, as shown on Exhibit "A" attached hereto.

Section 2. Severability: If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 3. Effective Date: This ordinance shall not take effect unless and until Ordinance 2022-07 adopting the companion future land use map amendment (Ordinance 2022-06) to this rezoning becomes final and non-appealable.

This Ordinance shall be codified in the Code of Ordinances of Polk City, Florida. 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.

INTRODUCED AND PASSED on First Reading the _____ day of _____, 2022.

Joe LaCascia, Mayor

ATTEST:

Approved as to form and correctness:

Patricia R. 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 _____, 2022.

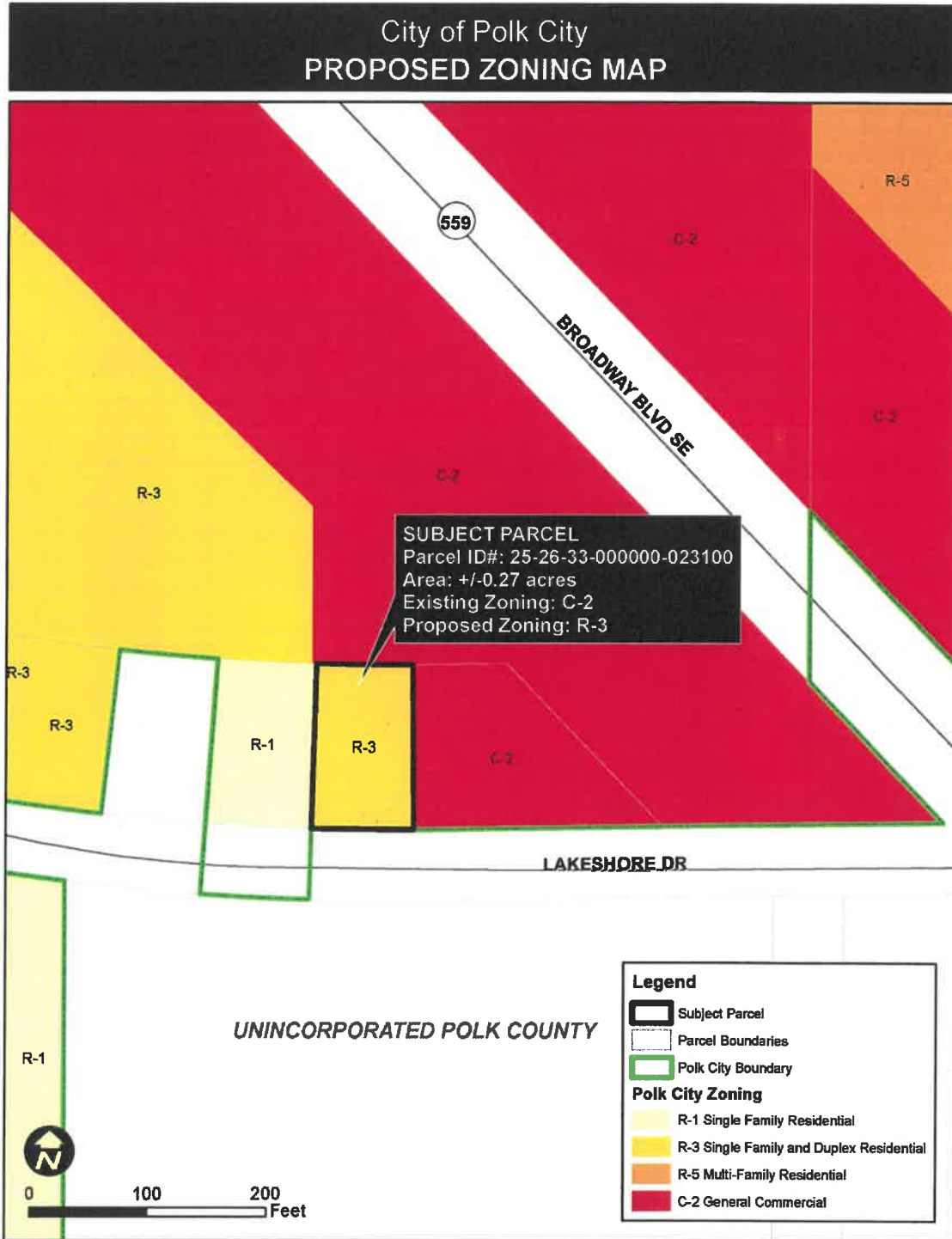
ATTEST:

Joe LaCascia, Mayor

Patricia R. Jackson, City Manager/Clerk

ORDINANCE NO. 2022-07

EXHIBIT "A"



**City Commission Meeting
September 19, 2022**

**AGENDA ITEM #3: Ordinance 2022-08 - Text Amendment to the Land Development Code
– Medical Marijuana Treatment Center Dispensing Facilities**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2022-08 - Text Amendment to the Land Development Code – Medical Marijuana Treatment Center Dispensing Facilities

ATTACHMENTS:

- Florida Statutes 381.986 Medical Use of Marijuana
- Ordinance Language for Option #1 – Approval of Medical Marijuana Treatment Center Dispensing Facilities
- Ordinance language for Option #2 – Ban Medical Marijuana Treatment Center Dispensing Facilities
- Ordinance 2022-08

ANALYSIS:

City Initiated text amendments to the Polk City Land Development Code to address Medical Marijuana Treatment Center Dispensing Facilities.

On Monday, September 12, 2022, the Polk City Planning Commission voted 4/0 to forward the Option #2 – an Ordinance banning Medical Marijuana Treatment Center Dispensing Facilities with a recommendation of approval.

The City Commission has two options:

Option #1- Approval of Medical Marijuana Treatment Dispensing Facilities

Polk City’s Table of Uses does not specifically address pharmacies as a use. Pharmacies and Medical Marijuana Treatment Center Dispensing Facilities would be added to the Table of Uses as a permitted use (P) in the C-1 Residential, Business and Professional District, and C-2 General Commercial zoning districts. Subsection 2.02.14 would outline the specific requirements for Medical Marijuana Treatment Center Dispensing Facilities as required through Florida Statute 381.986.

Option #2- Ban Medical Marijuana Treatment Center Dispensing Facilities

Adopt an ordinance banning Medical Marijuana Treatment Center Dispensing Facilities.

Even if the City decides to adopt an Ordinance banning Medical Marijuana Treatment Center Dispensing Facilities, it is recommended that Pharmacies be added to the Table of Uses as a permitted use in the C-1 Residential, Business and Professional District and C-2 General Commercial Zoning Districts to recognize this use. Subsection 2.02.14 would be added to clarify that Medical Marijuana Treatment Center Dispensing Facilities are prohibited within the City.

For additional information, please review the CFRPC full staff report.

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

STAFF RECOMMENDATION:

Approve the Ordinance 2022-08 banning Medical Marijuana Treatment Center Dispensing Facilities



**POLK CITY PLANNING COMMISSION
TEXT AMENDMENT TO POLK CITY LAND DEVELOPMENT CODE
CONCERNING MEDICAL MARIJUANA DISPENSING FACILITIES**

OVERVIEW

September 19, 2022

TO: Polk City Commission

FROM: Central Florida Regional Planning Council

SUBJECT: **Ordinance 2022-08: Text Amendment to the Land Development Code:**
City-initiated text amendments to the Polk City Land Development Code to
address medical marijuana treatment center dispensing facilities.

AGENDA DATE:

Planning Commission Meeting: September 12, 2022 at 6:30 PM

City Commission Meeting (First Reading): September 19, 2022 at 7:00 PM

City Commission Meeting (Second Reading): October 17, 2022 at 7:00 PM

PLANNING COMMISSION ACTION: On Monday, September 12, 2022, the Polk City Planning Commission voted 4 to 0 to forward the Option 2 –an ordinance banning Medical Marijuana Treatment Center Dispensing Facilities with a recommendation of approval.

ATTACHMENTS:

- Florida Statute 381.986 Medical Use of Marijuana
- Ordinance language for Option 1 - Approval of Medical Marijuana Treatment Center Dispensing Facilities
- Ordinance language for Option 2 - Ban Medical Marijuana Treatment Center Dispensing Facilities

SUMMARY:

Florida Statutes Section 381.986 provides local governments options for handling medical marijuana treatment center dispensing facilities, including the right to ban medical marijuana treatment center dispensing facilities. If a local government does not ban them, they must treat them in the same manner as pharmacies. Florida Statutes also provides specific requirements for medical marijuana treatment center dispensing facilities relating to distance requirements from schools, safety & security requirements such as alarm systems and video monitoring (find attached F.S. 381.986).

In the Green Swamp Area of Critical State Concern, drug stores are listed as a permitted use in the NAC-X District, which means medical marijuana treatment center dispensing facilities are allowed by default in the NAC-X District.

Neighborhood Activity Center (NAC): The purpose of the NAC district is to provide for the daily shopping needs of residents within neighborhoods surrounding the center. The NAC district non-residential uses such as offices, grocery stores, drug stores banks and community facilities.

Conversely, Polk City's existing Land Development Regulations do not address pharmacies (or drug stores) as a permitted use in the Green Swamp Exemption Area. However, drug stores are included in the definition of commercial uses in Article 9 of the LDRs as follows:

Commercial Uses: Activities within land areas which are predominantly connected with the sale, rental and distribution of products, or performance of services, such as but not limited to: antique shop; bakery (goods for sale only on premises at retail); barber shop and beauty shop; bicycle sales and repair; book, magazine, or stationary store; bus passenger terminal; candy or confectionery store; dairy products store; delicatessen; department store; drug store; dry cleaning and/or laundry pick-up station for work to be done elsewhere; florist shop; food store; furniture store; gift shop; gun shop; hobby and toy store; jewelry, watch store and repair; Laundromat (self-service); mini-warehouse; music or record store; paint, glass or wallpaper store (retail); photography supply and service store; reupholster and furniture repair service; shoe store and repair shop; sporting goods store; tailor or dressmaker; theater (indoor); variety or dry goods store; wearing apparel shop.

Additionally, Table 4 of Section 2.04.01 of the LDRs provides information regarding permitted uses for all zoning districts. Similar uses are permitted; and the zoning district in which they are permitted is to be determined by the Development Director. Below is an excerpt of Table 4 that demonstrates examples of uses that are also permitted in the C-1 and C-2 Districts within the Green Swamp Exemption Area.

The key to the table is as follows:

- P = Permitted Use
- D = Site Development Plan required, use is permitted upon approval of Site Development Plan
- S = Special Exception Use, Planning Commission action required
- C = Conditional Use, Planning Commission and City Commission action required

Table 4 - Table of Uses for Each Zoning District

Category/Use	AG1	AG2	R1	R2	R3	R4	R5	MH	C1	C2	M1	M2	PB	PR	CN
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Retail Commercial, no outdoor storage or activities

Antique shop									D	D					
Barbershop									D	D					
Beauty shop									D	D					
Building supply, indoor									D	D					
Convenience Store-no gas									D	D					
Copy Store (i.e. Kinko's)									D	D					
Flower Shop									D	D					
General retail shops									D	D					

BACKGROUND OF MEDICAL MARIJUANA DISPENSARIES:

Summary of the medical marijuana dispensary law, including local and state action:

- On June 16, 2014, the Governor signed the “Compassionate Medical Cannabis Act of 2014” into state law, which serves as an outline for its medical marijuana industry. It allows limited access to cannabidiol, or CBD, based medical marijuana for treatment of chronic epileptic seizures and some other severe illnesses. The requirements are included in Florida Statutes Section 381.986. Part of this law authorizes the establishment of five dispensing organizations, one in each of the following regions: northwest Florida, northeast Florida, central Florida, southeast Florida, and southwest Florida, to ensure reasonable statewide accessibility and availability as necessary for patients registered in the compassionate use registry and who are prescribed low-THC cannabis under the requirements of the law.

- On March 25, 2016, the Governor signed the “Compassionate Use of Low-THC and Medical Cannabis” into State law. It amended the statute and legalized the cultivation, production, and dispensing of "Medical Cannabis" as defined in the statute, and derivative products, by a licensed dispensing organization to "Eligible Patients," as defined in Section 499.0295, Florida Statutes
- On November 8, 2016, Florida voters approved a ballot initiative to amend the Florida Constitution creating Article X, section 29, Medical Marijuana Production, Possession, and Use, to allow broader sale and use of marijuana to treat debilitating medical conditions for eligible patients. It is also requires the Department of Health to register and regulate marijuana production and distribution centers.
- On January 16, 2017, Polk City placed a one-year moratorium (Ordinance 2016-10) on medical marijuana treatment centers to allow for a review from the Planning and Zoning Commission to determine if and where medical marijuana treatment centers should be located.
- On June 9, 2017, the Florida Legislature passed a medical marijuana bill (Senate Bill 8-A) to implement Article X, section 29 of the Florida Constitution, which allows the use of marijuana by patients with debilitating medical conditions.
- On June 23, 2017, the Florida Governor signed the medical marijuana bill into law. The law went into effect on July 1, 2017.
- At present, the City’s moratorium (as approved by Ordinance 2016-10) has expired.

OPTIONS FOR CONSIDERATION:

Option 1: Approval of Medical Marijuana Treatment Center Dispensing Facilities

Polk City’s Table of Uses does not specifically address pharmacies as a use. Pharmacies and Medical Marijuana Treatment Center Dispensing Facilities would be added to the Table of Uses as a permitted use (P) in the C-1 Residential, Business and Professional District, and C-2 General Commercial zoning districts. Subsection 2.02.14 would outline the specific requirements for Medical Marijuana Treatment Center Dispensing Facilities as required through Florida Statute 381.986.

Option 2: Ban Medical Marijuana Treatment Center Dispensing Facilities

Adopt an ordinance banning Medical Marijuana Treatment Center Dispensing Facilities.

Even if the City decides to adopt an ordinance banning Medical Marijuana Treatment Center Dispensing Facilities, it would be recommended that Pharmacies be added to the Table of Uses as a permitted use (P) in the C-1 Residential, Business and Professional District and C-2 General Commercial zoning districts to recognize this use. Subsection 2.02.14 would be added to clarify that Medical Marijuana Treatment Center Dispensing Facilities are prohibited within the City.

OPTION 1:

Approval of Medical Marijuana Treatment Center
Dispensing Facilities in Land Development Code

ORDINANCE NO. 2022-08

AN ORDINANCE OF POLK CITY, FLORIDA; CREATING SECTION 2.02.14, POLK CITY LAND DEVELOPMENT CODE, AND AMENDING SECTION 2.04.01, ZONING DISTRICT SUMMARY TABLES, TABLE 4, POLK CITY LAND DEVELOPMENT CODE TO ADD PHARMACIES, INCLUDING MEDICAL MARIJUANA TREATMENT CENTER DISPENSING FACILITIES; AMENDING ARTICLE 9, DEFINITIONS; PROVIDING LEGISLATIVE INTENT; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

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

SECTION 1. FINDINGS AND INTENT. In adopting this Ordinance, the City Commission of Polk City, Florida hereby makes the following legislative findings and intent:

(1) In June 16, 2014, Governor Scott signed the “Compassionate Medical Cannabis Act of 2014” into State law, which serves as an outline for its medical marijuana industry.

(2) On March 25, 2016, Governor signed the “Compassionate Use of Low-THC and Medical Cannabis” into State law.

(3) On November 8, 2016, Florida voters approved a ballot initiative to amend the Florida Constitution creating Article X, section 29, Medical Marijuana Production, Possession, and Use, to allow broader sale and use of marijuana to treat debilitating medical conditions for eligible patients.

(4) On July 16, 2017, the City Commission of the Polk City, Florida, adopted Ordinance 2016-10, adopting a one-year moratorium on medical marijuana treatment centers.

(5) On June 9, 2017, the Florida Legislature passed a medical marijuana bill (Senate Bill 8-A) to implement Article X, section 29 of the Florida Constitution, which allows the use of marijuana by patients with debilitating medical conditions and provides for preemption to the State of certain regulations regarding medical marijuana dispensing facilities or medical marijuana treatment centers and allowing certain regulations pertaining to this subject matter to be addressed by the adoption of ordinances by local governments in Florida.

(6) On June 23, 2017, the Florida Governor signed the medical marijuana bill into law. The law went into effect on July 1, 2017.

(7) The City Commission of Polk City has determined that it is in the best interests of the citizenry and general public to regulate the location of medical marijuana treatment center dispensing facilities in accordance with Florida laws.

(8) The City Commission has the responsibility and authority to determine what uses are best suited to particular zoning categories as well as land use categories within the City.

(9) The City Commission of Polk City has determined that it is advisable and in the public interest to treat pharmacies and medical marijuana treatment center dispensing facilities in the same manner in accordance with Florida laws.

(10) The City Commission of the Polk City finds that this ordinance promotes the general health, safety, and welfare of the citizens and residents of Polk City.

(11) In accordance with the procedures required by Sections 166.041 (3)(c)2, Florida Statutes, and other applicable law, the regulations contained within this ordinance were considered by the City's Planning and Zoning Commission, sitting as the Local Planning Agency (LPA) as designated by the City, at a duly advertised public meeting, at which time interested parties and citizens had the opportunity to be heard and such regulations were recommended to the City Commission for adoption.

(12) The City Commission, after taking into consideration the recommendations of the Planning and Zoning Board and the City Staff, and the comments received during the public hearing process, finds that the proposed revisions and amendments are appropriate, desirable, and in the best interests of the City.

SECTION 2. AMENDMENTS TO UNIFIED LAND DEVELOPMENT CODE. The Land Development Code (LDC) of Polk City is hereby amended as depicted in Exhibit "A" attached to and incorporated in this ordinance.

SECTION 3. CONFLICTS. All ordinances in conflict herewith are hereby repealed to the extent necessary to give this Ordinance full force and effect, provided however, that nothing herein shall be interpreted so as to repeal any existing ordinance or resolution relating to means of securing compliance with the City's Land Development Code (LDC), unless such repeal is explicitly set forth herein.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The City of Polk City, Florida, hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional. Provided further that to the extent of any conflict with State General law or State of Florida Department of Health Rules relating to medical marijuana treatment centers and/or medical marijuana dispensing facilities then the City Commission

determines that such provisions be automatically struck from the provisions of this ordinance and of no force and effect.

SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect as provided by general law.

INTRODUCED AND PASSED on FIRST READING, this ___ day of _____, 2022.

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 _____, 2022.

Joe LaCascia, Mayor

ATTEST:

Patricia Jackson, City Manager/City Clerk

Exhibit "A"
Ordinance No.

Amendments to the Code of Ordinances and the Unified Land Development Code

Language stricken is shown in ~~strikethrough~~ format; language added is shown in underlined format.

ARTICLE 2: REGULATIONS FOR SPECIFIC DISTRICTS

2.02.00 General Regulations for All Zoning Districts

2.02.14 Medical Marijuana Dispensing Facilities

As authorized by Section 381.986 (11) (a) of the Florida Statutes, medical marijuana dispensing facilities must meet the following requirements:

- (A) *Location:* A medical marijuana dispensing facility may not be located within 500 feet of the real property that comprises a public or private elementary school, middle school, or secondary school unless approved by the City Commission at a public hearing at which the City determines that the location promotes the public health, safety, and general welfare of the community. This distance shall be measured by following the shortest route of ordinary pedestrian travel along the public thoroughfare from the nearest point of the licensee's place of business or proposed place of business to the nearest point of the school grounds in use as part of the school facilities.
- (B) *Other Criteria:* Medical Marijuana Dispensing Facilities shall meet all applicable State rules, regulations, and/or restrictions including but not limited to those relating to: advertising, consumption on site, exterior lighting, hours of operation, sale of other products, and security as set forth in Section 381.986 of the Florida Statutes and other applicable Florida law.
- (C) If anything in this Section is expressly pre-empted by the State Constitution or State General Law then such provision shall be of no force and effect and the relevant State Constitutional Provision and/or State General Law, if any, shall govern.

2.04.00 Establishment of Districts

2.04.01 Zoning District Summary Tables

The tables on the following pages present, in a quick-reference form, information regarding permitted and special exception land uses, and development standards for all zoning districts. These tables must be read in conjunction with the regulations for specific zoning districts in Section 2.04.02. Similar uses are permitted; and the zoning district in which they are permitted is to be determined by the Development Director. The key to the table is as follows:

P = Permitted Use

D = Site Development Plan required, use is permitted upon approval of Site Development Plan

S = Special Exception Use, Planning Commission action required

C = Conditional Use, Planning Commission and City Commission action required

Table 1 - Table of Uses for Each Zoning District

Category/Use	AG 1	AG 2	R 1	R 2	R 3	R 4	R 5	M H	C 1	C 2	M 1	M 2	P B	P R	C N
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Retail Commercial, no outdoor storage or activities

Antique shop										D	D				
Barbershop										D	D				
Beauty shop										D	D				
Building supply, indoor										D	D				
Convenience Store-no gas										D	D				
Copy Store (i.e. Kinko's)										D	D				
Drinking Establishment											D	C	C		
Flower Shop										D	D				

General retail shops										D	D						
Home occupation	D	D	D	D	D	D	D	D	D								
Laundry/dry cleaning/pick up locations										D	D	D	D				
Mini-warehouse											D	D	D				
<u>Pharmacies including Medical Marijuana Dispensing Facilities</u>										<u>P</u>	<u>P</u>						
Recycling center (indoor)											D	D	D	D			
Recreation, indoor, commercial											D	D					
Repair shop for appliances										D	D	D					
Restaurant - dine in										D	D	D	D				
Restaurant - other										D	D	D	D				
Restaurant -serving alcoholic beverages										D	D	D	D				
Shopping Center											D						
Special Events Facilities	C	C	C	C						C	C				C		
Studios-photography, music, dancing & art										D	D						
Theaters											D	D	D				
Veterinary clinic												D	D				
Video rental										D	D	D	D				

ARTICLE 9: DEFINITIONS

Dispensing Organization: An organization approved by the Department of Health to cultivate, process, transport, and dispense low-THC cannabis or medical cannabis pursuant to Florida Statutes Section 381.986.

Low-THC Cannabis: A plant of the genus *Cannabis*, the dried flowers of which contain 0.8 percent or less of tetrahydrocannabinol and more than 10 percent of cannabidiol weight for weight; the seeds thereof; the resin extracted from any part of such plant; or any compound, manufacture, salt, derivative, mixture, or preparation of such plant or its seeds or resin that is dispensed only by a Medical Marijuana Treatment Center from a dispensing organization as authorized by State law.

Marijuana: All parts of any plant of the genus *Cannabis*, whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds or resin, including low-THC cannabis, which are dispensed from a medical marijuana treatment center for medical use by a qualified patient as defined by Florida Statute 381.986.

Medical Marijuana Delivery Device: An object used, intended for use, or designed for use in preparing, storing, ingesting, inhaling, or otherwise introducing marijuana into the human body, and which is dispensed from a Medical Marijuana Treatment Center for medical use by a qualified patient.

Medical Cannabis: All parts of any plant of the genus *Cannabis*, whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds or resin that is dispensed only from a dispensing organization for medical use as authorized by State law.

Medical Marijuana Dispensing Facility: Any property where medical cannabis or low-THC cannabis or Marijuana Delivery Devices are sold, purchased, delivered, or dispensed for medical use by a Medical Marijuana Treatment Center as defined by Section 29, Article X of the State Constitution and as authorized by State law.

Medical Marijuana Treatment Center (MMTC): An entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their caregivers and is registered by the State of Florida Department of Health. (Term as defined by Section 29, Article X of the State Constitution.)

Pharmacy: A place where drugs and medicines are prepared and dispensed as defined in Florida Statutes 465.003.

OPTION 2:

**Ban Medical Marijuana Treatment Center Dispensing
Facilities in Land Development Code**

ORDINANCE NO. 2022-08

AN ORDINANCE OF POLK CITY, FLORIDA; CREATING SUBSECTION 2.02.14 , POLK CITY LAND DEVELOPMENT CODE, PROHIBITING MEDICAL MARIJUANA TREATMENT CENTER DISPENSING FACILITIES WITHIN CITY BOUNDARIES; PROVIDING LEGISLATIVE FINDINGS; PROVIDING MORATORIUM CONTINGENCY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

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

SECTION 1. FINDINGS AND INTENT. In adopting this Ordinance, the City Commission of Polk City, Florida hereby makes the following legislative findings and intent:

(1) Polk City has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida; Chapters 163 and 166, *Florida Statutes*; and Section 381.986, *Florida Statutes*.

(2) Potential adverse impacts on the health, safety, and welfare of residents and business from secondary effects associated with the sale and distribution of marijuana exist, potentially including: offensive odors, trespassing, theft, fire hazards, increased crime in and about the medical marijuana dispensing facility business, robberies, negative impacts on nearby businesses, nuisance problems.

(3) Certain of the above potential adverse impacts are accentuated by the current difficulties experienced by medical marijuana dispensing facility business in obtaining banking services necessitating such businesses to operate on a cash basis.

(4) There exists the potential for misappropriation and diversion of medical marijuana to non-medical uses.

(5) The Marijuana Policy Group has published a memorandum called "Municipal Dispensary Allocation: Florida," which evaluated the market need for medical marijuana dispensing facilities and the harmful consequences and secondary effects of over-saturation of medical marijuana dispensing facilities within the market place.

(6) The Marijuana Policy Group determined that Florida should have no more than one dispensing facility for each fifty-thousand residents and the optimal ratio is one dispensing facility per 67,222 residents, and Polk City has a population of approximately 2,902 residents, well below such ratios.

(7) Section 381.986(11), *Florida Statutes*, authorizes a county or municipality to "ban medical marijuana treatment center dispensing facilities from being located within the boundaries of that county or municipality."

(8) Section 381.986(11) further provides that “[a] county or municipality that does not ban dispensing facilities under this subparagraph may not place specific limits, by ordinance, on the number of dispensing facilities that may locate within that county or municipality,” and that “[e]xcept as provided in paragraph (c), a county or municipality may not enact ordinances for permitting or for determining the location of dispensing facilities which are more restrictive than its ordinances permitting or determining the locations for pharmacies licensed under chapter 465.”

(9) Given the secondary effects of medical marijuana dispensing facilities, The Marijuana Policy Group’s analysis of optimal population ratios, and the statutory restrictions on local government authority to regulate the number and location of dispensing facilities if not banned, there is a rational basis for Polk City to exercise its authority under Section 381.986(11), Florida Statutes, to ban dispensing facilities within the boundaries of Polk City.

(10) Given the rapidly evolving landscape of medical marijuana in the State of Florida and that the legislature has allowed local jurisdictions only two options: 1) allow medical marijuana treatment center dispensaries within their jurisdictional boundaries and regulate same no more stringently than they regulate pharmacies; or 2) ban medical marijuana treatment center dispensaries within their jurisdictional boundaries altogether; the City Commission finds it to be in the best interest of the health, safety, and welfare of the residents, businesses, and visitors of Polk City to prohibit medical marijuana treatment center dispensaries within the jurisdictional boundaries of the City at this time.

(11) Given the rapidly evolving landscape of medical marijuana within the State of Florida and that the State legislative action was the result of an amendment to the State Constitution, the City Commission believes there is a high likelihood of future State legislation regarding medical marijuana and potential for legal challenges to the State legislation already adopted.

(12) The City Commission desires to ensure that, in the event of any change, whether legislative, judicial, or administrative, to the City’s authority to prohibit medical marijuana treatment center dispensaries within its jurisdictional boundaries, the City has sufficient time to consider and adopt any standards or regulations regarding medical marijuana and medical marijuana treatment center dispensaries that are consistent with Florida law at that time to protect the health, safety, and welfare of the citizens, businesses, and visitors of Polk City.

(13) Accordingly, the City Commission has found it necessary to include in this Ordinance a moratorium on the acceptance, processing and approval of medical marijuana treatment center dispensaries (including by way of acceptance, processing and approval of applications for development orders and permits) within the City limits that would last one year from the effective date of any legislative change or final court order striking or otherwise altering the Polk City’s ability to ban or prohibit medical marijuana treatment center dispensaries within the City limits.

(14) In accordance with the procedures required by Sections 166.041 (3)(c)2, Florida Statutes, and other applicable law, the regulations contained within this ordinance were considered by the City's Planning and Zoning Commission, sitting as the Local Planning Agency (LPA) as designated by the City, at a duly advertised public meeting, at which time interested parties and citizens had the opportunity to be heard and such regulations were recommended to the City Commission for adoption.

(15) The City Commission, after taking into consideration the recommendations of the Planning and Zoning Board and the City Staff, and the comments received during the public hearing process, finds that the proposed revisions and amendments are appropriate, desirable, and in the best interests of the City.

(16) The City Commission has determined that it is in the best interest of the public health, safety, environment and general welfare to adopt this Ordinance.

SECTION 2. AMENDMENT OF CITY LAND DEVELOPMENT CODE. Section 2.02.00 of the Polk City Land Development Code is hereby amended to add the following new provision:

"Section 2.02.14 Medical Marijuana Treatment Center Dispensing Facilities.

(a) Prohibition. Medical Marijuana Treatment Center Dispensing Facilities are prohibited and shall not be located within the boundaries of the City. The City shall not accept, process or approve any request or application for a development order, building permit or other approval associated with a proposed Medical Marijuana Treatment Center Dispensing Facility.

(b) Definition. For purposes of this section, the term "Medical Marijuana Treatment Center Dispensing Facility" means any facility where medical marijuana, or any product derived therefrom, is dispensed."

SECTION 3. MORATORIUM CONTINGENCY. In the event Section 381.986, *Florida Statutes*, is amended or interpreted by a court of competent jurisdiction in a way as to eliminate or prevent Polk City's ability to ban or prohibit Medical Marijuana Treatment Center Dispensing Facilities within the City limits (or such statute or this Ordinance is interpreted in a manner to prevent the enforcement of Section 2.02.00 of the Land Development Code adopted by this Ordinance), upon the effective date of such legislative or administrative amendment or applicable final court order, an automatic one-year moratorium shall go into place on the acceptance, processing and approval of Medical Marijuana Treatment Center Dispensing Facilities (including by way of acceptance, processing and approval of applications for development orders and permits) within the City limits in order to give the City time to evaluate changes in the applicable law and the City's ability to regulate such uses and activities and potentially enact local legislation regarding the same. Such one-year moratorium may be terminated prior to one year through resolution or ordinance of the City Commission.

SECTION 4. CONFLICTS. All ordinances in conflict herewith are hereby repealed to the extent necessary to give this Ordinance full force and effect, provided however, that nothing herein shall be interpreted so as to repeal any existing ordinance or resolution relating to means of securing compliance with the City's Land Development Code (LDC), unless such repeal is explicitly set forth herein.

SECTION 5. SEVERABILITY. If any section, sentence, clause, or other provision of this Ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such section, sentence, clause, or provision shall be deemed severable, and such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining sections, sentences, clauses, or provisions of this Ordinance.

SECTION 6. EFFECTIVE DATE. This ordinance shall be effective immediately upon final passage by the City Commission.

INTRODUCED AND PASSED on FIRST READING, this __ day of _____, 2022.

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 _____, 2022.

Joe LaCascia, Mayor

ATTEST:

Patricia Jackson, City Manager/City Clerk

**City Commission Meeting
September 19, 2022**

AGENDA ITEM #4: **ORDINANCE 2022-09 – Vacation of Drainage and Utility Easements at 133 Bayberry Drive in the Sandy Pointe Subdivision**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2022-09 – Vacation of Drainage and Utility Easements at 133 Bayberry Drive in the Sandy Pointe Subdivision

ATTACHMENTS:

Overview Report from Central Florida Regional Planning Council
Ordinance 2022-09
Easement Agreement

ANALYSIS:

This is an applicant-initiated (Susan Borsje') request to vacate two existing easements on either side of Sweet Gum Lane between Lots #28 and #29 as depicted on the Sandy Pointe Subdivision Plat. The easements will be combined into one and be relocated on the parcel.

The Planning Commission held a Public Hearing on September 12, 2022, and voted 4/0 to forward the vacation of easements to the City Commission with a recommendation of approval.

STAFF RECOMMENDATION:

Adopt Ordinance 2022-09 on First Reading



**POLK CITY
PETITION FOR VACATION OF DRAINAGE AND UTILITY EASEMENTS
OVERVIEW REPORT**

September 19, 2022

TO: Polk City Commission

FROM: Central Florida Regional Planning Council

SUBJECT: **Ordinance 2022-09 – Vacation of Drainage and Utility Easements at 133 Bayberry Drive in the Sandy Pointe Subdivision:** Applicant-initiated (Susan Borsje) request to vacate two existing easements on either side of Sweet Gum Lane between Lots #28 and #29 as depicted on the Sandy Pointe Subdivision Plat. *The easements will be combined into one and be relocated on the parcel.*

AGENDA AND HEARING DATE:

- September 12, 2022 at 5:30 PM: Planning Commission (Public Hearing)
- **September 19, 2022 at 7:00 PM: City Commission (First Reading)**
- October 17, 2022 at 7:00 PM: City Commission (Second Reading – Public Hearing)

PLANNING COMMISSION ACTION: On Monday, September 12, 2022, the Polk City Planning Commission voted 4 to 0 to forward the vacation of easements to the City Commission with a recommendation of approval.

ATTACHMENTS:

- Aerial Photo Map of Property
- Request for Vacation of Easement:
 - Map and legal description of easement to be vacated

CITY COMMISSION MOTION OPTIONS:

1. Approve Ordinance 2022-09 on First Reading.
2. Approve with changes Ordinance 2022-09 on First Reading.
3. Deny Ordinance 2022-09 on First Reading.

FINDINGS OF FACT:

The Petition for Easement Vacations is to be reviewed by City Staff including City Engineer, the City Attorney, and consistent with the City's Land Development Code, regarding the vacation of roads, alleys, streets, and easements.

Below are findings of fact determined during the review.

- The petitioner has provided a map and legal description of the right-of-way to be vacated.
- Property owners within 300' of the subject parcel have been notified by mail of public hearings.
- Polk City staff has reviewed the application and determined that no utilities are located in the existing easements.
- The City Attorney has reviewed the application for completeness and has found no objection to the petition.

POLK CITY
AERIAL PHOTO MAP



Applicant Request to Vacate Easement

210 Bayberry Drive
Polk City, FL 33868-9342
Cell Ph.#863-521-0528
SusanB210@hotmail.com

February 7, 2022

Patricia Jackson, City Manager
123 Broadway SE
Polk City, FL 33868

RE: 133 Bayberry Drive Re-platting survey

Request to vacate the two existing easements on either side of Sweet Gum Lane as depicted on the Sandy Pointe Subdivision Plat

Dear Ms. Jackson,

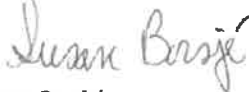
I am in the process of re-platting my property located at 133 Bayberry Dr., Polk City, FL 33868 in the Sandy Pointe Subdivision. I am, herewith, requesting the vacating of the 2 existing easements on either side of Sweet Gum Lane between Lots #28 and #29, as depicted on Sandy Pointe Subdivision plat.

The re-platting survey has been submitted to Robert A. Stevens & Associates, Surveying and Mapping.

A copy of the Deed to the property in question, the letter of approval from the Sandy Pointe POA Board of Directors, as well as Attachment C and Attachment D of Ordinance 1088, and the new re-platted survey were submitted on November 1, 2021, along with the request to vacate the existing easement on attachment D, Ordinance 1088, and to be relocated between lots #28 & #29.

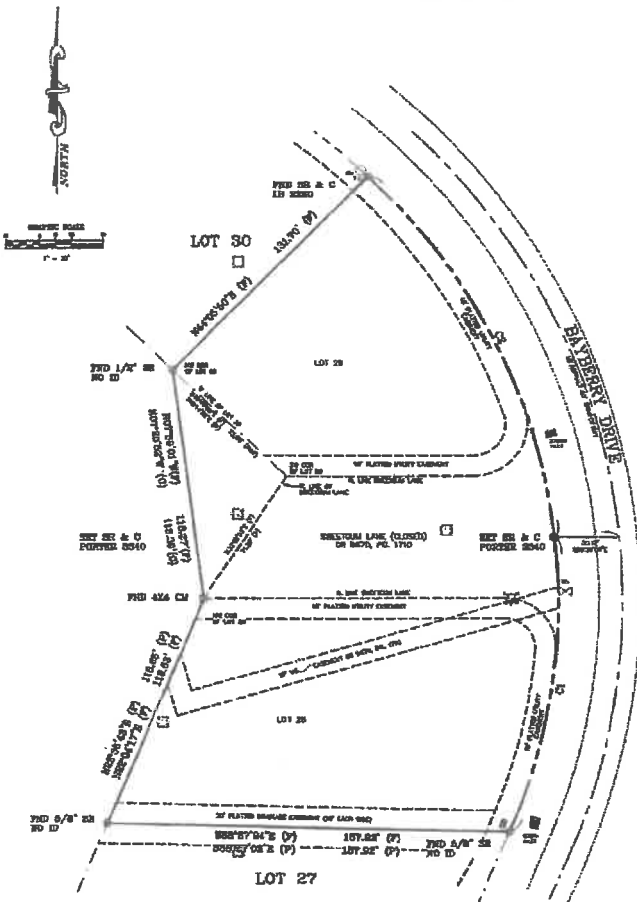
Thank you for your assistance in this matter.

Sincerely,



Susan Borsje'
210 Bayberry Drive

BOUNDARY SURVEY



- NOTES:**
- 1.) UNDERGROUND IMPROVEMENTS, IF ANY, HAVE NOT BEEN LOCATED.
 - 2.) THIS SURVEY WAS PERFORMED HEREON THE BEHEFT OF AN ASSOCIAT OR A TITLE COMPANY, THEREFORE, CONDITIONS OR OTHER ENCUMBRANCES MAY EXIST THAT ARE NOT SHOWN HEREON.
 - 3.) BEARINGS BASED ON THE WEST LINE OF LOT 29 AS BEING 82204-177E (8882).

REFERENCE:

Lots 28 and 29, Sandy Pointe Subdivision, and East corner of Lot 29, Lot 27, and West corner of Lot 29, from the Northwest corner of said lot 29 to the Northwest corner of said Lot 27, and West corner of lot 27, as shown on Survey Map, according to the lines or plat shown, as recorded in Plat Book 50, of page 29, of the public records of Polk County, Florida.

CURVE TABLE					
CURVE	LENGTH	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD
C1	152.42'	294.84'	30° 00' 00"	S 75° 00' 00" W	152.42'
C2	201.32'	399.64'	30° 00' 00"	S 75° 00' 00" W	187.32'

L. E. G. E. N. D.:

- 1. - 1/4" = 30'
- 2. - 1/8" = 15'
- 3. - 1/16" = 7.5'
- 4. - 1/32" = 3.75'
- 5. - 1/64" = 1.875'
- 6. - 1/128" = 0.9375'
- 7. - 1/256" = 0.46875'
- 8. - 1/512" = 0.234375'
- 9. - 1/1024" = 0.1171875'
- 10. - 1/2048" = 0.05859375'
- 11. - 1/4096" = 0.029296875'
- 12. - 1/8192" = 0.0146484375'
- 13. - 1/16384" = 0.00732421875'
- 14. - 1/32768" = 0.003662109375'
- 15. - 1/65536" = 0.0018310546875'
- 16. - 1/131072" = 0.00091552734375'
- 17. - 1/262144" = 0.000457763671875'
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CERTIFICATION:

I hereby certify that this drawing correctly reflects the result of a recent survey made under my direction and this survey was made in accordance with minimum technical standards adopted by the State of Florida Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, Chapter 61-71.05 of the Florida Administrative Code, pursuant to Section 672.022, Florida Statutes. I hereby certify that the property shown herein lies in Zone X as shown on the Florida Insurance Rate Map per Community Panel Number 120565 0180 G prepared by the Federal Emergency Management Agency.

Date of Survey
JUNE 9, 2021

Mark D. Porter
Mark D. Porter Florida Registered Professional Surveyor

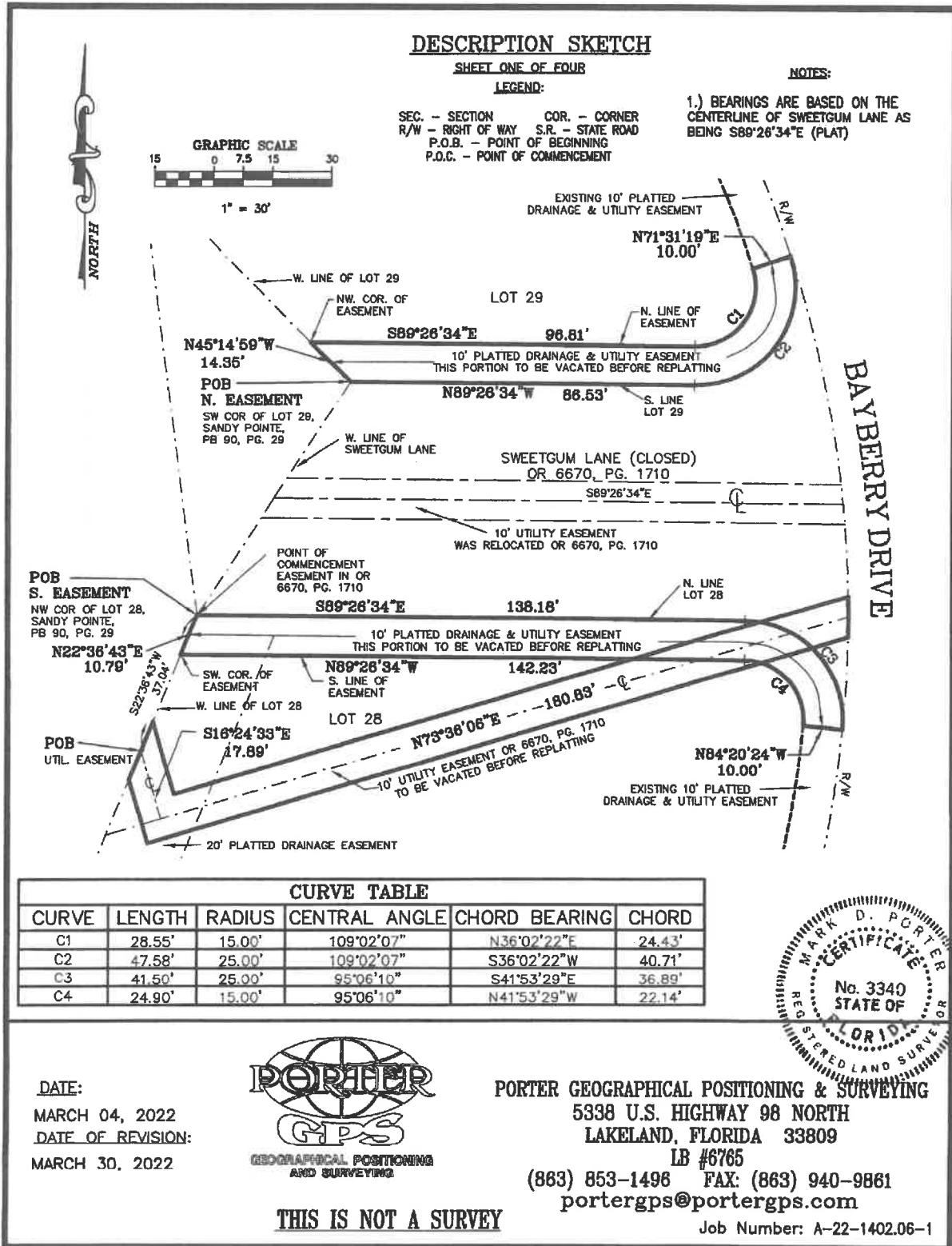
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PORTER GEOGRAPHICAL POSITIONING & SURVEYING, INC.
15 #4785
6338 US Highway 90 North Lakeland FL 33809
Office: (888) 853-1499 FAX: (888) 840-8891
porter@pgps.com

SUSAN BORSJE
BOUNDARY SURVEY OF LOTS 28 AND 29
SANDY POINTE SUBDIVISION, PB 00, PG 29, POLK COUNTY, FLORIDA

ENGINEER		
SURVEYOR	S.E.	6/09/21
DRAWN BY	M.D.P.	6/10/21
CHECKED	M.D.P.	6/16/21
APPROVED	M.D.P.	6/16/21
FIELD BOOK 148, PAGE 37	DATE	6/16/2021
		C-21-1402.05
		REV. NO.

Description Sketch and Legal Description of Easements to be Vacated



DATE:
MARCH 04, 2022

DATE OF REVISION:
MARCH 30, 2022

PORTER
GPS
GEOGRAPHICAL POSITIONING
AND SURVEYING

PORTER GEOGRAPHICAL POSITIONING & SURVEYING
 5338 U.S. HIGHWAY 98 NORTH
 LAKELAND, FLORIDA 33809
 LB #6765
 (863) 853-1496 FAX: (863) 940-9861
 portergps@portergps.com

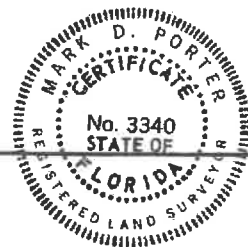
DESCRIPTION SKETCH

SHEET TWO OF FOUR

DESCRIPTION: LOT 29 EASEMENT

A portion of that certain Drainage and Utility Easement as shown on Lot 29 of SANDY POINT, as recorded in Plat Book 90, Page 29, of the Public Records of Polk County, Florida, being described as follows;

Begin at the Southwest corner of Lot 29 of said SANDY POINTE, thence North 45°14'59" West, along the West line of said Lot 29, a distance of 14.35 feet to the Northwest corner of said Easement, thence South 89°26'34" East, along the North line of said Easement, a distance of 96.81 feet to the Point of Curvature of a curve concaved to the Northwesterly having a Radius of 15.00 feet, a Central Angle of 109°02'07", a Chord Bearing of North 36°02'22" East and a Chord Distance of 24.43 feet, thence still along said North line and along the arc of said curve a distance of 28.55 feet, thence North 71°31'19" East a distance of 10.00 feet to the South line of said Lot 29, said point being on a non-tangent curve concaved to the Northwesterly having a Radius of 25.00 feet, a Central Angle of 109°02'07", a Chord Bearing of South 36°02'22" West and a Chord Distance of 40.71 feet, thence along said South line and the arc of said curve a distance of 47.58 feet, thence North 89°26'34" West, still along said South line, a distance of 86.53 feet to the POINT OF BEGINNING.



DATE:
MARCH 04, 2022



PORTER GEOGRAPHICAL POSITIONING & SURVEYING
5338 U.S. HIGHWAY 98 NORTH
LAKELAND, FLORIDA 33809
LB #8785
(863) 853-1496 FAX: (863) 940-9861
portergps@portergps.com

THIS IS NOT A SURVEY

Job Number: A-22-1402.06-2

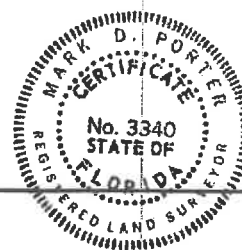
DESCRIPTION SKETCH

SHEET THREE OF FOUR

DESCRIPTION: LOT 28 EASEMENT

A portion of that certain Drainage and Utility Easement as shown on Lot 28 of SANDY POINT, as recorded in Plat Book 90, Page 29, of the Public Records of Polk County, Florida, being described as follows;

Begin at the Northwest Corner of said Lot 28, thence South 89°26'34" East, along the North line of said Lot 28, a distance of 138.18 feet to the Point of Curvature of a curve concaved to the Southwesterly having a Radius of 25.00 feet, a Central Angle of 95°06'10", a Chord Bearing of South 41°53'29" East and a Chord Distance of 36.89 feet, thence still along said North line, and along the arc of said curve a distance of 41.50 feet, thence North 84°20'24" West a distance of 10.00 feet to the South line of said Easement, said point being on a non-tangent curve concaved to the Southwesterly having a Radius of 15.00 feet, a Central Angle of 95°06'10", a Chord Bearing of North 41°53'29" West and a Chord Distance of 22.14 feet, thence along said South line and along the arc of said curve a distance of 24.90 feet to the Point of Tangency, thence North 89°26'34" West, still along said South line, a distance of 142.23 feet to the West line of said Lot 28, thence North 22°36'43" East, along said West line, a distance of 10.79 feet to the POINT OF BEGINNING.



DATE:
MARCH 04, 2022

DATE OF REVISION:
MARCH 30, 2022



PORTER GEOGRAPHICAL POSITIONING & SURVEYING
5338 U.S. HIGHWAY 98 NORTH
LAKELAND, FLORIDA 33809
LB #6765
(863) 853-1496 FAX: (863) 940-9861
portergps@portergps.com

THIS IS NOT A SURVEY

Job Number: A-22-1402.06-3

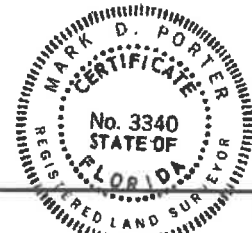
DESCRIPTION SKETCH

SHEET FOUR OF FOUR

DESCRIPTION: UTILITY EASEMENT

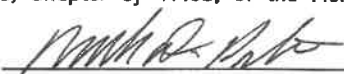
A Utilities Easement being 10.00 feet in width and lying 5.00 feet each side of the following described centerline;

Commence at the NW corner of Lot 28, SANDY POINTE SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 90, Page 29, of the Public Records of Polk County, Florida, thence S22°36'43"W along the West line of said Lot 28, a distance of 37.04 feet to the Point of Beginning, thence S16°24'33"E 17.89 feet, thence N73°36'06E 180.83 feet to the Westerly Right of Way line of Bayberry Drive and the end of this description.



CERTIFICATION:

I hereby certify that this drawing correctly reflects the description hereon and meets the Standards of Practice adopted by the State of Florida Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, Chapter 5j-17.05, of the Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.


Mark D. Porter Florida Registration #3340
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LAKELAND, FLORIDA 33809
LB #6765
(863) 853-1496 FAX: (863) 940-9861
portergps@portergps.com

DATE:
MARCH 10, 2022
DATE OF REVISION:
MARCH 30, 2022



THIS IS NOT A SURVEY

Job Number: A-22-1402.06-4

ORDINANCE 2022-09

AN ORDINANCE OF POLK CITY, FLORIDA, VACATING THREE PLATTED EASEMENTS DESCRIBED BELOW; PROVIDING FINDINGS AND CONDITIONS; PROVIDING FOR A CERTIFIED COPY TO BE FILED WITH THE POLK COUNTY CLERK OF COURT AND DULY RECORDED IN THE PUBLIC RECORDS OF POLK COUNTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. Findings. In adopting this Ordinance, the City Commission of Polk City hereby makes and expresses the following findings, purposes, and intent:

(1) Polk City has been conferred authority to vacate any street or alley by Sections 166.042 and 177.101, Florida Statutes.

(2) The Petitioner, Susan Borsje, requests the City, to forever vacate and abandon the easements located as described in Section 2 herein and as shown in Exhibit "A" which is attached and made a part hereof.

(3) Due public notice of the petition to seek the vacation of easement within the City was duly published in the Ledger for the purpose of hearing objections to the vacating of said easements at a public hearing held by the Polk City Planning Commission on September 12, 2022.

(4) On September 6, 2022, the City notified all property petitioner within the subdivision of the proposed closing of the easements, and the City Commission held a regularly scheduled City Commission meeting on Monday, September 19, 2022 at 7:00 p.m. for the purpose of hearing objections to vacating the underlying easements and notice thereof was duly published.

(5) Due public notice of the petition to seek the vacation of easements within the City was duly published in the Ledger for the purpose of hearing objections to the vacating of said easements at a public hearing held by the City Commission of Polk City on October 17, 2022.

(6) The City has determined there are no utilities located within the underlying easements, and City staff does not have any objections to the vacation of the easements.

(7) The City Commission, after having made a thorough study of the changing conditions in the neighborhood, being apprised of the existing facts, taking into

consideration the other easements whereby drainage and utilities may be routed, has determined that it is in the best interest of the Polk City and its residents that the said easements shall be forever vacated and abandoned.

Section 2. Vacation of Platted Easements; Conditions to Vacating the Easements. Based upon the findings set forth above, and the conditions set forth below, the City Commission hereby determines to conditionally vacate its easements as specified in Exhibit "A" hereof and articulated below:

(1) Platted Easements Located At 133 Bayberry Drive (Polk County Parcel Number 25-26-32-296016-000280) in the Sandy Pointe Subdivision; and described as Lot 29 Easement,

(2) A portion that certain drainage and utility easement as show as Lot 29 of Sandy Pointe, as recorded in Plat Book 90, Page 29, on the Public Records of Polk County, Florida; and described as Lot 28 Easement.

(3) A portion of that certain drainage and utility easement as shown on Lot 28 of Sandy Pointe, as recorded in Plat Book 90, Page 29, of the Public Records of Polk County, Florida; and a utilities easement being 10.00 feet in width and lying 5.00 feet each side of Lots 28 and 29 as recorded in Plat Book 90, Page 29, of the Public Records of Polk County, Florida.

The vacation of these easements is, however, subject to the following conditions:

(1) The Petitioner agree to indemnify and hold harmless the City from and against any and all claims, damages, liabilities, liens or expenses of any nature (including without limitations, costs, expenses, attorneys' and paralegals' fees) arising out of or resulting from the use of the vacated property, or the Petitioner' negligence or misconduct during its use of the vacated property, and,

(2) The Petitioner accept full responsibility and shall be obligated to prevent and maintain drainage in its current state from the property described in Exhibit "A" in this Ordinance. The Petitioner accept and acknowledge that Polk County has no responsibility for drainage from the property described in Exhibit "A" hereof; and,

(3) The Petitioner shall enter into that easement agreement attached to and incorporated in this Ordinance as Exhibit "B."

Section 3. Filing and Recording of Certified Copy. A certified copy of this Ordinance shall be filed with the Polk County Clerk of Court and duly recorded in the public records of Polk County in accordance with subsection 177.101(5) of the Florida Statutes.

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

Section 5. Conflict. All existing ordinances or parts of existing ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. Effective Date. This Ordinance shall take effect upon receipt of a fully executed and binding written agreement signed by the Petitioner covenanting to the conditions of approval set forth in Section 2 of this ordinance in the form substantially the same as that attached to and incorporated in this ordinance as Exhibit "B."

INTRODUCED AND PASSED on First Reading the _____ day of _____, 2022.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

Approved as to form and correctness:

Patricia R. Jackson, City Manager/Clerk

Thomas A. Cloud, City Attorney

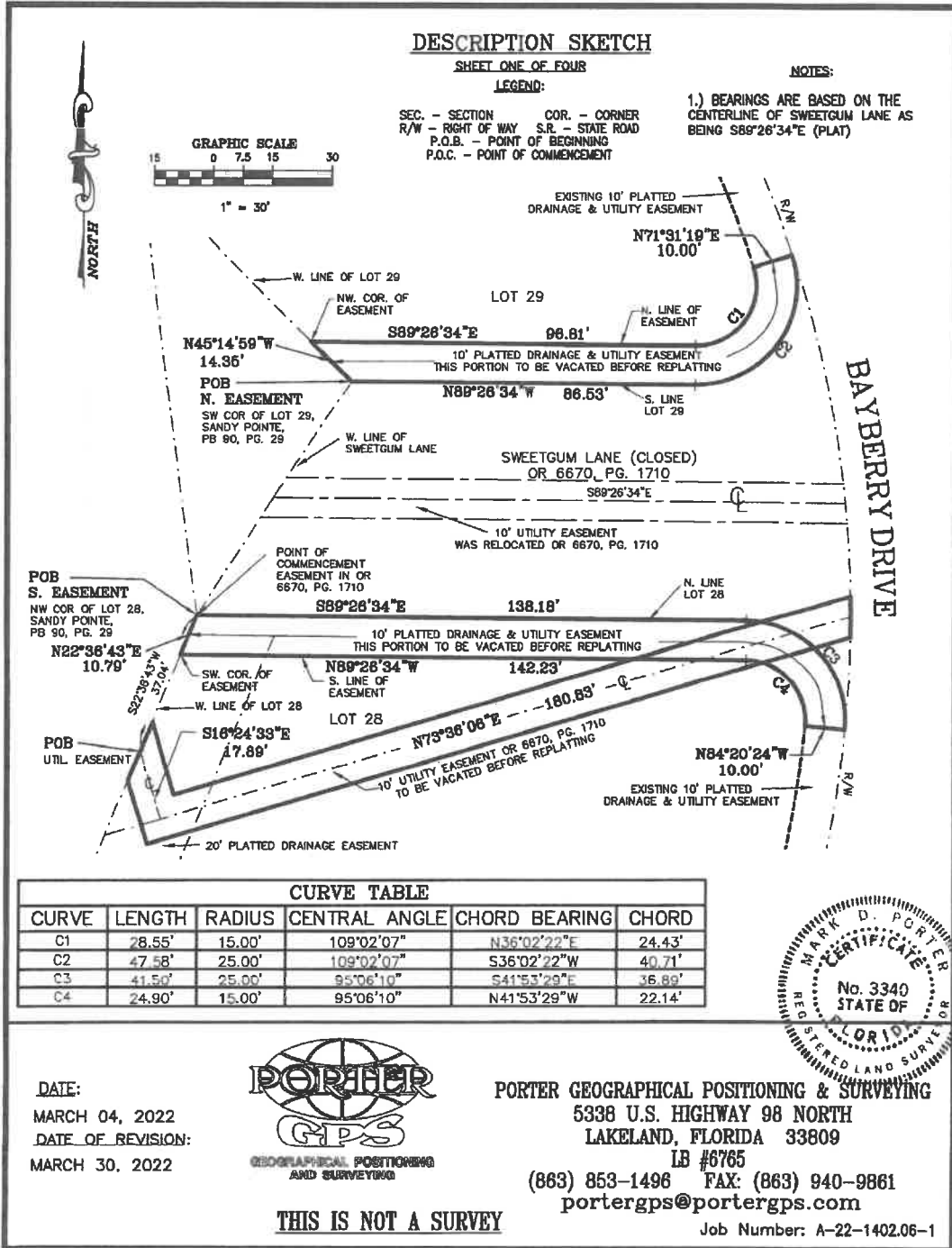
PASSED AND DULY ADOPTED ON SECOND READING, with a quorum present and voting by the City Commission of Polk City, Florida meeting in Regular Session this day of _____, 2022.

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

ORDINANCE NO. 2022-09
EXHIBIT "A"



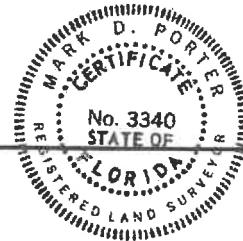
DESCRIPTION SKETCH

SHEET TWO OF FOUR

DESCRIPTION: LOT 29 EASEMENT

A portion of that certain Drainage and Utility Easement as shown on Lot 29 of SANDY POINT, as recorded in Plat Book 90, Page 29, of the Public Records of Polk County, Florida, being described as follows;

Begin at the Southwest corner of Lot 29 of said SANDY POINTE, thence North 45°14'59" West, along the West line of said Lot 29, a distance of 14.35 feet to the Northwest corner of said Easement, thence South 89°26'34" East, along the North line of said Easement, a distance of 96.81 feet to the Point of Curvature of a curve concaved to the Northwesterly having a Radius of 15.00 feet, a Central Angle of 109°02'07", a Chord Bearing of North 36°02'22" East and a Chord Distance of 24.43 feet, thence still along said North line and along the arc of said curve a distance of 28.55 feet, thence North 71°31'19" East a distance of 10.00 feet to the South line of said Lot 29, said point being on a non-tangent curve concaved to the Northwesterly having a Radius of 25.00 feet, a Central Angle of 109°02'07", a Chord Bearing of South 36°02'22" West and a Chord Distance of 40.71 feet, thence along said South line and the arc of said curve a distance of 47.58 feet, thence North 89°26'34" West, still along said South line, a distance of 86.53 feet to the POINT OF BEGINNING.



DATE:
MARCH 04, 2022



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LAKELAND, FLORIDA 33809
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portergps@portergps.com

THIS IS NOT A SURVEY

Job Number: A-22-1402.06-2

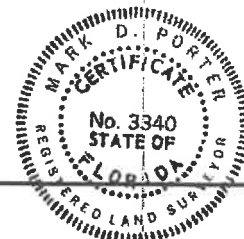
DESCRIPTION SKETCH

SHEET THREE OF FOUR

DESCRIPTION: LOT 28 EASEMENT

A portion of that certain Drainage and Utility Easement as shown on Lot 28 of SANDY POINT, as recorded in Plat Book 90, Page 29, of the Public Records of Polk County, Florida, being described as follows;

Begin at the Northwest Corner of said Lot 28, thence South 89°26'34" East, along the North line of said Lot 28, a distance of 138.18 feet to the Point of Curvature of a curve concaved to the Southwesterly having a Radius of 25.00 feet, a Central Angle of 95°06'10", a Chord Bearing of South 41°53'29" East and a Chord Distance of 36.89 feet, thence still along said North line, and along the arc of said curve a distance of 41.50 feet, thence North 84°20'24" West a distance of 10.00 feet to the South line of said Easement, said point being on a non-tangent curve concaved to the Southwesterly having a Radius of 15.00 feet, a Central Angle of 95°06'10", a Chord Bearing of North 41°53'29" West and a Chord Distance of 22.14 feet, thence along said South line and along the arc of said curve a distance of 24.90 feet to the Point of Tangency, thence North 89°26'34" West, still along said South line, a distance of 142.23 feet to the West line of said Lot 28, thence North 22°36'43" East, along said West line, a distance of 10.79 feet to the POINT OF BEGINNING.



DATE:
MARCH 04, 2022
DATE OF REVISION:
MARCH 30, 2022



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Job Number: A-22-1402.06-3

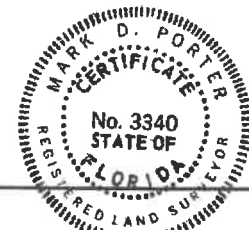
DESCRIPTION SKETCH

SHEET FOUR OF FOUR

DESCRIPTION: UTILITY EASEMENT

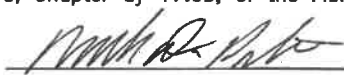
A Utilities Easement being 10.00 feet in width and lying 5.00 feet each side of the following described centerline;

Commence at the NW corner of Lot 28, SANDY POINTE SUBDIVISION, according to the map or plat thereof as recorded in Plat Book 90, Page 29, of the Public Records of Polk County, Florida, thence S22°36'43"W along the West line of said Lot 28, a distance of 37.04 feet to the Point of Beginning, thence S16°24'33"E 17.89 feet, thence N73°36'06E 180.83 feet to the Westerly Right of Way line of Bayberry Drive and the end of this description.



CERTIFICATION:

I hereby certify that this drawing correctly reflects the description hereon and meets the Standards of Practice adopted by the State of Florida Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, Chapter 5j-17.05, of the Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.


Mark D. Porter Florida Registration #3340
PORTER GEOGRAPHICAL POSITIONING & SURVEYING
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LB #6765
(863) 853-1496 FAX: (863) 940-9861
portergps@portergps.com

DATE:
MARCH 10, 2022
DATE OF REVISION:
MARCH 30, 2022



THIS IS NOT A SURVEY

Job Number: A-22-1402.06-4

Prepared By & Return to:
Thomas A. Cloud, ion,
Gray Robinson, PA
301 East Pine Street, Suite 1400
Orlando, FL 32801
(407) 843-8880

EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT (the "Agreement") is executed as of this ___ day of ____, 2022 by POLK CITY, FLORIDA, a municipal corporation created under the laws of the State of Florida (the "City"), and SUSAN BORSJE, an individual (the "Owner").

RECITALS

1. Susan Borsje is the owner of that certain property described on Exhibit "A" attached hereto (the "Property").
2. The Owner petitioned the City to vacate three utility easements and approve a replat of the Sandy Pointe Subdivision.
3. To accommodate the Owner's request and petition to vacate the three easements, the City is willing to accept an easement over, upon, and under the Property as described in Exhibit "B" attached to and incorporated in this easement agreement in favor of Polk City.
4. As a condition of approving the vacation of the three easements, the Owner voluntarily agrees to the conditions set forth in Ordinance No. 2022-09, which includes the grant of this utility easement.

ACCORDINGLY, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned parties hereby agree as follows:

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

SECTION 2. GRANT OF UTILITY EASEMENT; MAINTENANCE OF UTILITIES. Owner hereby grants to the City, its successors, assigns, and grantees, a non-exclusive utility easement across, over, upon, and under the Property for the purposes of installing, constructing, operating, operation and inspection, relocating, replacing, maintaining and repairing, from time to time, above and underground water utility facilities and improvements. Owner likewise conveys the right to deliver utility services for use in connection therewith, together with the right of ingress and egress to and from the Property (together, the "Easement").

SECTION 3. CONSENT TO CONDITIONS TO APPROVAL OF VACATION OF EASEMENTS. The Owner hereby consents to the conditions contained in Section 2 of Polk City Ordinance No. 2022-09 as set forth therein as consideration for the approval of vacation of the easements identified therein.

SECTION 4. RECORDATION OF AGREEMENT. The Owner agrees that the City shall record and the Owner shall pay to the City the costs of recording this Easement Agreement in the Public Records of Polk County, Florida.

SECTION 5. ENTIRE AGREEMENT. In making this Agreement, no Party is relying upon any representations made by any other Party, except such representations contained in this Agreement and only to the extent that such representations are explicitly and affirmatively stated herein. All Parties acknowledge that all of their agreements, and every part of every agreement reached by them, is set forth and included within this Agreement. This Agreement terminates and supersedes all prior written or oral understandings or agreements between the Parties regarding the subject matter of this Agreement. The Parties may only alter or amend this Agreement in a writing that is signed by all Parties.

SECTION 6. EFFECTIVE DATE. This Agreement shall take effect upon the date by which both parties have executed this Agreement.

IN WITNESS WHEREOF, Grantor and Grantee have executed and delivered this Agreement as of the date first written above.

FOR GRANTOR:

SUSAN BORSJE, an individual

Name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF POLK

Before me, personally appeared _____, an individual _____, well known and known to be the person acknowledged to and before me that he executed said instrument for the purposes therein expressed.

Witness my hand and official seal in the County and State last aforesaid, this _____ day of _____, 2022.

Notary Public, State of _____
My commission expires:

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

STATE OF FLORIDA
COUNTY OF POLK

Before me, personally appeared Joe LaCascia, Mayor of Polk City, Florida, well known and known to be the person acknowledged to and before me that he executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal in the County and State last aforesaid, this _____ day of _____, 2022.

My commission expires:

Notary Public, State of Florida

Approved as to form and correctness:

Thomas A. Cloud, City Attorney

EXHIBIT "A"

THE PROPERTY

**City Commission Meeting
September 19, 2022**

AGENDA ITEM #5: **ORDINANCE 2022-10 - Replat of Lots #28 and #29 of the Sandy Pointe Subdivision Plat**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2022-10 – Replat of Lots #28 and #29 of the Sandy Pointe Subdivision Plat

ATTACHMENTS:

Overview Report from Central Florida Regional Planning Council
Ordinance 2022-10

ANALYSIS:

This is an applicant-initiated (Susan Borsje’) request to replat of Lots #28 and #29 as depicted on the Sandy Pointe Subdivision Plat. There will be one 20’ easement, which is relocated between the two parcels. Please review the report submitted by Central Florida Regional Planning Council.

The Planning Commission held a Public Hearing on September 12, 2022 and voted 4/0 to forward the replat to the City Commission with a recommendation of approval.

STAFF RECOMMENDATION:

Adopt Ordinance 2022-10 on First Reading



**POLK CITY
PETITION FOR RIGHT-OF-WAY VACATION
OVERVIEW REPORT**

September 19, 2022

TO: Polk City Planning Commission

FROM: Central Florida Regional Planning Council

SUBJECT: **Ordinance 2022-10 Replat:** Applicant-initiated replat of Lots #28 and #29 of the Sandy Pointe Subdivision Plat.

AGENDA AND HEARING DATE:

- September 12, 2022 at 5:30 PM: Planning Commission (Public Hearing)
- **September 19, 2022 at 7:00 PM: City Commission (First Reading)**
- October 17, 2022 at 7:00 PM: City Commission (Second Reading – Public Hearing)

PLANNING COMMISSION ACTION: On Monday, September 12, 2022, the Polk City Planning Commission voted 4 to 0 to forward the replat to the City Commission with a recommendation of approval.

ATTACHMENTS:

- Aerial Photo Map
- Future Land Use Map
- Zoning Map
- Applicant Letter
- Legal/Title Opinion
- Replat

CITY COMMISSION MOTION OPTIONS:

1. Approve Ordinance 2022-10 on First Reading.
2. Approve with changes Ordinance 2022-10 on First Reading.
3. Deny Ordinance 2022-10 on First Reading.

FINDINGS OF FACT:

The Replat is to be reviewed by City Staff, the City Attorney, and consistent with the City's Land Development Code.

Below are findings of fact determined during the review.

- The petitioner has provided a map and legal description of the right-of-way to be vacated.
- Property owners within 300' of the subject parcel have been notified by mail of public hearings.
- Polk City staff has reviewed the application and determined that no utilities are located in the existing easements including electric, communications, etc.
- The City Attorney has reviewed the application for completeness and has found no objection to the petition.

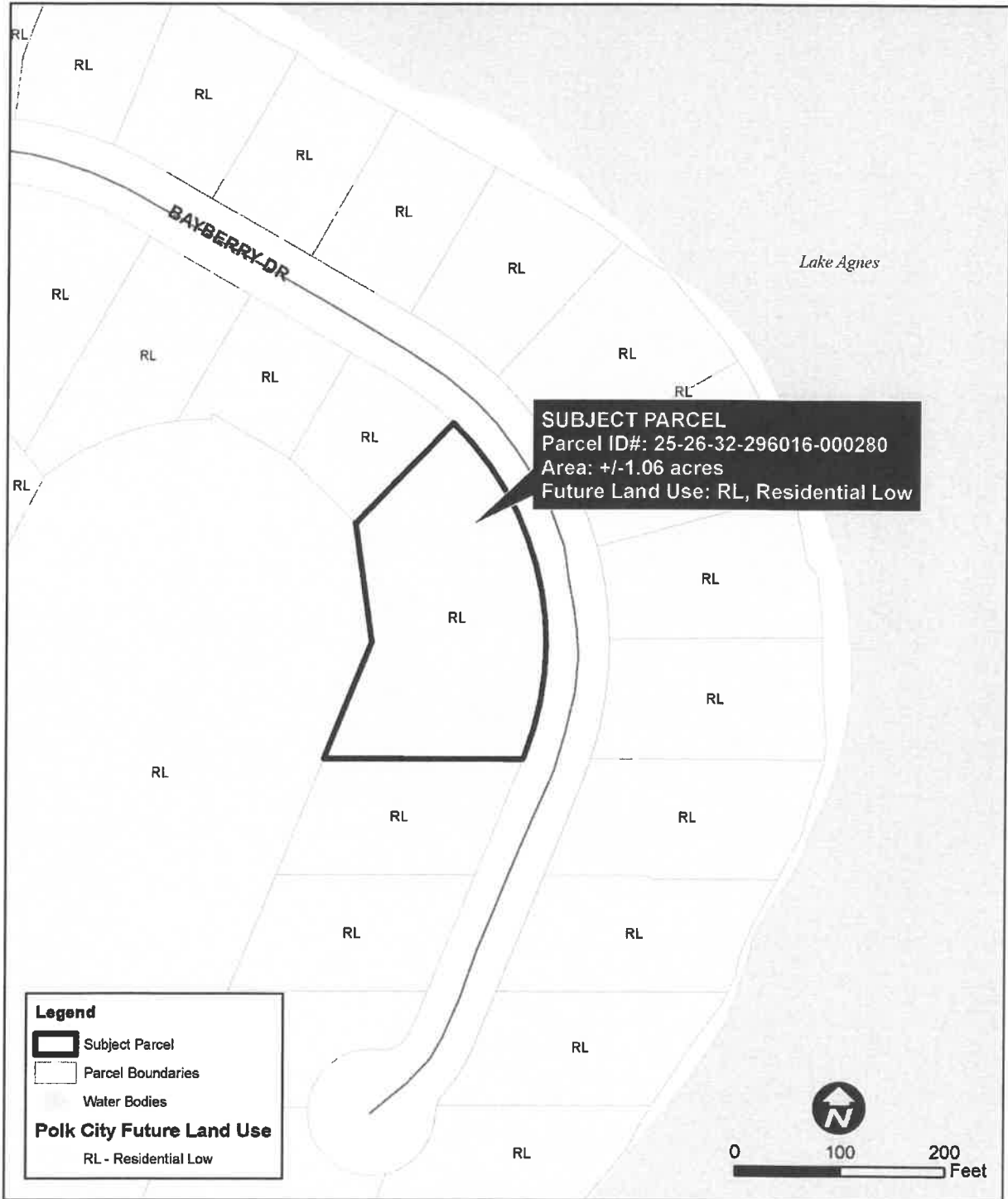
REPLAT EVALUATION:

- The property has a Future Land Use of Residential Low and zoning of R-1 Single Family Residential.
- The proposed replat will contain two single family residential lots meeting the requirements of the
- A letter certifying clear title of the subject property has been submitted and found acceptable by the City Attorney.
- The final subdivision plat has been reviewed and found to be in compliance with the requirements of Chapter 177, Florida Statutes and all applicable provisions for preliminary subdivision plat review per the Polk City Land Development Code.

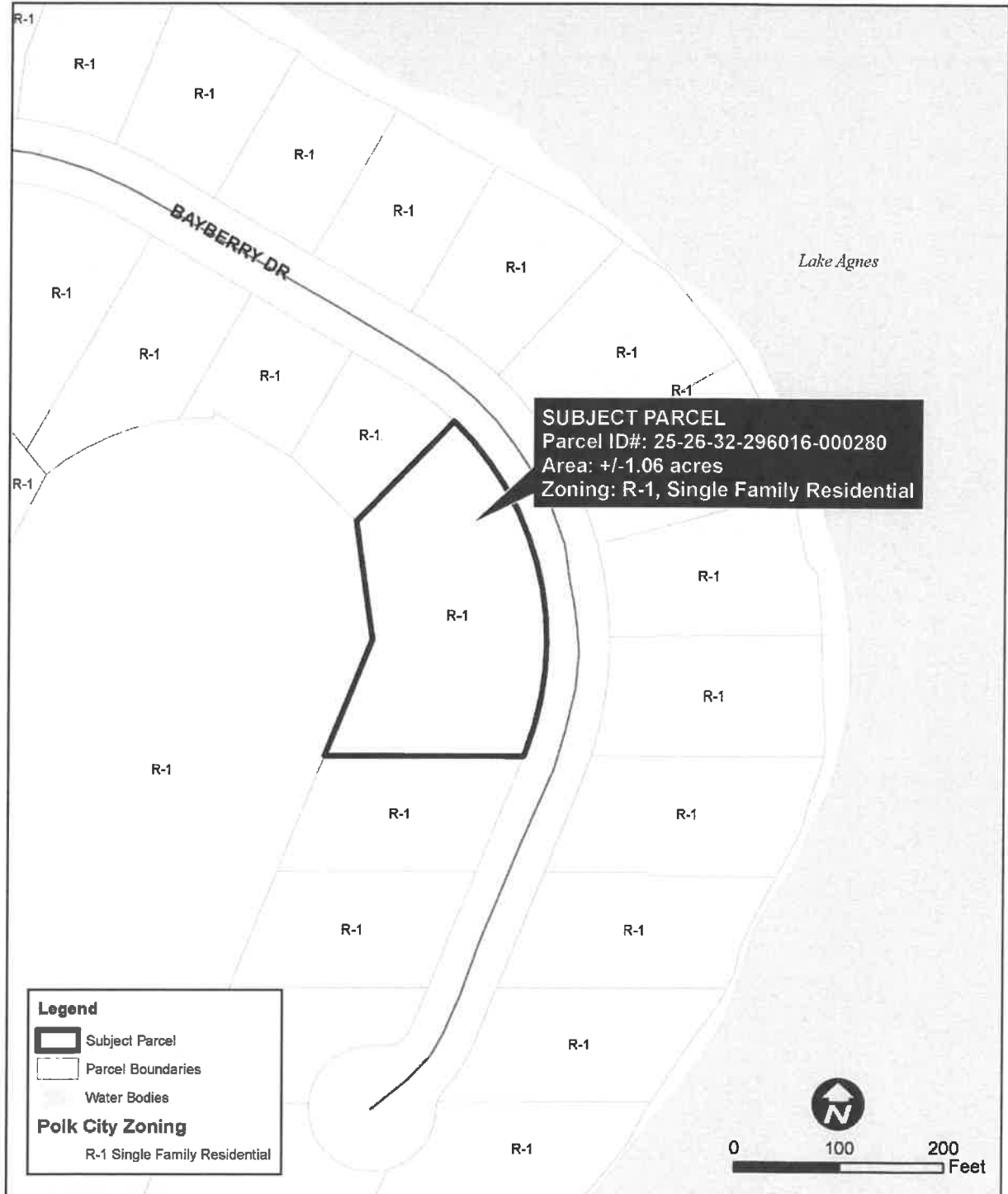
POLK CITY
AERIAL PHOTO MAP



POLK CITY FUTURE LAND USE MAP



POLK CITY ZONING MAP



Applicant Request

210 Bayberry Drive
Polk City, FL 33868-9342
Cell Ph.#863-521-0528
Susan8210@hotmail.com

February 7, 2022

Patricia Jackson, City Manager
123 Broadway SE
Polk City, FL 33868

RE: 133 Bayberry Drive Re-platting survey

Request to vacate the two existing easements on either side of Sweet Gum Lane as depicted on the Sandy Pointe Subdivision Plat

Dear Ms. Jackson,

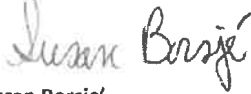
I am in the process of re-platting my property located at 133 Bayberry Dr., Polk City, FL 33868 in the Sandy Pointe Subdivision. I am, herewith, requesting the vacating of the 2 existing easements on either side of Sweet Gum Lane between Lots #28 and #29, as depicted on Sandy Pointe Subdivision plat.

The re-platting survey has been submitted to Robert A. Stevens & Associates, Surveying and Mapping.

A copy of the Deed to the property in question, the letter of approval from the Sandy Pointe POA Board of Directors, as well as Attachment C and Attachment D of Ordinance 1088, and the new re-platted survey were submitted on November 1, 2021, along with the request to vacate the existing easement on attachment D, Ordinance 1088, and to be relocated between lots #28 & #29.

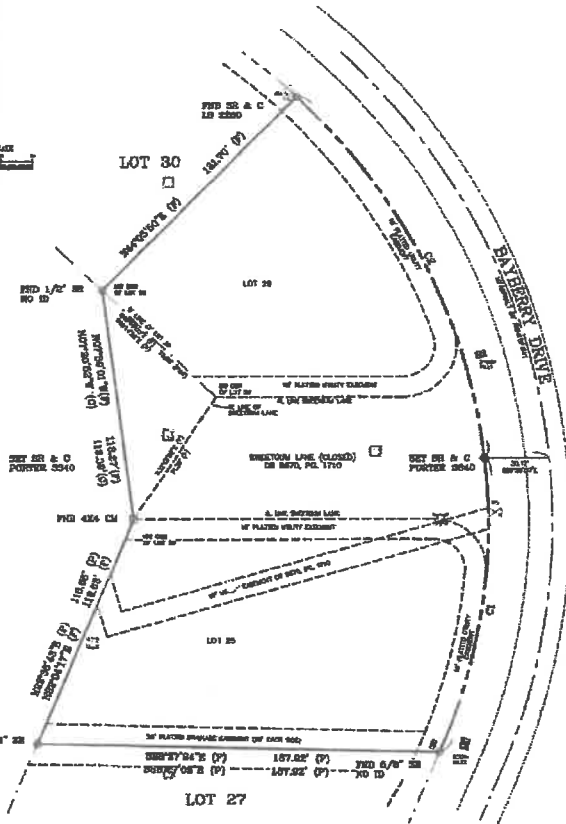
Thank you for your assistance in this matter.

Sincerely,



Susan Borsje'
210 Bayberry Drive

BOUNDARY SURVEY



- NOTES:**
- 1.) UNDERGROUND IMPROVEMENTS, IF ANY, HAVE NOT BEEN LOCATED.
 - 2.) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF AN ABSTRACT OR A MILE OFFICIAL. THEREFORE, ENCUMBRANCES OR OTHER ENCUMBRANCES MAY EXIST THAT ARE NOT SHOWN HEREON.
 - 3.) BEARINGS BASED ON THE WEST LINE OF LOT 28 AS BEING $N22^{\circ}04'17''E$ (3882).

ABSTRACT:

Lots 28 and 29, Sandy Pointe Subdivision, and that parcel of land lying westerly of a line running from the Northwest corner of said lot 28 to the Northwest corner of said lot 29, and that parcel of land situated on Sandy Pointe, according to the map or plan thereof, as recorded in Plat Book 70, at page 28, of the public records of Polk County, Florida.

CURVE TABLE

CURVE	LENGTH	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD
C1	142.00'	228.00'	272°15'	N22°04'17"E	152.88'
C2	226.00'	228.00'	272°15'	N22°04'17"E	152.88'

LEGEND:

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> 1. Survey Station 2. Survey Line 3. Survey Point 4. Survey Boundary 5. Survey Area 6. Survey Curve 7. Survey Intersection 8. Survey Control Point 9. Survey Monument 10. Survey Marker 11. Survey Boundary Line 12. Survey Area Line 13. Survey Curve Line 14. Survey Intersection Line 15. Survey Control Point Line 16. Survey Monument Line 17. Survey Marker Line 18. Survey Boundary Line 19. Survey Area Line 20. Survey Curve Line 21. Survey Intersection Line 22. Survey Control Point Line 23. Survey Monument Line 24. Survey Marker Line | <ul style="list-style-type: none"> 1. Survey Station 2. Survey Line 3. Survey Point 4. Survey Boundary 5. Survey Area 6. Survey Curve 7. Survey Intersection 8. Survey Control Point 9. Survey Monument 10. Survey Marker 11. Survey Boundary Line 12. Survey Area Line 13. Survey Curve Line 14. Survey Intersection Line 15. Survey Control Point Line 16. Survey Monument Line 17. Survey Marker Line 18. Survey Boundary Line 19. Survey Area Line 20. Survey Curve Line 21. Survey Intersection Line 22. Survey Control Point Line 23. Survey Monument Line 24. Survey Marker Line | <ul style="list-style-type: none"> 1. Survey Station 2. Survey Line 3. Survey Point 4. Survey Boundary 5. Survey Area 6. Survey Curve 7. Survey Intersection 8. Survey Control Point 9. Survey Monument 10. Survey Marker 11. Survey Boundary Line 12. Survey Area Line 13. Survey Curve Line 14. Survey Intersection Line 15. Survey Control Point Line 16. Survey Monument Line 17. Survey Marker Line 18. Survey Boundary Line 19. Survey Area Line 20. Survey Curve Line 21. Survey Intersection Line 22. Survey Control Point Line 23. Survey Monument Line 24. Survey Marker Line |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|


DEFINITIONS:

I hereby certify that this drawing correctly reflects the results of a recent survey made under my direction and this survey was made in accordance with minimum technical standards adopted by the State of Florida Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers, Chapter 9-17.05 of the Florida Administrative Code, pursuant to Section 473.022, Florida Statutes.

I hereby certify that the property shown herein lies in Zone 12 as shown on the Florida Insurance Rate Map per Commodity Pool Number 120055 0190 0 prepared by the Federal Emergency Management Agency.

Date of Survey
JUNE 9, 2021


 Mark D. Porter Florida Registered Professional Surveyor


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PORTER GEOGRAPHICAL POSITIONING & SURVEYING 5338 US Highway 90 North Lakeland FL 33800 18 88785 Office: (883) 853-1498 FAX: (883) 840-8861 portersurveying@comcast.net		
SCALE 1" = 30' ENGINEER SURVEYOR DRAWN BY CHECKED APPROVED FIELD BOOK 148, PAGE 37	DATE 6/16/21 6/16/21 6/16/21 6/16/21 6/16/21 6/16/2021	SUSAN DORSIE BOUNDARY SURVEY OF LOTS 28 AND 29 SANDY POINTE SUBDIVISION, PB 00, PC 29, POLK COUNTY, FLORIDA C-21-1402.05 REV. NO.

REVISION	DATE	DESCRIPTION

Title Opinion



Gregory A. Sanoba, Esq.
Maria D. Boudreaux, Esq.
P: 863.683.5353 • F: 863.683.2237
422 S. Florida Ave. • Lakeland, FL 33801

August 30, 2022

Polk City
Board of City Commissioners

HAND DELIVERED

Re: Lots 28 & 29 Sandy Pointe Subdivision

To Whom It May Concern:

In accordance with Florida Statutes 177.041, we have examined title to the property described on Exhibit "A", attached hereto and incorporated herein by reference.

Basing our opinion as to title to the lands upon a title search prepared by Old Republic National Title Insurance Company from the beginning of time to August 28, 2022 at 8:00 A.M. File No. 21130557, we find that fee simple title in and to the real property is vested in:

**Susan Borsje as Trustee of the Borsje Revocable Living Trust
dated January 7, 2021**

SUBJECT only to the following:

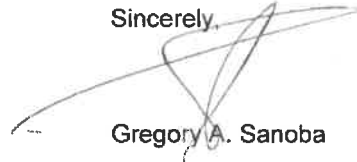
1. The public records of Polk County, Florida, of course, do not show unrecorded matters. Unrecorded matters that can affect title include: rights of tenants or adverse claimants in actual possession or use of any part of the land; easements; roadways, and rights-of-way acquired by long continued use or visible upon inspection; misplaced buildings, structures, walls, fences, and plantings; and matters that would be revealed by an accurate survey.
2. Real estate taxes for the calendar year 2021 and prior years have been paid. The property is subject to real estate taxes for the year 2022 and subsequent years thereof.
3. All matters contained on the Plat of Sandy Pointe Subdivision, as recorded in Plat Book 90, Page 29 of the Public Records of Polk County, Florida.

www.sanoba.com

4. Terms and conditions contained in Declaration of Covenants, Conditions, and Restrictions for Sandy Pointe Subdivision, and all exhibits attached thereto, recorded in O.R. Book 2888 Page 1564 of the Public Records of Polk County, Florida; together with the First Amendment to Declaration of Covenants, Conditions, and Restrictions for Sandy Pointe Subdivision recorded in O.R. Book 5345 Page 797 of the Public Records of Polk County, Florida; together with the Second Amendment to Declaration of Covenants, Conditions, and Restrictions for Sandy Pointe Subdivision recorded in O.R. Book 6203 Page 149 of the Public Records of Polk County, Florida; together with the Third Amendment to Declaration of Covenants, Conditions, and Restrictions for Sandy Pointe Subdivision recorded in O.R. Book 8506 Page 224 of the public records of Polk County, Florida; together with the Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Sandy Pointe Subdivision recorded in O.R. Book 9217 Page 2090 of the Public Records of Polk County, Florida, and all amendments thereto. Such Declaration, as amended, establishes and provides without limitation for easements, liens, charges, assessments, an option to purchase, a right of first refusal, and/or the prior approval of a future purchaser or occupant. (Sandy Pointe Subdivision Property Owners Association Inc.)
5. Subject property lies within a Water Management District and may be subject to assessments, if any, and any rules and regulations which said District may be allowed to establish.
6. Subject to assessments levied by Sandy Pointe Subdivision Property Owners Association Inc.
7. Easement reserved in Ordinance 1088 vacating right of way recorded in O.R. Book 6670 Page 1710 and in O.R. Book 6744 Page 1855 of the Public Records of Polk County, Florida.

If we can be of further assistance, please do not hesitate to contact my office.

Sincerely,



Gregory A. Sanoba

Enclosures

EXHIBIT "A"
Lots 28 & 29 Sandy Pointe Subdivision
LEGAL DESCRIPTION

Lots 28 and 29, Sandy Pointe Subdivision, and that parcel of land lying Easterly of a line running from the Northwest corner of said lot 28 to the Northwest corner of said lot 29, and that parcel of land depicted as Sweetgum Lane, according to the map or plat thereof, as recorded in Plat Book 90, Page 29, of the Public Records of Polk County, Florida.

ORDINANCE 2022-10

AN ORDINANCE OF POLK CITY, FLORIDA, APPROVING A SUBDIVISION PLAT TITLED SANDY POINTE SWEET GUM LANE, A REPLAT OF A PORTION OF SANDY POINTE SUBDIVISION; PROVIDING FINDINGS, PLAT APPROVAL, RECORDING, CONFLICTS, SEVERABILITY, & AN EFFECTIVE DATE.

WHEREAS, Susan Borsje ('applicant'), has requested approval of a subdivision replat titled "Sandy Pointe Sweet Gum Lane, A Replat of a Portion of Sandy Pointe," contained within lands depicted in Exhibit "A", containing ±1.06 acres of land, described as Lots 28 and 29 as recorded in Plat Book 90, Page 29, and as legally described in Exhibit "B"; and

WHEREAS, the subdivision plat has been reviewed and found to be in compliance with the requirements of Chapter 177, Florida Statutes and all applicable provisions for subdivision plat review per the Polk City Land Development Code; and

WHEREAS, due public notice of the meeting to take action on the subdivision plat by Polk City was advertised in the Ledger in accordance with the Polk City Land Development Code and Chapter 177, Florida Statutes;

WHEREAS, the City Commission of Polk City, in Regular Meeting on October 17, 2022, has reviewed the subdivision plat.

NOW, THEREFORE BE IT ORDAINED that the City Commission Polk City, Florida, as follows:

Section 1. Findings. The subdivision plat has been reviewed and found to be in compliance with the requirements of Chapter 177, Florida Statutes and all applicable provisions for preliminary subdivision plat review per the Polk City Land Development Code. The City Commission hereby incorporates all the findings contained in the Recitals set forth above as its findings.

Section 2. Approval of Subdivision Plat. The subdivision plat titled "Sandy Pointe Sweet Gum Lane, A Replat of a Portion of Sandy Pointe," contained within lands depicted in Exhibit "A", containing ±1.06 acres of land, described as Lots 28 and 29 as recorded in Plat Book 90, Page 29, and as legally described in Exhibit "B"; is hereby approved.

Section 3. Filing and Recording of Certified Copy. A certified copy of this Ordinance shall be filed with the Polk County Clerk of Court and duly recorded in the public records of Polk County in accordance with Chapter 177, Florida Statutes.

Section 4. Severability: If any provision or portion of this Ordinance is declared

by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 5. Conflict. All existing ordinances or parts of existing ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6 Effective Date: The effective date of this Ordinance shall be the date of its adoption.

INTRODUCED AND PASSED on First Reading the _____ day of _____, 2022.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

Approved as to form and correctness:

Patricia R. 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 _____, 2022.

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

ORDINANCE NO. 2022-10

EXHIBIT "A"

ORDINANCE NO. 2022-10

EXHIBIT "B"

DESCRIPTION:

Lots 28 and 29, Sandy Pointe Subdivision, and that parcel of land lying easterly of a line running from the Northwest corner of said lot 28 to the Northwest corner of said Lot 29, and that parcel of land depicted as Sweetgum Lane, according to the map or plat thereof, as recorded in Plat Book 90, at page 29, of the public records of Polk County, Florida.

**City Commission Meeting
September 19, 2022**

**AGENDA ITEM #6: PROFESSIONAL ENGINEERING SERVICES PROPOSAL -
CONSTRUCTION INSPECTIONS FOR THE LANDINGS AT MT. OLIVE
- PHASE I**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Professional Engineering Services Proposal – Construction Inspections for The Landings at Mt. Olive – Phase 1

ATTACHMENT:

CivilSurv Proposal Letter

ANALYSIS:

CivilSurv proposal to Polk City for Professional Engineering Services associated with construction inspection at The Landings at Mt. Olive – Phase 1 (Project). This proposal provides an overview of the services to be provided by CivilSurv.

The Scope of Services will be performed on a time & materials basis in accordance with the previously approved fee schedule. The estimated budget for the project is **\$99,840**, which will be a pass-through to the Developer.

The Applicant for The Landings at Mt. Olive residential development has received conditional approval to proceed with construction. CivilSurv will act as the City’s Consulting Engineer during the construction of infrastructure, that will later be transferred to the City at the completion of construction. CivilSurv will perform limited construction inspection services throughout the anticipated construction duration of six (6) months from the date of the preconstruction meeting to the date of final inspection.

The task consists of overall management of the project, including contract administration, budget management, invoicing, monthly progress reporting, scheduling, and coordination with the City.

STAFF RECOMMENDATION:

Approve the Professional Engineering Services Proposal for Construction Inspections in the amount of \$99,840.

September 12, 2022

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

**RE: Professional Engineering Services Proposal
The Landings at Mt. Olive – Phase 1
Construction Inspection
CivilSurv File: 354001005**

Ms. Jackson:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Engineering Services associated with construction inspection at The Landings at Mt. Olive – Phase 1 (Project). This proposal provides an overview of the services to be provided by CivilSurv.

PROJECT DESCRIPTION

The Applicant for The Landings at Mt. Olive residential development has received conditional approval to proceed with construction. The Project is located within Section 5, Township 27 South, Range 25 East. The Project is proposed to be constructed in phases with the initial phase consisting of: 135 single family residential lots, 1 clubhouse area, approximately 3,800-feet of roadway, 5 stormwater ponds, 56 drainage structures, approximately 3,500-feet of drainage pipe, 15 wastewater manholes, 3,600-feet of wastewater gravity sewer, 1 wastewater lift station, approximately 800-feet of wastewater force main, and approximately 3,800-feet of potable water main. Ownership of these infrastructure improvements will be transferred to the City upon completion of the project. Construction inspection services are proposed to observe the construction activities for compliance with the approved construction plans and specifications. Mt. Olive Road is a Polk County maintained facility. Improvements to Mt. Olive Road for the addition of turn lanes, etc. will be inspected by Polk County.

SCOPE OF SERVICES

Construction for the Project is anticipated to begin in the second quarter of 2022. CivilSurv will act as the City's consulting engineer during the construction of infrastructure that will later be transferred to the City at the completion of construction. CivilSurv will perform limited construction inspection services throughout the anticipated construction duration of 6 months from the date of the preconstruction meeting to the date of final inspection.

www.CivilSurv.com
Small Business Enterprise



It is understood the City has adopted the Polk County Land Development Division’s Site Construction standards for development within the City. Site construction standards for development are outlined in Appendix A, Section A402 through A406 of the Polk County Land Development Code.

This task consists of overall management of the Project including contract administration, budget management, invoicing, monthly progress reporting, scheduling, and coordination with the City.

Preconstruction Meeting

CivilSurv will attend one preconstruction meeting with the Applicant, Construction Contractor, Engineer of Record, and City Staff. The meeting will serve to establish communication protocol for the duration of the Project, review the construction schedule, and address questions regarding engineering inspection requirements for the Project. A summary of the meeting will be provided to the City and the Applicant.

Submittal Reviews

CivilSurv will review submittals, as submitted by the Construction Contractor, for items related to the public infrastructure civil improvements. CivilSurv’s review of the submittals does not relieve the Applicant from meeting the requirements of the City’s Land Development Code and / or approved construction plans.

Inspection and Testing

CivilSurv will require the Construction Contractor to provide notification at least 48-hours prior to clearing and grubbing, installation of silt fence, and any testing of materials. CivilSurv will observe material tests performed by the applicant’s testing company. CivilSurv’s scope of services does not include any materials testing services. In the event CivilSurv cannot be onsite during a material test due to scheduling conflicts, a field copy of the test shall be provided to CivilSurv by the Construction Contractor. Certified copies of all final test reports shall be submitted to CivilSurv by the Construction Contractor prior to final approval of the constructed site improvements.

Based on the scope of the Project, the following tests are anticipated to be performed by the Applicant’s testing company and observed by CivilSurv:

INFRASTRUCTURE	TESTING
Asphalt Pavement	Subgrade Density Base Density Asphalt Density
Sidewalk	Material Quality
Storm Sewer	Pipe Trench Density CCTV
Potable Water	Pipe Trench Density Pressure & Leakage Bacteriological Test

INFRASTRUCTURE	TESTING
Wastewater (Gravity)	Pipe Trench Density Leakage Testing CCTV Mandrel Test Manhole Vacuum Test
Wastewater (Pressure)	Lift Station Startup Force Main Pipe Trench Density Force Main Pressure & Leakage
Landscaping	Quantity & Size Verification

CivilSurv will inspect the construction site for compliance with the approved construction plans and the National Pollution Discharge Elimination System (NPDES) permit. With respect to the NPDES permit, the Applicant is responsible for all daily and post-rainfall event inspections and reporting to satisfy permit requirements.

Biweekly Progress Updates

CivilSurv will participate in biweekly progress updates with City Staff during the construction of the project via teleconference. A summary of the progress update discussion will be provided to the City.

Pre-Final (Substantial Completion) & Final Inspection

CivilSurv will conduct one Pre-Final (Substantial Completion) inspection upon receipt of notification from the Construction Contractor that the Project has been completed.

CivilSurv will generate a punch list of any items that need to be addressed prior to final approval. Upon notification from the Construction Contractor that all punch list items have been completed, CivilSurv will attend one final inspection and provide a summary of the meeting to the City.

Certification Review

CivilSurv will review the Engineer of Record's certification statement and the as-built survey, as provided by the Applicant. CivilSurv will provide a written summary of the certification review to the City. CivilSurv will not be providing any certifications for the Project.

Deliverables

CivilSurv will prepare the following deliverables for the Project:

- Construction Inspection Reports;
- Preconstruction Meeting Summary;
- Biweekly Progress Update Summaries;
- Pre-Final (Substantial Completion) Inspection Summary;
- Final Inspection Summary; and
- Summary of Certification Review.

BUDGET

The Scope of Services will be performed on a time & materials basis in accordance with the previously approved fee schedule. The estimated budget for the Project is \$99,840.

The estimated budget is based on an estimate of up to 40 hours per week of the construction inspector's time and an average of 4 hours per week of engineering and office support time for the duration of the anticipated 6 month construction schedule.

SCHEDULE

The anticipated construction schedule is 6 months from the preconstruction meeting to final inspection. The actual construction schedule is dependent on the Applicant and the Construction Contractor's schedule.

PROJECT UNDERSTANDING

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

- Inspections outside of standard business hours (8:00 am to 5:00 pm on Monday through Friday).
- Additional services due to an extension to the anticipated construction schedule.
- Failed tests and subsequent retesting may require an adjustment to the proposed budget.
- Meetings not specifically described in the Scope of Services.

CLOSING

This proposal is valid for a period of 30 days. Terms and conditions of the "Continuing Consulting Services Agreement" between Polk City and CivilSurv Design Group, Inc., dated March 21, 2022, are incorporated by reference.

We appreciate this opportunity to work with Polk City. If you have any questions, please do not hesitate to contact us at 863-646-4771.

Respectfully submitted,

CIVILSURV DESIGN GROUP, INC.



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

**City Commission Meeting
September 19, 2022**

AGENDA ITEM #7: City Manager Evaluation 2022

 X **INFORMATION ONLY**
 ACTION REQUESTED

ISSUE:

The 2022 City Manager Evaluation of Patricia Jackson is provided for review and discussion.

ATTACHMENTS:

City Manager Evaluation Final Scoring

ANALYSIS:

This item is for review and discussion

STAFF RECOMMENDATION: N/A

2022

City Manager Performance Evaluation **FINAL SCORING**



2022 City Manager Performance Evaluation Final Scoring

<i>1 = Immediate Improvement</i>	<i>2 = Below Average</i>	<i>3 = Average Performance</i>	<i>4=Meets Expectations</i>	<i>5 = Exceeds Expectations</i>			
Performance Dimension		Scoring by Commissioner				TOTAL SCORE	
FISCAL MANAGEMENT		JL	WH	RC	MTB	CN	
Thorough and effective budget preparation/management		5	5	4	4	4	
Timely updates to City Commission regarding financial conditions		5	5	4	4	4	
Financial assets properly safeguarded and the value maximized		5	5	4	4	4	
Assists City Commission in establishing long-term goals		5	n/a	4	4	4	
TOTALS		20	15	16	16	16	
TOTAL FOR CATEGORY		83/19				4.37 Overall Score	
PROFESSIONALISM							
Deals effectively and appropriately with the public and other organizations		4	5	4	4		4
Demonstrates high ethical standards within the organization		5	5	4	4		4
Works to keep “politics” and personal perspectives out of the decision making process		4	5	4	4		4
Stays active in professional organizations		4	5	4	4	4	
TOTALS		17	20	16	16	16	
TOTAL FOR CATEGORY		85/20				4.25 Overall Score	
POLICY AND PLANNING							
Effectively assists Commission in establishing long range goals		4	n/a	4	4		4
Demonstrates the ability to anticipate the needs of the City and recommends options to appropriately respond to those needs		4	5	4	4		4
Provide unbiased advice/alternative to facilitate decision making		4	5	4	4		4
TOTALS		12	10	12	12	12	
TOTAL FOR CATEGORY		58/14				4.14 Overall Score	
COMMUNITY RELATIONS							
Maintains City’s image for service and professionalism		4	5	4	4		4
Maintains a liaison with private, non-governmental agencies, groups, and organizations involved in areas relating to the City		4	5	4	4		4
TOTALS		8	10	8	8		8
TOTAL FOR CATEGORY		42/10				4.2 Overall Score	
COMMUNICATION							

2022 City Manager Performance Evaluation Final Scoring

Verbal: conducted in open, responsive and courteous manner	4	5	4	4	4	4.28 Overall Score
Written: Understandable, succinct and audience-appropriate	4	5	4	4	4	
Facilitates flow of information to the various constituencies	4	5	4	4	4	
Plan/organize appropriate responses to requests/complaints/concerns	4	5	4	5	4	
Timely, forthright, and encourages two-way feedback	4	5	4	5	4	
TOTALS	20	25	20	22	20	
TOTAL FOR CATEGORY	107/25					
RELATIONSHIPS WITH CITY COMMISSION MEMBERS						
Prompt and appropriate response to requests	5	5	4	5	4	4.4 Overall Score
Works to resolve problems at the administrative level to avoid unnecessary action from the City Commission	5	5	4	3	4	
Informs the City Commission of administrative developments	5	5	4	4	4	
TOTALS	15	15	12	12	12	
TOTAL FOR CATEGORY	66/15					
MANAGEMENT STYLE						
Sound Judgment (rational, reflects the known facts)	4	5	4	4	4	4.25 Overall Score
Creative (proactive, initiates out-of-the-box thinking)	5	5	4	4	4	
Decisive (through, timely, strategic perspective, etc.)	4	5	4	4	4	
Impartial/open (objective, unbiased, encourages collaboration)	4	5	4	4	4	
TOTALS	17	20	16	16	16	
TOTAL FOR CATEGORY	85/20					
TOTAL SCORE						29.89/7

FINAL OVERALL SCORE

4.27

1) During the past two years what can the City Manager take the greatest pride in? What do you feel are the strongest points and finest accomplishments?

JL – 1) Continuing to develop a strong, effective workforce during some difficult COVID related setbacks. 2) Also, every resident concern communicated to me and sent to CM for resolve was taken care of expeditiously and to the satisfaction of resident(s).

CN – As I have recently joined the Commission, I feel I am not currently equipped to answer this question.

MB – None

RC – Always looking forward to the future of the City.

WH – 1) Water system improved. 2) Sewer systems updated to meet needs.

2) What areas do you feel most needs improvement? Why? Do you have any constructive, positive ideas on how the City Manager can improve in these areas?

JL – Would like to see City Manager out and about in the City whenever possible as to increase her visibility to residents and business owners. Perhaps dedicating one day a month to visit local businesses could help in this regard. She has an engaging personality and is eager to help others to succeed.

CN – Currently, I do not have a response for this either.

MB – None

RC – More time spent in the community such as food drive, school activities.

WH – The Commissioners need to set goals of the different of the different approval of projects.....special meeting to do this.

**City Commission Meeting
September 19, 2022**

AGENDA ITEM #8: Approval of 2022 Christmas Parade

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

2022 Christmas Parade

ATTACHMENTS:

None

ANALYSIS:

As we learned late last year, FDOT approved Polk City's parade route as it has been done, dating back many years. As we move forward finalizing plans for the parade, FDOT now requires City Commission approval of the parade.

STAFF RECOMMENDATION:

Approval of 2022 Christmas Parade

**City Commission Meeting
September 19, 2022**

AGENDA ITEM #9: MOWING QUOTES

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Mowing Quotes

ATTACHMENTS:

Castro Custom Quote
Email from Keith McVeigh, Public Works Director
Copy of specifications for mowing, edging, blowoff, trimming, etc.

ANALYSIS:

At the Budget Workshop on August 20, 2022, discussion took place to have a professional company assist with some of the mowing of City-owned properties, which would take the place of hiring another employee in the Public Works Department. This will also allow additional time for the Public Works team to do other projects.

It was the consensus to move forward with this in the new budget year. Since that time, companies have been contacted to provide the City with a quote based on our specifications. The quotes will be available at the meeting that have been received (we are waiting to see if additional quotes are received prior to the meeting).

Polk City received one quote from Castro Customs in the amount of \$895.00 (see breakdown for per cut basis).

STAFF RECOMMENDATION:

To approve Castro Customs for lawn services on a per-cut basis for Polk City properties in the amount of \$895.00.

Castro Customs LLC
 10452 Steven Drive
 Polk City FL 33868
 863-223-6853
 castrocustomsfl@gmail.com



City of Polk City
 123 Broadway Blvd. SE
 Polk City FL 33868

Customer #	58
Estimate #	0000017
Date	Aug 11, 2022

Description	Cost/Rate	Qty/Hr	Taxes %	Total
Small Community Playground - 2nd Street (*Per Cut) .28 Acre Mowing & Weedeating	35.00	1	0.00	35.00
Freedom Park (*Per Cut) 1.62 Acre Mowing & Weedeating	150.00	1	0.00	150.00
Fishing Pier (*Per Cut) .31 Acre Mowing, Weedeating, Blow off	45.00	1	0.00	45.00
Activity Center (*Per Cut) .33 Acre Mowing, Edging, Weedeating, Blow off	45.00	1	0.00	45.00
Library (*Per Cut) 2 Split Lots - .31 Acre total Mowing, Edging, Weedeating, Blow off	45.00	1	0.00	45.00
Old Public Works Bldng + Basketball Courts (*Per Cut) .84 Acre Mowing, Edging, Weedeating, Blow off	75.00	1	0.00	75.00
Bronson Bldng + City Hall (*Per Cut) 2.5 Acre Mowing, Edging, Weedeating, Blow off	250.00	1	0.00	250.00
Downtown Sidewalks + Medians (*Per Cut) Mowing, Edging, Weedeating, Blow off & Hedge maintenance. To include crepe myrtle tree trimming as needed (around signs).	250.00	1	0.00	250.00
Notes: *Pricing is per cut •During October-March, can be cut bi-weekly depending on growth patterns. •During rainy season (April-September), should be cut once per week. Pricing per line item includes fuel surcharges, equipment maintenance, etc. Other services can be provided upon review, and approved added expense accordingly. Services such as: Hedge trimming, tree limb trimming, concrete work, etc. Luis Castro CastroCustomsFL@Gmail.com 863-223-6853	Subtotal			895.00
	Taxes			0.00
	Total Estimated Cost			895.00

Customer will be invoiced once per month on the 15th for services rendered that month. Payment is due by the last day of the current month.

FW: Lawn Service Quotes for City Facilities & Medians

Keith McVeigh <keith.mcveigh@mypolkcitey.org>

Tue 9/13/2022 4:31 PM

To: Patricia Jackson <patricia.jackson@mypolkcitey.org>

Cc: Sheandolen Dunn <sheandolen.dunn@mypolkcitey.org>

Ms. Jackson,

Please see below info regarding requesting quotes for lawn service.

Please let me know if you require anything else.

Thank you and have a great day.



V/r

Keith J. McVeigh

Public Works Director

Polk City, FL

Email: keith.mcveigh@mypolkcitey.org

Office Phone: 863-984-1375, Ext 302

Cell: 863-242-2642

From: Jasmyn Owens <jasmyn.owens@mypolkcitey.org>

Sent: Tuesday, September 13, 2022 3:16 PM

To: Keith McVeigh <keith.mcveigh@mypolkcitey.org>

Subject: Lawn Service Quotes for City Facilities & Medians

Below is a list of lawn service companies I have contacted regarding the request for lawn service quotes,

- **B. Farmer Lawn Care**
863-651-6725
Due to heavy work load B. Farmer Lawn Care is not interested.
- **Creative Edge Landscape & Lawn Care LLC**
863-812-5968
Creative Edge has not contacted me back.
- **Juniper Landscaping**
941-201-8979
Spoke with Lance from Juniper, waiting for him to contact me to schedule a date and time to conduct a cite survey.

Thank you and have a great day.

Polk City, Florida
Lawn Services for City Facilities and Medians on Commonwealth Avenue
Request for Quotes

Polk City is requesting formal quotes for lawn services for city facilities and Medians on Commonwealth Avenue **based on a per cut basis.**

Summary of Work is as follows:

- Small Community Playground – 2nd Street (.28 acres) Mowing & Weedeating
- Freedom Park – Berkley Road at Commonwealth Avenue (1.62 acres) Mowing & Weedeating
- Fishing Pier – on Lakeshore (.31 acre)s Mowing, Weedeating & Blowoff
- Activity Center – (.33 acre)s Mowing, Edging, Weedeating & Blowoff
- Library – 2 split lots (.31 acres total) Mowing, Edging, Weedeating & Blowoff
- Old Public Works Building + Basketball Courts (.84 acres) Mowing, Edging, Weedeating & Blowoff
- Bronson Building + City Hall (2.5 acres) Mowing, Edging, Weedeating, & Blowoff
- Downtown Sidewalks + Medians – Mowing, Edging, Weedeating, Blowoff & Hedge maintenance. To include crepe myrtle tree trimming as needed (around signs)
- 2x per week, sidewalk blowoff downtown (included) Prior to normal business hours, will blowoff downtown sidewalks of any fallen leaves or debris, keeping sidewalks clear
- There are roughly .33 of mile from Berkley/Lakeshore Drive to East Palmetto Lane – both sides and medians (downtown including city hall and library)
- Planning City Building cuts and Community Park cuts to be on separate days when needed; so parks are cut fresh prior to the weekend
- During October – March, can be cut bi-weekly depending on growth patterns

- Pricing per line item including fuel surcharges, equipment maintenance, etc.
- Other services can be provided upon review and approved added expense accordingly. Services such as hedge trimming, tree limb trimming, concrete work, etc.

Pricing is on a per cut basis.

**City Commission Meeting
September 19, 2022**

AGENDA ITEM #10: FORECLOSURE PROCEEDINGS – 423 Marklen Loop

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Foreclosure Proceedings – 423 Marklen Loop

ATTACHMENTS:

Findings of Fact, Conclusions of Law and Order

ANALYSIS:

A lien was placed in the amount of \$7,390.00 for the cost incurred by Polk City for the demolition of the structure at 423 Marklen Loop, Polk City, Florida, by Johnson's Excavation & Services, Inc.

Pursuant to State Statute 162.09(3), the Special Magistrate authorize Polk City to begin foreclosure procedures on the above captioned property.

City Manager and staff is requesting the Commission to begin foreclosure procedures on the property located at 423 Marklen Loop.

STAFF RECOMMENDATION:

Approve Attorney to begin foreclosure procedures on the property located at 423 Marklen Loop.



FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER

IN AND FOR POLK CITY, FLORIDA
VIOLATION NO: CE19-0174

July 20, 2022

VIOLATION ADDRESS: 423 MARKLEN LOOP POLK CITY FL.

PARCEL ID# 252632296014001050

POLK CITY, a Florida municipal corporation,

Petitioner

REYNOLDS DOROTHY E

Respondent(s)

FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE came on for public hearing before the Special Magistrate after due notice to Respondent(s), and the Special Magistrate, having heard testimony under oath, received evidence and heard argument thereupon, issues this "Findings of Fact, Conclusions of Law and Order" pursuant to §§162.07(4) and 162.08(5), Florida Statutes:

FINDINGS OF FACT

- 1. On or about NOVEMBER 21st, 2018 there existed at on the above described property, the following conditions in violation of the Code of Ordinances of Polk City, such conditions constituting a nuisance and a serious threat to the public health, safety and welfare within the meaning of §162.06(4), Florida Statutes: Sec. 34-102 OVERGROWTH, Sec. 34-102 Declaration of nuisance**
- 2. Captioned real property is located and existing within the corporate limits of Polk City, Florida. Respondent(s), as owner(s) of the captioned real property are responsible for maintaining the same in accordance with the Code of Ordinances of Polk City. All required notices pursuant to §162.12, Florida Statutes.**

CONCLUSIONS OF LAW

3. This Magistrate has jurisdiction over the Respondent(s) and this matter is otherwise properly before this Magistrate. Further, This Magistrate has subject matter jurisdiction pursuant to §2-35 of the Code of Ordinances of Polk City.
4. The above stated facts constitute a violation of the specific section(s) of the City Code cited in paragraph 1 herein.
5. The violator did ~~did not~~ appear for the hearing.

STATE OF FLORIDA, POLK CITY

I, the undersigned duly appointed City Clerk of Polk City, Florida, HEREBY CERTIFY that the foregoing is a true and correct copy of Order of Imposing Fine/Administrative Lien for Polk City, Petitioner, v REYNOLDS DOROTHY E. as shown in the records of the City on file in the office of the City Clerk.

WITNESS my hand and seal of Polk City, Florida, this day of ^{August} ~~July~~ 20, 2022.


PATRICA JACKSON, City Manager / City Clerk

ORDER

Base on the foregoing Findings of Fact Conclusions of Law, and upon consideration of (i) the gravity of the violation, (ii) any actions taken by the violation to correct the violation, and (iii) previous violations committed by the violator, it is hereby ORDERED that:

1. Summary Disposition. Respondent(s) admit(s) to the violation(s) and request(s) additional time to comply. Respondent(s) has/have waived any defenses to the violation(s). Respondents(s) shall have until _____ to comply or a \$ _____ per day fine may be imposed.
2. Respondent(s) shall secure captioned property by _____ or a \$ _____ per day fine shall be imposed.
3. Respondent(s) shall have until _____ DAYS FOR FINES OF _____ PER DAY WILL ACCRUE AND CONTINUE UNTILL COMPLIED. A SPECIAL MAGISTRATE HEARING WILL BE HELD ON _____ AT 4:00 p.m. AT 123 BROADWAY BLVD. POLK CITY FLORIDA CITY HALL, WHERE THE IMPOSITION OF FINE WILL BE ORDERED IF VIOLATIONS ARE NOT CORRECTED.
4. Polk City is hereby authorized to abate the violation(s) named herein in accordance with §162.09(1), Florida Statutes, but shall not be required to do so. If abatement occurs, Polk City may assess all costs incurred by it against Respondent(s), in addition to any fine or costs imposed herein, if any such fine amount or costs amount is imposed.

Pursuant to §162.08(5) Florida Statutes, the Code Enforcement Division of Polk City is hereby authorized to initiate the demolition process and assess all costs incurred by it against the Respondent(s), in addition to any fine or costs imposed herein, if any such fine amount or costs amount is imposed.

5. The evidence did not support the violation cited. The case is hereby dismissed.
6. Violation(s) did exist at the subject property but have been remedied. No fine in this matter shall be imposed, however future offenses of the same nature as cited in this case will be considered repeat offenses and subject to fines as such.
7. Violation(s) as identified herein is/are irreparable or irreversible in nature. A onetime fine of \$ _____ is imposed against the Respondent(s) in addition to any fine or costs imposed herein, if any such fine amount or costs amount imposed.
8. Respondent(s) shall be responsible the imposed for cost incurred by the City in prosecuting this case totaling \$ _____. The costs shall be paid in full of this order. If unpaid the costs shall be assessed against the subject property as a lien, and this Order, or subsequent Order Imposing Fine, may be recorded in the Public Records of Polk County as evidence thereof.
9. Respondent has been found in violation. This property is also recognized as a repeat offender. A fine of \$ _____ for the abatement shall be imposed so ordered November 20th 2019
10. Pursuant to §162.09 (3) the Special Magistrate authorize Polk City to begin foreclosure procedures on the above captioned property.
11. OTHER : A lien placed in the amount od \$7,390.00 for the cost incurred by Polk City for the demolition of the structure at 423 Marklen Loop Polk City Florida by the Johnson's Excavation & Services INC.

Bank is for notification purpose only.

YOU ARE NOTIFIED THAT IF THIS ORDER IMPOSES A FINE, ABATEMENT COSTS, OR PROSECUTION COSTS AGAINST YOU THAT pursuant to §162.09(3), Florida Statutes, once final this ORDER may be recorded in the public records and thereafter may constitute a lien against the captioned property and upon any other real property and upon any other al or personal property owned by YOU. FURTHER SUBSEQUENT CERTIFICATIONS OR SUPPLEMENTAL CERTIFICATIONS OF FINES MAY BE RECORDED IN THE PUBLIC RECORDS IF THE VIOLATIONS MENTIONED HEREIN MAY BE REMEDIED AND YOU FAIL TO TIMELY DO SO.

A HEARING WAS HELD AT 4:00 PM ON _____ NOVEMBER 20th, 2019 _____ AT POLK CITY, CITY HALL, 123 BROADWAY BLVD SE, FLORIDA 33844, TO CONSIDER THE ENTRY OF AN ORDER IMPOSING FINE AND LIEN.

IT WAS DONE AND ORDERED on ___ 20TH ___ day of NOVEMBER ___ 2019 ___ Polk City, Polk County, Florida.

DONE AND ORDERED on ^{15th} ~~20TH~~ day of ^{August} ~~JULY~~ 2022 _____ Polk City, Polk County, Florida.

ATTEST:


Patricia Jackson
Clerk to the Special Magistrate


Jim Pyle
Polk City Special Magistrate

**City Commission Meeting
September 19, 2022**

AGENDA ITEM #11

**PLANNING ADVISORY SERVICES AGREEMENT WITH CENTRAL
FLORIDA REGIONAL PLANNING COUNCIL**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

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

ATTACHMENTS:

- Planning Services Agreement with CFRPC

ANALYSIS:

Staff would like to engage with Central Florida Regional Planning Council to provide 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 is a Fixed Fee Agreement amount of \$30,000 for FY 2022-23. The fees are to be paid in four (4) payments as listed below.

October 1, 2022 - \$7,500

January 1, 2023 - \$7,500

April 1, 2023 - \$7,500

July 1, 2023 - \$7,500

STAFF RECOMMENDATION:

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



September 15, 2022

Ms. Patricia Jackson, City Manager
City of Polk City
123 Broadway Blvd. SE
Polk City, FL 33868
Patricia.Jackson@mypolkcity.org

Via Email

RE: CFRPC Planning Advisory Services Agreement

Dear Ms. Jackson:

Enclosed please find a Planning Advisory Services (PAS) Agreement for the CFRPC to provide professional planning services to the City of Polk City for the 2022-2023 Fiscal Year.

- The PAS Agreement includes continued professional planning services to the City as indicated in Attachment A, Scope of Work of the agreement including but not limited to assistance with:
 - 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.

Please contact me if you have any questions or concerns regarding the enclosed agreement. Please sign two copies of the enclosed agreement and return them to the CFRPC to my attention. We will return one original to your attention following signature of the CFRPC officials.

We greatly appreciate the opportunity to be of service to Polk City.

Sincerely,

Jennifer Codo-Salisbury, MPA, AICP
Deputy Director

Attachment: Planning Advisory Services (PAS) Agreement



PLANNING ADVISORY SERVICES AGREEMENT

with

POLK CITY

THIS AGREEMENT is made and entered into this _____ day of _____, 2022, by and between the **Central Florida Regional Planning Council** (hereinafter referred to as the "COUNCIL") and **Polk City** (hereinafter referred to as the "CITY").

BACKGROUND

- A. The CITY desires to engage the COUNCIL to provide professional planning services to assist the CITY in complying with the requirements of growth management laws; to provide technical assistance to the Planning and Zoning Board, elected officials, and CITY staff members on the evaluation and processing of land development proposals; and to maintain the Comprehensive Plan, Future Land Use Map, Unified Land Development Code, and Official Zoning Map; all of which is detailed in Attachment A, I-III – Scope of Work, and is a part of this Agreement.
- B. The CITY desires to engage the COUNCIL to update the Capital Improvements Element (CIE) to the Comprehensive Plan as detailed in Attachment A, IV – Scope of Work, and is a part of this Agreement.
- C. The CITY desires to engage the COUNCIL to assist in the preparation of grants as detailed in Attachment A, V – Scope of Work, and is a part of this Agreement.
- D. The COUNCIL shall provide updates to the CITY website as detailed in Attachment A, VI – Scope of Work and is part of this Agreement.
- E. The COUNCIL desires to provide such professional services in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto do mutually agree as follows:

I. GENERAL

The CITY engages the COUNCIL to assist the CITY in fulfilling the requirements of Chapter 163, Florida Statutes and all relevant amendments to these statutes, and any other pertinent state law or rule related to Growth Management; and the COUNCIL shall provide the professional services required under this Agreement with the CITY.

II. SCOPE OF WORK

The COUNCIL shall perform, in a satisfactory and proper manner, the work and services detailed in Attachment A - Scope of Work, and shall satisfy all requirements of the guidelines specified therein.

III. COMPENSATION

This is a fixed fee agreement. The fixed fee for Planning Services (I-VII in Attachment A) is **\$30,000 (thirty thousand dollars)**. As consideration for performance of all work rendered under this Agreement, the CITY agrees to pay a fixed fee for Planning Services of **\$30,000 (thirty thousand dollars)** to be paid in four (4) payments, beginning October 1, 2021 with a final payment due July 1, 2022. Payment shall be made upon receipt of an acceptable completed invoice from the COUNCIL, which shall be presented to the CITY. Payments will be due as follows:

October 1, 2022	\$7,500
January 1, 2023	\$7,500
April 1, 2023	\$7,500
July 1, 2023	\$7,500

All fees and payments for additional Scope of Work, if required, shall be negotiated.

IV. PERIOD OF AGREEMENT

The services of the COUNCIL are to commence upon execution of this agreement.

V. MODIFICATION OF AGREEMENT

- A. Either party may request changes in the services or Scope of Work to be performed by the COUNCIL pursuant to this Agreement, including adjustments in the funds provided under the Agreement if necessary and appropriate. Such changes mutually agreed upon by and between the CITY and the COUNCIL shall be incorporated in written amendments to this Agreement signed by both parties.
- B. Any extensions of the Agreement shall be mutually agreed upon by and between the CITY and the COUNCIL and shall be incorporated in written amendments to this Agreement signed by both parties.

VI. TERMINATION

- A. This Agreement may be terminated by the written mutual consent of the parties.

- B. Either party may terminate this Agreement upon written notice of thirty (30) days. Written notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
- C. In the event the Agreement is terminated, the COUNCIL shall be reimbursed in the amount commensurate with the work satisfactorily accomplished on the effective date of termination.

VII. COMPLIANCE WITH LAWS

The COUNCIL warrants, represents, and agrees that it will comply with all federal, state, and local laws, rules, and regulations applicable to the fulfillment of the requirements of this Agreement.

VIII. PERSONNEL

- A. The COUNCIL represents that it has, or will secure at its own expense, personnel necessary to perform the services under this Agreement.
- B. The COUNCIL shall continuously staff the project with personnel as deemed necessary by the COUNCIL to fulfill its obligations under this Agreement. Qualified persons may be added, deleted, or substituted at any time during the period of this Agreement, as the COUNCIL may deem necessary or appropriate.

IX. DATA TO BE FURNISHED TO COUNCIL

Upon reasonable request of the COUNCIL, the CITY shall provide to the COUNCIL, at no cost, all information, data reports, records, and maps in its possession, or which become available to it, that are necessary for the execution of work of the COUNCIL under this Agreement.

X. RIGHT TO WORK PRODUCTS

Copies of all work products shall become the property of the CITY.

XI. ASSIGNMENT

This Agreement shall not be assignable.

XII. TERMS AND CONDITIONS

This Agreement and attachments incorporated by reference constitute all the terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF, the CITY and the COUNCIL have caused this Agreement to be executed by their undersigned officials as duly authorized.

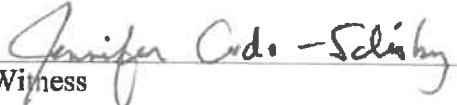
POLK CITY

**CENTRAL FLORIDA REGIONAL
PLANNING COUNCIL**


By: _____

By: 
Patricia M. Steed, Executive Director

Witness


Witness

Approved as to legal form and sufficiency:

City Attorney


Council Attorney

Polk City
SCOPE OF WORK FOR FY 2022-2023

GENERAL PLANNING SERVICES

I. GROWTH MANAGEMENT ADMINISTRATION

- A. The COUNCIL shall advise and assist the CITY in the preparation of small scale and large scale Comprehensive Plan amendments made necessary by annexations, citizen requests, State statute changes, and CITY initiated requests.
- B. The COUNCIL shall provide technical assistance to the elected officials, Planning and Zoning Board and CITY staff members on the evaluation and processing of land development proposals (i.e., comprehensive plan amendments, zoning applications, subdivision plats, site plans, etc.).
- C. The COUNCIL shall provide technical assistance on occasional and minor revisions to the Land Development Regulations.
- D. The COUNCIL shall coordinate training sessions on State Statute and rule changes that effect the CITY'S compliance with Chapter 163, F.S., as necessary and requested.

II. ROUTINE MAPPING (ON GIS BASE MAP)

- A. The COUNCIL shall prepare updates to the Map Series for the Comprehensive Plan made necessary by annexations, land use changes and text amendments.
- B. The COUNCIL shall prepare updates to the Official Zoning Map made necessary by annexations, requests for re-zonings and Comprehensive Plan amendments.

III. LARGE SCALE PLAN REVIEW

The COUNCIL shall advise and assist the CITY on matters concerning the review of proposed large scale development projects on such subjects as, (a) the contents of proposed plans, (b) the processes for development review, (c) the integration of the development and its infrastructure plans into the CITY'S Comprehensive Plan, (d) coordination of review and (e) consistency with the Land Development Regulations and Comprehensive Plan.

SPECIALIZED PLANNING SERVICES

IV. CAPITAL IMPROVEMENTS ELEMENT (CIE)

The COUNCIL will coordinate the tasks below in order to update the Capital Improvements Element of the Comprehensive Plan.

- A. Prepare an updated Capital Improvements Element and five-year schedule.
- B. Prepare a sample ordinance to be used for adoption of the Capital Improvements Element.

The COUNCIL will work with the CITY to obtain all necessary information in updating the Capital Improvements Element of the Comprehensive Plan, and attend public hearings related to the adoption of the Capital Improvements Element, as requested by the CITY.

V. GRANTS: ASSISTANCE

The COUNCIL shall assist the CITY in the preparation and submittal of up to two grant applications as part of this agreement. Should the applications need to be revised in order to be resubmitted to another funding source, the COUNCIL will provide any necessary revisions for a period of up to one year under the terms of this agreement. Typical grants are those that fund planning studies, transportation improvements, and recreation or other public amenities.

WEBSITE SERVICES

VI. WEBSITE REVISIONS AND ADDITIONS

The COUNCIL shall provide any requested revisions and additions to the City website. This includes minor design changes and added functionality as well as content changes and maintenance, such as text and pictures. Any needed troubleshooting shall also be provided. *The COUNCIL is not responsible for ADA compliant documents for documents provided by the City.*

VII. CITY STAFF TRAINING ON WORDPRESS

If needed, the COUNCIL shall provide training for CITY staff for up to four (4) hours on the operation of WordPress. This will provide CITY staff the ability to update content such as text and pictures and make minor changes to the website.