

POLK CITY

Special City Commission Meeting

March 26, 2024

Polk City Government Center
123 Broadway Blvd., SE

6:00 PM

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant City Manager Sheandolen Dunn

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

Irish American Heritage Proclamation

LifeLink National Donate Life Month Proclamation

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

AGENDA

1. **Ordinance 2024-01** - Future Land Use Map Amendment in the Green Swamp Area of Critical State Concern is an applicant-initiated Future Land Use Map Amendment in the Green Swamp Area of Critical State Concern "X" to change the Future Land Use from Convenience Center-X (CCX) to Residential Suburban-X (RSX) on approximately 1.44 acres in Polk City, located at 9600 SR 33 (Parcel number 252631-000000-044210). **First Reading**
2. **Ordinance 2024-02** - Rezoning in the Green Swamp Area of Critical State Concern is an applicant-initiated rezoning in the Green Swamp Area of Critical State Concern "X" to change the zoning from Convenience Center-X (CCX) to Residential Suburban-X (RSX) on approximately 1.44 acres in Polk City, located at 9600 SR 33 (Parcel number 252631-000000-044210). **First Reading**
3. **Resolution 2024-02** - A Resolution of the City Commission of Polk City, Florida; approving a Preliminary Site Plan for 9,720 square foot Retail Plaza located on approximately 1.37 Acres in Polk City, at 0 SR 33 (Parcel Number 242701-000000-021020) in the Green Swamp Area of Critical State Concern; providing a condition of approval; providing an effective date.

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Commissioner Blethen

Commissioner Nichols

Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

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

CONSENT AGENDA
March 26, 2024

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

A. CITY CLERK

1. February 20, 2024 – City Commission Workshop
2. February 20, 2024 - Regular City Commission Meeting

B. REPORTS

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

C. OTHER

**Special City Commission Meeting
March 26, 2024**

CONSENT AGENDA ITEM: Accept minutes for:

- 1. February 20, 2024 – City Commission Workshop
- 2. February 20, 2024 - Regular City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

- 3. February 20, 2024 – City Commission Workshop
- 4. February 20, 2024 - Regular City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION WORKSHOP MINUTES

February 20, 2024

Mayor LaCascia called the meeting to order at 6:30 pm.

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

ROLL CALL – Assistant City Manager Sheandolen Dunn

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

ORDER OF BUSINESS

Ordinance 2024-01 – During the Regular Meeting, this item will be removed from the Agenda.

Ordinance 2024-02 – During the Regular Meeting, this item will be removed from the Agenda.

Ordinance 2024-03

Jennifer Codo-Salisbury (CFRPC) provided a brief overview and Powerpoint presentation regarding a request by Boyd D Stephens and Laura J Stephens Revocable Trusts (applicant) to amend the official zoning map designation for property from Single Family Residential (R-1) to Planned Unit Development (PUD) on approximately 15.45 acres in Polk City, located on the east side of Berkley Road north of Lakeview Drive and south of Crape Myrtle Lane (Parcel numbers 252632-000000-022020 and 252632-000000-022030). **First Reading**

Commissioner Nichols discussed the current zoning is R-1, which allows for 15,000 square foot lots.

Jennifer Codo-Salisbury responded the lots will be smaller than the existing lots. This would be an increase of 23 homes based on size. This could be designed for the 38 homes with R-1 zoning. The Planning Commissions impression was smaller lots with smaller homes.

City Manager Jackson explained what was presented to the Planning Commission, which was the minimum lot size is 1,200 square feet.

Commissioner Blethen stated that he spoke in December with regards to reducing traffic on Berkley Road. Nothing has changed, the increased traffic issue needs to be addressed with the additional homes coming into Sandy Pointe.

City Manager Jackson stated a Traffic Study was done by Polk County; and they did not require any changes with this addition of homes.

Commissioner Blethen discussed that employment is non-existent. The traffic has increased because the residents are going out of Polk City to work and the schools are overloaded.

Mayor LaCascia discussed the School Board is not over-extended based on the studies that continue on a much larger scale.

No further discussion.

Kipe Academy

City Attorney Cloud provided his findings via email to City Manager Jackson. A copy of that email has been provided in the City Commission Packet. Based on Polk City's Charter and the Personnel Policy, City Attorney Cloud is advising that Polk City not move forward with negotiating or approving a Lease Agreement with Kipe Academy.

No further discussion.

Petrotech Southeast Inc. Annual Services Agreement

No Discussion

ADJOURNMENT – 7:00 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

February 20, 2024

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

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

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

ROLL CALL – Assistant City Manager Sheandolen Dunn

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

APPROVE CONSENT AGENDA

Motion by Commissioner Nichols to approve the **January 16, 2024** (Regular City Commission Meeting and Workshop) and the reports and other items on the Consent Agenda; this motion was seconded by Commissioner Blethen.

Motion carried 3/0 by Voice Vote.

PRESENTATIONS/PROCLAMATIONS - None

PUBLIC COMMENTS - None

ORDER OF BUSINESS

Ordinance 2024-01 – City Commission provided Consensus to remove this item from the Agenda.

Ordinance 2024-02 – City Commission provided Consensus to remove this item from the Agenda.

Ordinance 2024-03

Jennifer Codo-Salisbury (CFRPC) provided a brief overview and Powerpoint presentation regarding a request by Boyd D Stephens and Laura J Stephens Revocable Trusts (applicant) to amend the official zoning map designation for property from Single Family Residential (R-1) to Planned Unit Development (PUD) on approximately 15.45 acres in Polk City, located on the east side of Berkley Road north of Lakeview Drive and south of Crape Myrtle Lane (Parcel numbers 252632-000000-022020 and 252632-000000-022030). **First Reading**

Mayor LaCascia opened the Public Hearing:

The following Sandy Pointe residents spoke urging denial of the Official Zoning Map Amendment from Single Family Residential (R-1) to Planned Unit Development (PUD).

Paul Holland – 388 Crape Myrtle Lane

James Beck - 392 Bayberry Drive
Michael & Krista Dunn – 258 Bayberry Drive
Edward Clark – 237 Bayberry Drive
Sam Cerra – 101 Bayberry Drive
Lucia Croy – 345 Bayberry Drive
Jie Gao – 237 Bayberry Drive
Mike Blethen – 320 Crape Myrtle Lane

Mayor LaCascia closed the Public Hearing.

Motion by Commissioner Blethen to deny Ordinance 2024-03 Applicant Initiated Official Zoning Map Amendment; this motion was seconded by Commissioner Nichols.

Roll Call Vote: Commissioner Nichols – aye, Commissioner Blethen – aye, Mayor LaCascia – aye

Motion carried 3/0.

Kipe Academy

Mayor LaCascia discussed during the January 20, 2024 City Commission Meeting, the Kipe Academy, Inc. item was tabled until further research was done and brought back during the February Meeting. City Attorney Cloud has provided his findings via the email attached in the February Meeting packet.

The City Commission has reviewed the City Attorney’s email and subsequently accepted his advice by **consensus on not moving forward with negotiating or approving a Lease Agreement with Kipe Academy** (a copy of the email will be a part of the minutes).

Petrotech Southeast Inc. Annual Services Agreement

City Manager Jackson discussed Polk City currently has an Annual Services Agreement with Petrotech Southeast, Inc. for Sludge Hauling. The current agreement began June 1, 2022 and will end on September 30, 2025. As the current Agreement does not include Maintenance of the Polymer System, Staff is requesting to amend the Agreement to include Maintenance of the Polymer System to the contract beginning February 1, 2024 – December 31, 2027.

Staff recommended approval of the Petrotech Annual Services Agreement to include the Maintenance of the Polymer System beginning February 1, 2024 – December 31, 2027.

Motion by Commissioner Nichols to approve the Petrotech Southeast Inc. Annual Services Agreement; this motion was seconded by Commissioner Blethen.

Motion carried by Voice Vote 3/0.

CITY MANAGER ITEMS

Municipal Election – No election. The two incumbents ran unopposed. Also, no one has submitted a Letter of Interest for the District 2 Seat and the At-Large Seat.

DRMP – Utility Coordination has taken place for DOT Signalization.

Thank you – City Manager Jackson expressed a heartfelt thank you to everyone for their various acts of kindness and prayers during the passing of her husband Lloyd “Butch” Jackson.

CITY ATTORNEY ITEMS

City Attorney Cloud briefly discussed in January the two bills pending in Legislation:

- 1) Outside City limits Surcharge
- 2) Expanding or even creating a CRA

Those bills did not pass. However, there will be a new bill coming out next year. Attorney Cloud will keep everyone apprised.

COMMISSIONER ITEMS

Commissioner Nichols - None

Commissioner Blethen – None

Mayor LaCascia – None

ANNOUNCEMENTS – None

ADJOURNMENT – 8:10 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**Special City Commission Meeting
March 26, 2024**

CONSENT AGENDA ITEM: Department Monthly Reports

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

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

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Code Enforcement Report

FEBRUARY 2024

SNIPE SIGNS REMOVED	66
LIEN SEARCHES	12
INSPECTIONS	61
CLOSED OUT CASES	16
SPECIAL MAGISTRATE CASES	0
CLOSED OUT SPECIAL MAGISTRATE CASES	2
CASE SUBJECTS	
REFERRED TO COUNTY	9
DISABLE VEHICLES	1
BUILDING WITHOUT PERMIT	5
OVERGROWTH	5
HOUSE NUMBERS	0
FENCE/INSPECTIONS	6
JUNK AND DEBRIS	9
RV/TRAILER PARKING	7
OPEN STRUCTURE	0
MET WITH CITIZEN	6
NOISE	0
PLACE LIEN	0
CLOSE OUT LIEN	1
YARD SALE	0
ANIMAL	1
POSTINGS	0
EXTENDED CASES	5
ACCESSORY USE	1
POOLS	2
BUSINESS LICENSE	0

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Feb
Fund: 01 OPERATING FUND

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	3,528,653.74	
01-101-990	Library Van Fleet Cycling Challenge	9,656.09-	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	48,212.43	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	221,233.17-	
01-117-100	Allowance for Bad Debt	131.83-	
01-133-100	Due From Other Governmental Units	45,258.79	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	57,955.50	
01-151-100	Investments - FL SAFE GF	1,182,307.43	
01-151-902	Investments - FL SAFE GF Reserves	83,582.70	
01-153-302	Restricted Cash - New Local Opt Gas Tax	327,161.69	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		5,209,450.78
01-202-100	Accounts Payable	32,126.18	
01-202-200	Accounts Payable - Year End	10,258.34-	
01-202-900	Customer Deposits	6,260.00	
01-208-300	Due to County - Impact Fees	21,277.92	
01-208-310	Due to DCA - Bldg Permit Surcharge	29.60	
01-208-320	Due to Dept of Business - License Fees	54.11-	
01-208-330	Due to PCSO - Police Education Revenue	1,383.95	
01-216-100	Accrued Payroll	28,486.41-	
01-217-200	Accrued Sales Tax	110.76	
01-218-100	Payroll Taxes Payable	9,507.95	
01-218-200	FRS Retirement Payable	527.99	
01-218-300	Health Plan Payable	3,285.93	
01-218-320	Supplemental Insurance Payable	5,335.56	
01-218-400	Dental Plan Payable	1,002.51-	
01-218-410	Vision Plan Payable	451.28	
01-218-700	ICMA-RC	100.00	
	** TOTAL LIABILITY**		40,595.75
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	4,473,458.35	
	** TOTAL EQUITY**		4,473,458.35
	** TOTAL REVENUE**		1,941,802.46
	** TOTAL EXPENSE**		1,246,405.78
	TOTAL LIABILITY AND EQUITY		5,209,450.78

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

GENERAL FUND REVENUES
41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUES	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
01-311-100	AD VALOREM TAXES	1,200,104.95	1,319,937.00	1,319,937.00	24,118.81	1,263,516.34	56,420.66	95.73 %
01-312-300	9th Cent Gas Tax	5,161.96	18,801.00	18,801.00	1,187.15	4,928.65	13,872.35	26.21 %
01-312-400	Local Option Gas Tax	105,866.01	108,748.00	108,748.00	8,277.99	35,616.98	73,131.02	32.75 %
01-312-410	New Local Option Gas Tax	72,962.38	69,118.00	69,118.00	5,449.37	22,218.04	46,899.96	32.15 %
01-314-100	Electric - Utility Tax	150,391.83	129,331.00	129,331.00	10,924.80	42,703.39	86,627.61	33.02 %
01-314-300	Water - Utility Tax	55,470.46	65,399.00	65,399.00	5,723.57	19,354.07	46,044.93	29.59 %
01-314-301	Water - Utility Tax - Readiness to Se	12,132.76	6,212.00	6,212.00	0.00	0.00	6,212.00	0.00 %
01-314-400	Gas - Utility Tax	23,900.68	23,948.00	23,948.00	3,674.64	9,571.91	14,376.09	39.97 %
01-315-100	Communications Services Tax	231,405.75	228,111.00	228,111.00	11,399.76	52,267.05	175,843.95	22.91 %
01-316-100	Local Business Licenses	13,161.76	7,100.00	7,100.00	55.00	4,701.00	2,389.00	66.21 %
01-316-102	County Business Tax	1,439.41	775.00	775.00	86.45	375.00	400.00	48.39 %
01-316-103	FLC Delinquent Bus. Tax Program	960.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-322-100	Building Permits	31,179.38	35,000.00	35,000.00	592.45	4,927.28	30,072.72	14.08 %
01-322-101	Bldg Permit - Plan Checking	62,772.08	15,000.00	15,000.00	330.00	1,359.00	13,641.00	9.06 %
01-322-102	Bldg Permit - Admin Fee	3,880.00	4,000.00	4,000.00	400.00	1,320.00	2,680.00	33.00 %
01-322-103	Bldg Permit - Electrical	4,350.00	5,000.00	5,000.00	500.00	2,075.00	2,925.00	41.50 %
01-322-104	Bldg Permit - Plumbing	3,525.00	3,700.00	3,700.00	125.00	625.00	3,075.00	16.89 %
01-322-105	Bldg Permit - Mechanical	4,025.00	4,700.00	4,700.00	375.00	1,000.00	3,700.00	21.28 %
01-322-107	Bldg Permit - Cert of Occupancy	630.00	480.00	480.00	90.00	390.00	90.00	81.25 %
01-322-108	Bldg Permit - Inspections	25,565.00	212,170.00	212,170.00	7,909.09	16,391.59	195,778.41	7.73 %
01-323-100	Electric	113,213.22	58,000.00	58,000.00	0.00	17,238.75	40,761.25	29.72 %
01-323-300	Solid Waste	71,393.75	56,699.00	56,699.00	0.00	15,017.09	41,681.91	26.49 %
01-329-200	Other Lic./Fees/Permits	25.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-329-220	Site Plan Reviews	7,364.70	2,500.00	2,500.00	0.00	1,650.00	850.00	66.00 %
01-329-300	Permit - Alcohol Use	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-401	FEMA Federal Reimb. - Ian 2022	5,790.75	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-500	CDBG - Community Development Block Gr	0.00	625,000.00	625,000.00	0.00	0.00	625,000.00	0.00 %
01-334-401	FEMA State Reimb. - Ian 2022	965.13	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-120	MRS - State Sales Tax	106,070.48	102,655.00	102,655.00	8,376.45	41,882.26	60,772.74	40.80 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	25,174.53	22,534.00	22,534.00	1,813.86	9,069.31	13,464.69	40.25 %
01-335-123	MRS - Municipal Fuel Tax	37.58	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-140	Mobile Home License	7,167.67	5,636.00	5,636.00	561.00	4,537.30	1,098.70	80.51 %
01-335-150	Alcoholic Beverage License	1,125.71	1,125.00	1,125.00	0.00	0.00	1,125.00	0.00 %
01-335-180	Half-Cent Sales Tax	239,859.89	231,274.00	231,274.00	21,035.63	78,613.04	152,660.96	33.99 %
01-337-100	Library Coop Funding	47,147.33	50,567.00	50,567.00	0.00	0.00	50,567.00	0.00 %
01-340-400	Solid Waste	488,903.64	485,397.00	485,397.00	47,431.41	221,963.83	263,433.17	45.73 %
01-340-700	Stormwater Utility Fees	36,297.92	36,177.00	36,177.00	3,075.66	15,378.30	20,798.70	42.51 %
01-340-900	Notary Fees	20.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-344-900	FDOT Maintenance Agreement	13,486.34	16,304.00	16,304.00	0.00	9,018.15	7,285.85	55.31 %

CITY OF POLK CITY
 FEBRUARY 2024 MONTHLY FINANCIALS

GENERAL FUND REVENUES
 41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
01-347-100	Library Income	10,134.56	5,500.00	5,500.00	263.75	1,370.70	4,129.30	24.92 %
01-351-200	Police Fines, Penalties, and Forfeitu	9,762.04	8,000.00	8,000.00	2,023.76	4,051.51	3,948.49	50.64 %
01-351-300	Code Enforcement Fines	17,026.35	0.00	0.00	0.00	48.32	(48.32)	0.00 %
01-359-100	Other Fines and/or Forfeitures	31.00	0.00	0.00	70.00	70.00	(70.00)	0.00 %
01-359-300	Late Fees	394.10	250.00	250.00	21.00	123.00	127.00	49.20 %
01-361-100	Interest Income	2,091.14	7,450.00	7,450.00	0.00	3,198.06	4,251.94	42.93 %
01-361-200	Interest/Dividends - FL SAFE	56,515.15	30,000.00	30,000.00	0.00	22,923.34	7,076.66	76.41 %
01-362-100	Activity Center Rentals	5,800.00	4,400.00	4,400.00	200.00	1,900.00	2,500.00	43.18 %
01-362-200	Donald Bronson Community Center Renta	8,350.00	5,350.00	5,350.00	350.00	3,000.00	2,350.00	56.07 %
01-365-100	Sales of Surplus Property	0.00	0.00	0.00	2,280.35	2,280.35	(2,280.35)	0.00 %
01-366-101	Private Donations - Christmas	2,125.00	1,000.00	1,000.00	0.00	250.00	750.00	25.00 %
01-366-102	Private Donations - Halloween	1,875.00	1,000.00	1,000.00	0.00	250.00	750.00	25.00 %
01-366-110	Private Donations - Library	181.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-100	Misc. Income	962.54	500.00	500.00	144.00	736.61	(236.61)	147.32 %
01-369-101	Misc Income - Copies and Faxes	3.57	0.00	0.00	0.64	0.64	(0.64)	0.00 %
01-369-102	Misc Income - Collection Allowance	3,318.48	1,800.00	1,800.00	40.56	(2,080.86)	3,880.86	115.60-%
01-369-120	Misc Income - Christmas	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-130	Misc Income - Halloween	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-160	Misc Income - Deputy Rental Coverage	2,205.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-400	Insurance Proceeds	4,795.00	0.00	0.00	0.00	5,741.00	(5,741.00)	0.00 %
01-369-500	Refund of State Gas Tax	1,498.42	1,000.00	1,000.00	147.23	231.46	768.54	23.15 %
01-381-400	Transfer From Enterprise Fund	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		3,400,296.40	4,017,648.00	4,017,648.00	169,054.38	1,941,802.46	2,075,845.54	48.33 %

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

General Fund Expenditures

41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
	LEGISLATIVE							
01-511-120	Regular Salary - Wages - Legislative	10,500.00	10,800.00	10,800.00	600.00	3,900.00	6,900.00	36.11 %
01-511-160	Bonuses and Gift Certificates - Legis	8,121.25	2,500.00	2,500.00	0.00	2,707.10	(207.10)	108.28 %
01-511-210	Fica Taxes - Legislative	1,424.50	1,241.00	1,241.00	45.89	505.43	735.57	40.73 %
01-511-240	Worker's Compensation - Legislati	10.94	20.00	20.00	0.00	12.12	7.88	60.60 %
01-511-400	Travel and Training - Legislative	1,072.27	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-511-405	TRAINING - LEGISLATIVE	575.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	812.45	1,000.00	1,000.00	0.00	60.00	940.00	6.00 %
01-511-470	Printing and Reproduction - Legislati	174.50	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	910.00	1,000.00	1,000.00	0.00	100.00	900.00	10.00 %
01-511-490	Other Current Charges - Legislative	232.10	2,000.00	2,000.00	0.00	25.20	1,974.80	1.26 %
01-511-510	Office Supplies - Legislative	20.24	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-520	Operating Supplies - Legislative	750.00	2,000.00	2,000.00	0.00	57.76	1,942.24	2.89 %
01-511-525	Uniforms - Legislative	309.68	700.00	700.00	0.00	0.00	700.00	0.00 %
01-511-540	Books, Pub., Sub., & Memberships - Le	3,564.00	3,800.00	3,800.00	0.00	3,623.00	177.00	95.34 %
	DEPARTMENT TOTAL	28,476.93	32,661.00	32,661.00	645.89	10,990.61	21,670.39	33.65 %
	EXECUTIVE							
01-512-120	Regular Salary - Wages - Executive	214,389.88	231,588.00	231,588.00	16,814.44	87,887.53	143,700.47	37.95 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	2,030.82	2,769.18	42.31 %
01-512-140	Overtime - Executive	4,719.92	0.00	0.00	0.00	0.00	0.00	0.00 %
01-512-160	Premium Pay and Non Merit Pay - Execu	56,930.08	34,700.00	34,700.00	0.00	37,899.32	(3,199.32)	109.22 %
01-512-210	Fica Taxes - Executive	21,557.46	23,832.00	23,832.00	1,371.93	10,408.23	13,423.77	43.67 %
01-512-220	Retirement Contribution - Executive	55,270.61	62,258.00	62,258.00	4,789.08	26,190.82	36,067.18	42.07 %
01-512-230	Life & Health Insurance - Executive	25,855.68	13,986.00	13,986.00	1,099.59	4,662.18	9,323.82	33.33 %
01-512-240	Worker's Compensation - Executive	266.44	371.00	371.00	0.00	257.06	113.94	69.29 %
01-512-400	Travel Expenses - Executive	3,325.32	5,000.00	5,000.00	153.27	153.27	4,846.73	3.07 %
01-512-405	Training - Executive	2,026.44	4,000.00	4,000.00	499.00	499.00	3,501.00	12.48 %
01-512-408	Meeting Expense Allowance - Executive	446.30	1,500.00	1,500.00	0.00	178.77	1,321.23	11.92 %
01-512-410	Communication Services - Executive	1,174.38	1,400.00	1,400.00	49.78	348.70	1,051.30	24.91 %
01-512-470	Printing and Reproduction - Executive	1,175.00	4,000.00	4,000.00	1,662.89	4,527.49	(527.49)	113.19 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-512-490	Other Current Charges - Executive	72.17	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

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General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-512-510	Office Supplies - Executive	927.55	2,000.00	2,000.00	0.00	35.45	1,964.55	1.77 %
01-512-520	Operating Supplies - Executive	233.46	2,000.00	2,000.00	0.00	182.92	1,817.08	9.15 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,501.60	3,500.00	3,500.00	0.00	799.96	2,700.04	22.86 %
01-512-640	Machinery & Equipment - Executive	1,650.00	0.00	0.00	0.00	0.00	0.00	0.00 %
	DEPARTMENT TOTAL	396,322.41	401,435.00	401,435.00	26,809.22	176,061.52	225,373.48	43.86 %
	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	44,411.52	65,000.00	65,000.00	5,945.03	20,646.37	44,353.63	31.76 %
01-514-480	Promo Activities & Legal Ads - Legal	7,860.40	11,000.00	11,000.00	1,091.78	4,447.75	6,552.25	40.43 %
	DEPARTMENT TOTAL	52,271.92	76,000.00	76,000.00	7,036.81	25,094.12	50,905.88	33.02 %
	COMPREHENSIVE PLANNING							
01-515-310	Professional Services - Comp Planning	30,000.00	30,000.00	35,000.00	0.00	17,500.00	17,500.00	58.33 %
	DEPARTMENT TOTAL	30,000.00	30,000.00	35,000.00	0.00	17,500.00	17,500.00	58.33 %
	FINANCE AND ACCOUNTING							
01-516-120	Regular Salary - Wages - Fin & Acctng	104,281.75	112,545.00	112,545.00	8,610.01	41,952.65	70,592.15	37.28 %
01-516-140	Overtime - Fin & Acctng	2,194.88	615.00	615.00	0.00	374.62	240.38	60.91 %
01-516-210	Fica Taxes - Fin & Acctng	5,834.74	8,523.00	8,523.00	459.72	2,471.48	6,051.52	29.00 %
01-516-220	Retirement Contribution - Fin & Acctng	13,302.72	15,272.00	15,272.00	1,168.38	6,324.97	8,947.03	41.42 %

CITY OF POLK CITY
 FEBRUARY 2024 MONTHLY FINANCIALS

General Fund Expenditures
 41.86 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-516-230	Life & Health Insurance - Fin & Acctn	25,286.38	26,935.00	26,935.00	2,199.18	11,132.07	15,802.93	41.33 %
01-516-240	Worker's Compensation - Fin & Acc	129.55	181.00	181.00	0.00	123.69	57.31	68.34 %
01-516-310	Professional Services - Fin & Acctng	3,780.00	4,500.00	4,500.00	0.00	2,000.00	2,500.00	44.44 %
01-516-400	Travel Expenses - Fin & Acctng	607.43	2,500.00	2,500.00	0.00	28.04	2,471.96	1.12 %
01-516-405	Training - Finance	0.00	3,000.00	3,000.00	499.00	499.00	2,501.00	16.63 %
01-516-410	Communication Services - Fin & Acctng	663.71	850.00	850.00	24.89	183.17	666.83	21.55 %
01-516-470	Printing and Reproduction - Fin & Acc	78.12	750.00	750.00	0.00	125.72	624.28	16.76 %
01-516-510	Office Supplies - Fin & Acctng	725.79	2,000.00	2,000.00	0.00	617.11	1,382.89	30.86 %
01-516-520	Operating Supplies - Fin & Acctng	2,264.61	3,000.00	3,000.00	8.99	31.76	2,968.24	1.06 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	855.71	700.00	700.00	0.00	239.88	460.12	34.27 %
01-516-630	Improvements Other than Building - Fi	3,490.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		163,495.39	181,371.00	181,371.00	12,970.17	66,104.36	115,266.64	36.45 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	85,299.49	88,076.00	88,076.00	7,275.54	36,337.09	51,738.91	41.26 %
01-517-720	Interest - CB&T Debt Service Pmts	34,511.03	31,735.00	31,735.00	2,708.67	13,583.96	18,151.04	42.80 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	9,984.21	49,921.05	69,889.95	41.67 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	107,497.00	109,647.00	109,647.00	0.00	54,823.50	54,823.50	50.00 %
01-521-310	Professional Services - Law Enf	83,460.50	108,000.00	108,000.00	10,568.00	36,505.00	71,495.00	33.80 %
01-521-460	Repairs and Maintenance - Law Enf	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-521-520	Operating Supplies - Law Enf	797.70	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		191,755.20	218,147.00	218,147.00	10,568.00	91,328.50	126,818.50	41.87 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	106,159.48	110,812.00	110,812.00	8,519.01	42,614.98	68,197.02	38.46 %

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

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General Fund Expenditures

41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-524-140	Overtime - Bldg & Zoning	2,178.07	599.00	599.00	67.37	67.37	531.63	11.25 %
01-524-210	Fica Taxes - Bldg & Zoning	8,263.75	8,523.00	8,523.00	645.67	3,521.78	5,001.22	41.32 %
01-524-220	Retirement Contribution - Bldg & Zoni	13,567.15	15,118.00	15,118.00	1,165.17	6,356.26	8,761.74	42.04 %
01-524-230	Life & Health Insurance - Bldg & Zoni	25,466.29	26,937.00	26,937.00	2,199.18	11,173.62	15,763.38	41.48 %
01-524-240	Worker's Compensation - Bldg & Zo	1,390.17	1,876.00	1,876.00	0.00	1,297.19	578.81	69.15 %
01-524-310	Professional Services - Bldg & Zoning	59,377.83	212,170.00	212,170.00	10,438.75	21,658.25	190,511.75	10.21 %
01-524-311	Engineering Services - Bldg & Zoning	1,475.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel Expenses - Bldg & Zoning	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	164.24	200.00	200.00	0.00	127.83	72.17	63.92 %
01-524-520	Operating Supplies - Bldg & Zoning	1,247.62	300.00	300.00	300.00	381.99	(81.99)	127.33 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	579.88	0.00	0.00	39.98	119.94	(119.94)	0.00 %
01-524-630	Improvements Other than Building - Bl	1,745.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-524-660	Books, Pub. & Library Materials - Bldg	0.00	600.00	600.00	0.00	0.00	600.00	0.00 %
DEPARTMENT TOTAL		221,614.48	378,385.00	378,385.00	23,375.13	87,319.21	291,065.79	23.08 %
CODE ENFORCEMENT		28,107.33	30,443.00	30,443.00	2,400.00	12,141.00	18,302.00	39.88 %
01-529-120	Regular Salary - Wages - Code Enf	305.26	0.00	0.00	0.00	0.00	0.00	0.00 %
01-529-140	Overtime - Code Enf	2,186.65	2,329.00	2,329.00	180.91	994.95	1,334.05	42.72 %
01-529-210	Fica Taxes - Code Enf	3,574.91	4,131.00	4,131.00	325.68	1,791.10	2,339.90	43.36 %
01-529-220	Retirement Contribution - Code Enf	12,544.95	13,351.00	13,351.00	0.00	(1,056.88)	14,407.88	(7.92) %
01-529-230	Life & Health Insurance - Code Enf	545.78	795.00	795.00	0.00	541.34	253.66	68.09 %
01-529-240	Worker's Compensation - Code Enf	16,400.00	8,000.00	8,000.00	1,050.00	3,050.00	4,950.00	38.13 %
01-529-310	Professional Services - Code Enf	325.31	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-400	Travel Expenses - Code Enf	1,061.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-529-405	TRAINING - CODE ENFORCEMENT	631.73	800.00	800.00	24.89	172.35	627.65	21.54 %
01-529-410	Communication Services - Code Enf	225.85	200.00	200.00	0.00	110.43	89.57	55.22 %
01-529-510	Office Supplies - Code Enf	89.93	500.00	500.00	0.00	523.87	(23.87)	104.77 %
01-529-520	Operating Supplies - Code Enf	150.00	100.00	100.00	0.00	35.00	65.00	35.00 %
01-529-540	Books, Pub., Sub., & Memberships - Co	66,148.70	61,849.00	61,849.00	3,981.48	18,303.16	43,545.84	29.59 %
DEPARTMENT TOTAL		221,614.48	378,385.00	378,385.00	23,375.13	87,319.21	291,065.79	23.08 %

REFUSE/SANITATION

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-534-341	Refuse Disposal - Residential - Refus	225,354.20	262,196.00	262,196.00	22,939.73	109,503.57	152,692.43	41.76 %
01-534-342	Refuse Disposal - Commercial - Refuse	138,955.95	130,366.00	130,366.00	26,258.90	61,154.23	69,211.77	46.91 %
DEPARTMENT TOTAL		364,310.15	392,562.00	392,562.00	49,198.63	170,657.80	221,904.20	43.47 %
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STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	1,462.50	23,000.00	23,000.00	0.00	0.00	23,000.00	0.00 %
01-538-311	Engineering Services - Stormwater	10,032.50	0.00	0.00	7,125.00	10,975.00	(10,975.00)	0.00 %
01-538-400	Travel Expenses - Stormwater	42.46	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-405	Training - Stormwater	0.00	1,000.00	1,000.00	876.00	876.00	124.00	87.60 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-538-492	Recording & Other Fees - Stormwater	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	100.00	100.00	100.00	0.00	500.00	(400.00)	500.00 %
DEPARTMENT TOTAL		11,637.46	35,350.00	35,350.00	8,001.00	12,351.00	22,999.00	34.94 %
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GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	23,963.92	10,000.00	10,000.00	3,149.04	16,130.49	(6,130.49)	161.30 %
01-539-312	Professional Services - Other - Gen G	555.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-539-411	City Hall - Communication - Gen Gov&#	16,224.46	12,500.00	12,500.00	1,447.74	5,170.61	7,329.39	41.36 %
01-539-413	Public Works - Communication - Gen Go	2,706.62	0.00	0.00	453.22	1,132.09	(1,132.09)	0.00 %
01-539-414	Community Center-Communication-Gen Go	1,659.36	2,000.00	2,000.00	276.56	829.68	1,170.32	41.48 %
01-539-431	City Hall - Utilities - Gen Gov't	19,282.25	21,000.00	21,000.00	1,974.03	8,440.85	12,559.15	40.19 %
01-539-432	Activity Center - Utilities - Gen Gov	2,207.41	2,500.00	2,500.00	205.64	1,130.08	1,369.92	45.20 %
01-539-433	MULTI-PURPOSE BUILD - UTILITIES - GEN	2,802.95	2,500.00	2,500.00	323.39	1,251.66	1,248.34	50.07 %
01-539-434	Community Center-Utilities-Gen Gov	6,361.66	7,500.00	7,500.00	443.52	2,274.81	5,225.19	30.33 %
01-539-440	Rentals and Leases - Gen Gov't B1	9,831.97	5,000.00	5,000.00	1,045.73	3,866.22	1,133.78	77.32 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	4,650.29	6,000.00	6,000.00	6,286.68	9,249.73	(3,249.73)	154.16 %
01-539-462	Activity Center - Repairs & Maint - G	490.79	3,000.00	3,000.00	0.00	2,350.00	650.00	78.33 %
01-539-463	MUTIL-PURPOSE BUILD- REPAIRS & MAINT	518.35	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-539-464	Community Center-Repairs & Maint-Gen	2,337.11	4,500.00	4,500.00	0.00	3,904.02	595.98	86.76 %
01-539-490	Other Current Charges - Gen Gov't	93.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

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General Fund Expenditures

41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-539-521	City Hall - Operating Supplies - Gen	4,912.42	5,000.00	5,000.00	2,915.20	6,687.50	(1,687.50)	133.75 %
01-539-522	Activity Center - Operating Supplies	1,144.07	1,000.00	1,000.00	150.06	516.33	483.67	51.63 %
01-539-523	Multi-Purpose Build - Operating Suppl	800.02	100.00	100.00	0.00	239.43	(139.43)	239.43 %
01-539-524	Community Center-Operating Supplies-G	2,114.99	2,400.00	2,400.00	328.36	1,091.58	1,308.42	45.48 %
01-539-531	Landscape Materials & Supplies - Buil	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-539-620	Buildings - Gen Govt#39;t Bldgs	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
01-539-641	City Hall - Mach. & Equipment - Gen G	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
DEPARTMENT TOTAL		102,657.62	148,500.00	148,500.00	18,999.17	64,265.08	84,234.92	43.28 %
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ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	176,454.86	236,388.00	236,388.00	15,449.33	73,656.65	162,731.35	31.16 %
01-541-130	Other Salaries and Wages - Roads & St	105.00	0.00	0.00	30.00	165.00	(165.00)	0.00 %
01-541-140	Overtime - Roads & Streets	7,788.09	5,145.00	5,145.00	224.30	2,160.01	2,984.99	41.98 %
01-541-210	Fica Taxes - Roads & Streets	14,277.27	18,477.00	18,477.00	1,108.91	5,748.40	12,728.60	31.11 %
01-541-220	Retirement Contribution - Roads & Str	23,537.89	31,288.00	31,288.00	2,126.90	11,245.71	20,042.29	35.94 %
01-541-230	Life & Health Insurance - Roads & Str	49,030.65	67,346.00	67,346.00	3,848.56	20,030.85	47,315.15	29.74 %
01-541-240	Worker#39;s Compensation - Roads & S	20,122.76	19,865.00	19,865.00	0.00	13,334.65	6,530.35	67.13 %
01-541-310	Professional Services - Roads & Street	21,969.78	40,000.00	40,000.00	3,125.00	5,156.35	34,843.65	12.89 %
01-541-311	Engineering Services - Roads & Street	33,385.77	95,000.00	95,000.00	0.00	0.00	95,000.00	0.00 %
01-541-400	Travel Expenses - Roads & Streets	80.00	500.00	500.00	0.00	50.00	450.00	10.00 %
01-541-405	Training - Streets	438.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-410	Communication Services - Roads & Stre	3,385.33	10,000.00	10,000.00	127.56	830.82	9,169.18	8.31 %
01-541-430	Utilities - Roads & Streets	26,322.51	40,000.00	40,000.00	2,465.59	11,594.59	28,405.41	28.99 %
01-541-440	Rentals and Leases - Roads & Streets	0.00	0.00	0.00	0.00	25.83	(25.83)	0.00 %
01-541-460	Repairs and Maintenance - Roads & Str	4,754.83	15,000.00	15,000.00	0.00	2,250.00	12,750.00	15.00 %
01-541-461	Repairs & Maintenance-Equipment - Roa	14,377.72	10,000.00	10,000.00	127.15	2,486.34	7,513.66	24.86 %
01-541-464	Vehicle Fuel - Roads & Streets	7,600.82	10,000.00	10,000.00	565.98	4,632.60	5,367.40	46.33 %
01-541-465	Vehicle Maintenance - Roads & Streets	8,935.33	12,000.00	12,000.00	1,274.95	2,661.32	9,338.68	22.18 %
01-541-466	Public Works/Utilities Facility - Rep	1,977.95	5,000.00	5,000.00	0.00	461.69	4,538.31	9.23 %
01-541-470	Printing and Reproduction - Streets	43.63	200.00	200.00	0.00	0.00	200.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	1,013.56	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	254.12	500.00	500.00	0.00	150.37	349.63	30.07 %
01-541-520	Operating Supplies - Roads & Streets	7,684.70	10,000.00	10,000.00	56.52	3,131.34	6,868.66	31.31 %
01-541-524	Chemicals - Roads & Streets	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-541-530	Road Materials & Supplies - Roads & S	5,237.67	75,000.00	75,000.00	0.00	6,223.05	68,776.95	8.30 %

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-541-531	Landscape Materials & Supplies - Road	685.84	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	87.98	500.00	500.00	300.00	300.00	200.00	60.00 %
01-541-630	Improvements Other than Building - Ro	39,802.00	0.00	0.00	1,139.78	1,139.78	(1,139.78)	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	64,026.37	53,050.00	53,050.00	0.00	49.71	53,000.29	0.09 %
01-541-650	Construction in Progress - Roads & St	0.00	650,000.00	650,000.00	450.00	450.00	649,550.00	0.07 %
01-541-660	Books, Pub.& Library Materials - Road	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		533,890.43	1,411,259.00	1,411,259.00	32,420.53	167,935.06	1,243,323.94	11.90 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	83,407.86	83,765.00	83,765.00	6,806.01	34,030.02	49,734.98	40.63 %
01-571-140	Overtime - Library	16.22	516.00	516.00	0.00	0.00	516.00	0.00 %
01-571-210	Fica Taxes - Library	6,275.60	6,448.00	6,448.00	510.60	2,810.81	3,637.19	43.59 %
01-571-220	Retirement Contribution - Library	10,232.95	11,437.00	11,437.00	923.58	5,068.42	6,368.58	44.32 %
01-571-230	Life & Health Insurance - Library	25,465.27	26,910.00	26,910.00	2,199.18	11,142.42	15,767.58	41.41 %
01-571-240	Worker's Compensation - Library	254.03	135.00	135.00	0.00	230.95	(95.95)	171.07 %
01-571-310	Professional Services - Library	2,602.45	2,800.00	2,800.00	225.00	3,882.21	(1,082.21)	138.65 %
01-571-312	Professional Services - Other - Libra	1,877.54	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00 %
01-571-400	Travel Expenses - Library	0.00	550.00	550.00	0.00	0.00	550.00	0.00 %
01-571-405	Training - Library	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-571-410	Communication Services - Library	3,733.98	6,500.00	6,500.00	479.15	1,926.80	4,573.20	29.64 %
01-571-430	Utilities - Library	2,990.04	5,700.00	5,700.00	269.75	1,489.64	4,210.36	26.13 %
01-571-460	Repairs and Maintenance - Library	468.54	550.00	550.00	1,821.00	1,888.85	(1,338.85)	343.43 %
01-571-470	Printing and Reproduction - Library	0.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-571-480	Promo Activities & Legal Ads - Librar	566.80	2,600.00	2,600.00	0.00	42.00	2,558.00	1.62 %
01-571-490	Other Current Charges - Library	0.00	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-510	Office Supplies - Library	662.05	1,600.00	1,600.00	88.05	175.50	1,424.50	10.97 %
01-571-520	Operating Supplies - Library	1,927.67	5,000.00	5,000.00	53.54	1,774.71	3,225.29	35.49 %
01-571-531	Landscape Materials & Supplies - Libr	28.36	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-540	Books, Pub., Sub., & Memberships - Li	1,267.08	2,700.00	2,700.00	0.00	269.88	2,430.12	10.00 %
01-571-660	Books, Pub.& Library Materials - Libr	18,161.53	18,600.00	18,600.00	1,553.61	5,011.12	13,588.88	26.94 %
DEPARTMENT TOTAL		159,937.97	180,711.00	180,711.00	14,929.47	69,743.33	110,967.67	38.59 %

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
PARKS								
01-572-310	Professional Services - Parks	11,900.70	15,000.00	15,000.00	1,050.00	5,721.17	9,278.83	38.14 %
01-572-430	Utilities - Parks	12,007.01	17,000.00	17,000.00	2,446.34	7,282.32	9,717.68	42.84 %
01-572-460	Repairs and Maintenance - Parks	6,915.69	5,000.00	5,000.00	630.00	3,532.20	1,467.80	70.64 %
01-572-493	Equipment Rental - Parks	401.38	750.00	750.00	0.00	0.00	750.00	0.00 %
01-572-520	Operating Supplies - Parks	970.86	1,000.00	1,000.00	753.90	1,625.27	(625.27)	162.53 %

DEPARTMENT TOTAL		32,195.64	38,750.00	38,750.00	4,880.24	18,160.96	20,589.04	46.87 %

SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	2,119.00	2,500.00	2,500.00	0.00	200.00	2,300.00	8.00 %
01-574-440	Rentals and Leases - Spec Events	32,885.80	34,000.00	34,000.00	0.00	50,311.30	(16,311.30)	147.97 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	0.00	800.00	800.00	0.00	228.50	571.50	28.56 %
01-574-520	Operating Supplies - Spec Events	4,392.47	7,000.00	7,000.00	64.72	5,647.74	1,352.26	80.68 %

DEPARTMENT TOTAL		39,397.27	45,300.00	45,300.00	64.72	56,387.54	(11,087.54)	124.48 %

NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	18,301.25	35,000.00	35,000.00	1,962.50	14,093.15	20,906.85	40.27 %
01-590-312	Professional Services - Other - Non-D	777.50	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-590-320	Accounting and Auditing - Non-Dept	18,111.97	20,000.00	20,000.00	1,591.83	6,543.09	13,456.91	32.72 %
01-590-440	Rentals and Leases - Non-Dept	0.00	5,500.00	5,500.00	88.74	354.96	5,145.04	6.45 %
01-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	22,382.37	106,078.50	(9,078.50)	109.36 %
01-590-464	Vehicle Fuel - Non-Departmental	658.39	550.00	550.00	41.85	315.91	234.09	57.44 %
01-590-465	Vehicle Maintenance - Non-Departmenta	1,097.10	2,000.00	2,000.00	0.00	3.99	1,996.01	0.20 %
01-590-490	Other Current Charges - Non Dept	0.00	2,000.00	2,000.00	0.00	1,000.00	1,000.00	50.00 %
01-590-510	Office Supplies - Non-Departmental	1,025.06	1,000.00	1,000.00	0.00	412.39	587.61	41.24 %
01-590-520	Operating Supplies - Non-Dept	1,417.83	3,000.00	3,000.00	339.08	3,991.97	(991.97)	133.07 %
01-590-521	Emergencies & Contingencies - Operati	11,403.67	15,000.00	15,000.00	0.00	1,237.30	13,762.70	8.25 %
01-590-525	Uniforms - Non Dept	4,075.79	4,500.00	4,500.00	622.16	1,461.72	3,038.28	32.48 %
01-590-528	Postage - Non-Dept	1,502.80	1,500.00	1,500.00	0.00	1.50	1,498.50	0.10 %

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

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General Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	PERCENTAGE REALIZED
01-590-540	Books, Pub., Sub., & Memberships -NON	8,659.02	9,000.00	9,000.00	0.00	4,880.12	4,119.88	54.22 %
01-590-550	Pre-Employment Exam/Drug Test	69.50	500.00	500.00	0.00	0.00	500.00	0.00 %
01-590-551	Immunizations - Employees	408.00	600.00	600.00	0.00	418.00	182.00	69.67 %
01-590-552	DOT Testing	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-553	Employee Meeting/Awards	717.88	1,000.00	1,000.00	0.00	116.23	883.77	11.62 %
01-590-554	Employee Holiday Dinner	1,076.61	1,500.00	1,500.00	0.00	1,320.72	179.28	88.05 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	37,409.00	32,409.00	0.00	0.00	32,409.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	1,000.00	3,500.00	3,500.00	500.00	500.00	3,000.00	14.29 %
01-590-992	Unemployment Claims - Non-Dept	1,287.65	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-590-995	Refund of Overpayments	390.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-996	Bad Debt - Non-Dept	1,165.07	0.00	0.00	(115.09)	(289.11)	289.11	0.00 %
01-590-999	Other - Non-Operating Charges - Non-D	2,746.35	10,000.00	10,000.00	1,019.33	1,842.04	8,157.96	18.42 %
DEPARTMENT TOTAL		156,649.94	265,559.00	260,559.00	28,432.77	144,282.48	116,276.52	54.33 %

General Fund Revenues Total	3,400,296.40	4,017,648.00	4,017,648.00	169,054.38	1,941,802.46	2,075,845.54	51.67%
General Fund Expenditures Total	2,675,816.47	4,017,648.00	4,017,648.00	252,297.44	1,246,405.78	2,771,244.22	68.98%
Total Revenue vs. Expenditures	724,479.93	0.00	0.00	-83,243.06	695,396.68	-695,398.68	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Feb
Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	3,050,315.20	
05-101-900	Cash - Water Impact Fee Account	150.00	
05-101-913	DEP Loan - Sinking Fund	145,173.40	
05-101-916	US Bank - Sink Fund	706,141.72	
05-101-917	US Bank - Renewal & Replacement Series	200,994.11	
05-101-918	DEP Loan WW531400 - Sink Fund	1,641.72	
05-101-919	DEP Loan WW531402 - Sink Fund	23,858.25	
05-101-920	Cash - Customer Deposits	361,980.00	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	249,768.67	
05-115-130	Accounts Receivable - Readiness to Serve	20,138.43	
05-115-200	Accounts Receivable - Year End	9,938.00-	
05-117-100	Allowance for Bad Debt	327.41-	
05-117-200	Allowance for Uncollectible A/R	20,389.46-	
05-151-100	Investments - FL SAFE EF	642,107.38	
05-151-902	Investments - FL SAFE EF Reserves	134,774.45	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	29,013.62	
05-159-100	Deferred Outflows - Related to Pension	147,954.23	
05-159-200	Deferred Outflows - Loss on Refunding	629,103.39	
05-160-902	Reserve Account	100,000.00	
05-160-903	Reserve Acct - Emergencies & Contingency	48,044.00	
05-161-900	Fixed Assets - Land	2,762,913.00	
05-164-100	Utility Plant in Service	16,445,594.67	
05-165-900	Acc.Dep. - Improvements Other than Build	5,029,784.42-	
05-166-900	Equipment & Furniture	930,832.90	
05-167-900	Accumulated Depreciation - Equipment	447,067.54-	
05-169-900	CIP - Construction Costs	49,649.61	
	** TOTAL ASSET**		21,184,573.59
05-202-100	Accounts Payable	149,989.71	
05-202-200	Accounts Payable - Year End	89,579.00	
05-202-900	Customer Deposits	361,980.00	
05-203-100	Accumulated Interest Payable	49,329.17	
05-203-600	SRF Loan WW51201P	1,674,524.85	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	30,495.24	
05-203-615	SRF Loan WW531402/SG531403	778,037.50	
05-203-710	US Bank 2017 Bond Note	7,410,000.00	
05-203-910	Unamortized Bond Premiums - US Bank	468,166.37	
05-208-305	Taxes Payable	14,855.11	
05-216-100	Accrued Payroll	19,512.31-	
05-218-320	Supplemental Insurance Payable	2,002.98-	
05-223-100	Deferred Revenue	1,364,325.00	
05-225-100	Deferred Inflows - Related to Pension	13,560.19	
05-234-100	L-T-D - Current Portion	438,421.72	
05-234-901	Less: Current Portion of LTD	438,421.72-	
05-235-800	OPEB Liability	14,390.51	
05-235-900	Net Pension Liability	344,376.14	
	** TOTAL LIABILITY**		12,742,093.50
05-243-100	Encumbrances Placed	46,393.00	
05-245-100	Reserved for Encumbrances	46,393.00-	
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	

CITY OF POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Feb
 Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-271-100	Fund Balance Unreserved	6,797,039.09	
05-271-150	Fund Balance - Restatement	12,428.57-	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		8,144,321.71
	** TOTAL REVENUE**		1,131,096.53
	** TOTAL EXPENSE**		832,938.15
	TOTAL LIABILITY AND EQUITY		21,184,573.59

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

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ENTERPRISE FUND REVENUE
41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
05-314-301	RYS - City 10% UIY T	1,404.93	195.00	195.00	0.00	(15.38)	210.38	7.89-%
05-325-111	Connection Fees - Water - Cash Basis	19,389.60	10,000.00	10,000.00	1,111.92	3,286.92	6,713.08	32.87-%
05-325-210	Readiness to Serve Charge - Sewer	14,726.81	4,282.00	4,282.00	0.00	(312.30)	4,594.30	7.29-%
05-325-211	Readiness to Serve Charge - Water	14,047.98	1,948.00	1,948.00	0.00	(153.81)	2,101.81	7.90-%
05-329-200	Other Lic./Fees/Permits	1,503.69	600.00	600.00	500.00	600.00	0.00	100.00-%
05-340-300	Water Utility Revenue	1,318,141.76	1,314,799.00	1,314,799.00	107,920.05	540,733.71	774,065.29	41.13-%
05-340-500	Sewer Utility Revenue	1,299,451.90	1,316,249.00	1,316,249.00	112,789.40	547,914.25	768,334.75	41.63-%
05-359-100	Other Fines and/or Forfeitures	32,345.00	33,960.00	33,960.00	2,620.00	11,090.00	22,870.00	32.66-%
05-359-200	Non Sufficient Funds	2,640.00	2,340.00	2,340.00	180.00	745.00	1,595.00	31.84-%
05-359-300	Late Fees	26,344.50	26,348.00	26,348.00	2,299.50	10,489.50	15,858.50	39.81-%
05-361-200	Interest/Dividends - FL SAFE	34,808.00	32,637.00	32,637.00	0.00	14,118.64	18,518.36	43.26-%
05-369-100	Misc. Income	0.00	0.00	0.00	1,300.00	2,600.00	(2,600.00)	0.00-%
05-369-112	Cash Drawer Overage - Bank Rec	11,163.93	0.00	0.00	0.00	0.00	0.00	0.00-%
05-369-401	Insurance - Claims	529.58	0.00	0.00	0.00	0.00	0.00	0.00-%
05-369-700	Misc Income - Reimbursement - Invoice	70.44	0.00	0.00	0.00	0.00	0.00	0.00-%
05-381-900	Cash Carry Forward	0.00	972,744.00	972,744.00	0.00	0.00	972,744.00	0.00-%
DEPARTMENT TOTALS		2,776,568.12	3,716,102.00	3,716,102.00	228,720.87	1,131,096.53	2,585,005.47	30.44-%

CITY OF POLK CITY
 FEBRUARY 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
	Water							
05-518-120	Regular Salary - Wages - Water Admin	72,433.52	124,610.00	124,610.00	5,133.91	24,120.95	100,489.05	19.36 %
05-518-140	Overtime - Water Admin	878.22	998.00	998.00	0.00	0.00	998.00	0.00 %
05-518-210	Fica Taxes - Water Admin	4,882.94	9,609.00	9,609.00	386.82	2,473.01	7,135.99	25.74 %
05-518-220	Retirement Contribution - Water Admin	26,326.33	17,045.00	17,045.00	696.67	4,366.04	12,678.96	25.61 %
05-518-230	Life & Health Insurance - Water Admin	32,832.34	40,325.00	40,325.00	3,298.77	15,611.65	24,713.35	38.71 %
05-518-240	Worker's Compensation - Water Admin	0.00	201.00	201.00	0.00	0.00	201.00	0.00 %
05-518-310	Professional Services - Water Admin	0.00	24,400.00	24,400.00	0.00	70.00	24,330.00	0.29 %
05-518-312	Professional Services - Other - Water	25,426.74	0.00	0.00	1,977.14	8,118.14	(8,118.14)	0.00 %
05-518-400	Travel and Training - Water Admin	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
05-518-405	Training - Water Administration	286.00	750.00	750.00	499.00	499.00	251.00	66.53 %
05-518-470	Printing and Reproduction - Water Admin	0.00	400.00	400.00	0.00	0.00	400.00	0.00 %
05-518-490	Other Current Charges - Water Admin	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-518-510	Office Supplies - Water Admin	493.64	600.00	600.00	0.00	121.78	478.22	20.30 %
05-518-520	Operating Supplies - Water Admin	2,325.13	1,500.00	1,500.00	900.00	948.63	551.37	63.24 %
05-518-540	Books, Pub., Sub., & Memberships - Wa	239.88	300.00	300.00	0.00	0.00	300.00	0.00 %
05-518-630	Improvements Other than Building - Wa	6,980.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		173,104.74	221,988.00	221,988.00	12,892.31	56,329.20	165,658.80	25.37 %

05-533-120	Regular Salary - Wages - Water Oper	164,863.62	149,442.00	149,442.00	15,084.48	77,564.23	71,877.77	51.90 %
05-533-130	Other Salaries and Wages - Water Oper	52.50	0.00	0.00	15.00	82.50	(82.50)	0.00 %
05-533-140	Overtime - Water Oper	8,268.65	7,133.00	7,133.00	678.87	2,504.43	4,628.57	35.11 %
05-533-210	Fica Taxes - Water Oper	13,505.79	11,978.00	11,978.00	1,187.00	6,401.48	5,576.52	53.44 %
05-533-220	Retirement Contribution - Water Oper	75,157.96	16,165.00	16,165.00	2,139.09	11,638.68	4,526.32	72.00 %
05-533-230	Life & Health Insurance - Water Oper	33,571.24	40,640.00	40,640.00	3,023.88	15,932.12	24,707.88	39.20 %
05-533-240	Worker's Compensation - Water Oper	4,941.33	3,862.00	3,862.00	0.00	4,753.00	(891.00)	123.07 %
05-533-310	Professional Services - Water Oper	6,484.49	15,000.00	15,000.00	547.50	6,020.70	8,979.30	40.14 %
05-533-311	Engineering Services - Water Oper	51,273.75	100,000.00	100,000.00	10,731.25	18,963.75	81,036.25	18.96 %
05-533-312	Professional Services - Other - Water	9,332.12	20,000.00	20,000.00	399.82	7,491.52	12,508.48	37.46 %
05-533-313	Professional Services - Polk Regional	1,196.03	2,000.00	2,000.00	338.00	990.70	1,009.30	49.54 %
05-533-314	Professional Services - Samples	2,441.00	5,000.00	5,000.00	481.00	1,241.00	3,759.00	24.82 %
05-533-400	Travel Expenses - Water Oper	1,190.58	1,250.00	1,250.00	829.41	869.16	380.84	69.53 %
05-533-405	Training - Water Oper	1,306.50	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00 %
05-533-410	Communication Services - Water Oper	5,260.50	8,000.00	8,000.00	234.21	1,685.30	6,314.70	21.07 %

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

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Enterprise Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
05-533-430	Utilities - PW/Utilities Facility Wat	1,285.49	2,500.00	2,500.00	164.95	645.10	1,854.90	25.80 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	6,301.43	7,000.00	7,000.00	1,255.19	3,483.43	3,516.57	49.76 %
05-533-432	Commonwealth WTP - Utilities - Water	1,146.69	1,500.00	1,500.00	24.07	562.32	937.68	37.49 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	10,950.47	12,000.00	12,000.00	771.19	4,313.98	7,686.02	35.95 %
05-533-460	Repairs and Maintenance - Water Oper	2,648.11	115,000.00	115,000.00	11,771.15	15,114.06	92,085.94	13.14 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	1,952.37	5,000.00	5,000.00	1,430.74	1,561.29	3,438.71	31.23 %
05-533-462	Commonwealth WTP - Repairs and Maint	1,507.46	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	291.89	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-533-464	Vehicle Fuel - Water Oper	12,681.44	15,000.00	15,000.00	561.39	3,433.17	11,566.83	22.89 %
05-533-465	Vehicle Maintenance - Water Oper	4,353.15	7,000.00	7,000.00	849.65	6,839.25	160.75	97.70 %
05-533-466	Public Works/Utilities Facility - Rep	5,567.15	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00 %
05-533-467	Repairs & Maintenance-Equipment - Wat	3,321.16	3,500.00	3,500.00	54.82	1,104.11	2,395.89	31.55 %
05-533-470	Printing and Reproduction - Water Ope	21.82	400.00	400.00	0.00	0.00	400.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	4,300.00	4,440.00	4,440.00	0.00	0.00	4,440.00	0.00 %
05-533-510	Office Supplies - Water Oper	226.26	500.00	500.00	0.00	201.26	298.74	40.25 %
05-533-520	Operating Supplies - Water Oper	26,511.47	17,500.00	17,500.00	1,953.13	8,535.45	8,964.55	48.77 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	1,140.12	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	423.58	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-523	V.Matt Williams WTP - Operating Suppl	423.58	1,000.00	1,000.00	21.97	21.97	978.03	2.20 %
05-533-524	Chemicals - Water Oper	11,607.78	9,000.00	9,000.00	3,790.30	5,988.50	3,011.50	66.54 %
05-533-526	Meter Supplies - New Installs - Water	130,965.58	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-533-527	Meter Supplies - Repairs & Maintenanc	122,698.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	458.73	750.00	750.00	0.00	0.00	730.00	2.67 %
05-533-630	Improvements Other than Building - Wa	1,125.00	0.00	0.00	0.00	0.00	(4,250.00)	0.00 %
05-533-640	Machinery & Equipment - Water Oper	14,316.55	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-660	Other Capital Assets - Water Operatio	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-710	Principal - Water Oper	0.00	63,896.00	63,896.00	0.00	0.00	63,896.00	0.00 %
05-533-711	Principal - Water 2011 Bond Pay Off	0.00	65,659.00	65,659.00	0.00	0.00	65,659.00	0.00 %
05-533-720	Interest - Water Oper	67,541.50	0.00	0.00	0.00	143,862.50	(143,862.50)	0.00 %
DEPARTMENT TOTAL		813,122.84	844,365.00	844,365.00	58,338.06	356,074.96	480,490.04	42.17 %
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	104,880.86	152,126.00	152,126.00	8,140.47	41,269.57	110,856.43	27.13 %
05-535-130	Other Salaries and Wages - Sewer Oper	52.50	0.00	0.00	15.00	82.50	(82.50)	0.00 %
05-535-140	Overtime - Sewer Oper	6,641.94	7,288.00	7,288.00	727.29	2,539.11	4,748.89	34.84 %

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

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Enterprise Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
05-535-210	Fica Taxes - Sewer Oper	8,281.53	12,195.00	12,195.00	674.41	3,661.55	8,533.45	30.03 %
05-535-220	Retirement Contribution - Sewer Oper	31,667.54	16,550.00	16,550.00	1,203.37	6,659.87	9,890.13	40.24 %
05-535-230	Life & Health Insurance - Sewer Oper	24,746.32	40,672.00	40,672.00	1,924.28	10,871.18	29,800.82	26.73 %
05-535-240	Workers Compensation - Sewer Oper	0.00	3,937.00	3,937.00	0.00	0.00	3,937.00	0.00 %
05-535-310	Professional Services - Sewer Oper	2,322.50	10,000.00	10,000.00	97.50	1,610.05	8,389.95	16.10 %
05-535-311	Engineering Services - Sewer Oper	500.00	180,000.00	180,000.00	17,806.25	35,843.75	144,156.25	19.91 %
05-535-312	Professional Services - Other - Sewer	35,800.56	35,000.00	35,000.00	12,242.31	22,953.92	12,046.08	65.58 %
05-535-314	Professional Services - Samples	8,346.00	11,000.00	11,000.00	199.00	4,774.00	6,226.00	43.40 %
05-535-400	Travel Expenses - Sewer Oper	896.67	1,500.00	1,500.00	0.00	21.95	1,478.05	1.46 %
05-535-405	Training - Sewer Oper	536.50	2,000.00	2,000.00	0.00	20.00	1,980.00	1.00 %
05-535-410	Communication Services - Sewer Oper	5,259.93	5,500.00	5,500.00	561.22	2,223.20	3,276.80	40.42 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	2,890.27	3,200.00	3,200.00	385.03	770.35	2,429.65	24.07 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,053.80	2,500.00	2,500.00	342.30	1,026.90	1,473.10	41.08 %
05-535-430	Utilities - PW/Utilities Facility Sew	5,913.03	5,500.00	5,500.00	550.30	5,180.43	319.57	94.19 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	42,105.00	39,700.00	39,700.00	4,808.09	18,149.95	21,550.05	45.72 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,447.14	9,000.00	9,000.00	923.24	3,898.24	5,101.76	43.31 %
05-535-460	Repairs and Maintenance - Sewer Oper	85,342.06	130,000.00	130,000.00	16,711.40	25,797.11	65,609.89	19.84 %
05-535-461	Cardinal Hill - Repairs and Maint - S	18,242.03	390,000.00	390,000.00	33,798.29	41,915.10	348,084.90	10.75 %
05-535-464	Vehicle Fuel - Sewer Oper	7,191.99	7,000.00	7,000.00	484.26	4,170.64	2,829.36	59.58 %
05-535-465	Vehicle Maintenance - Sewer Oper	4,821.31	6,000.00	6,000.00	1,019.96	6,317.47	(317.47)	105.29 %
05-535-466	Public Works/Utilities Facility - Rep	213.21	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-467	Repairs & Maintenance-Equipment - Sew	2,594.52	2,500.00	2,500.00	54.83	2,795.56	(295.56)	111.82 %
05-535-470	Printing and Reproduction - Sewer Ope	21.81	100.00	100.00	0.00	0.00	100.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	0.00	0.00	0.00	500.00	500.00	(500.00)	0.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	531.30	300.00	300.00	0.00	12.71	287.29	4.24 %
05-535-520	Operating Supplies - Sewer Oper	15,947.59	20,000.00	20,000.00	1,641.04	4,508.07	15,491.93	22.54 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	175.75	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	35,387.20	35,000.00	35,000.00	5,272.00	12,973.00	22,027.00	37.07 %
05-535-524	Chemicals - Sewer Oper	29,370.40	10,000.00	10,000.00	7,594.20	14,040.80	(4,040.80)	140.41 %
05-535-540	Books, Pub., Sub., & Memberships - Se	830.99	1,000.00	1,000.00	0.00	100.00	900.00	10.00 %
05-535-630	Improvements Other than Building - Se	28,785.00	0.00	0.00	1,139.78	1,139.78	(1,139.78)	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	18,394.54	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	45,684.10	639,719.00	639,719.00	0.00	19,509.77	620,209.23	3.05 %
05-535-660	Other Capital Assets - Sewer Operatio	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-710	Principal - Sewer Oper	0.00	355,782.00	355,782.00	0.00	0.00	355,782.00	0.00 %
05-535-712	Principal - DEP Effluent Disposal Loa	0.00	27,076.00	27,076.00	0.00	0.00	27,076.00	0.00 %
05-535-720	Interest - Sewer Oper	266,836.54	258,566.00	258,566.00	0.00	0.00	258,566.00	0.00 %

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

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Enterprise Fund Expenditures
41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
05-535-722	Interest - DEP Effluent Disposal Loan	1,608.06	1,554.00	1,554.00	0.00	0.00	1,554.00	0.00 %
DEPARTMENT TOTAL								
		853,830.49	2,441,765.00	2,441,765.00	118,815.82	295,336.53	2,107,835.47	12.10 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	17,363.26	25,000.00	25,000.00	2,470.00	5,097.45	19,902.55	20.39 %
05-590-312	Professional Services - Other - Non-D	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-320	Accounting and Auditing - Non-Dept	35,362.95	28,000.00	28,000.00	3,231.92	13,284.41	14,715.59	47.44 %
05-590-440	Rentals and Leases - Non-Dept	4,960.22	5,500.00	5,500.00	696.30	2,559.36	2,940.64	46.53 %
05-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	22,382.38	89,529.50	7,470.50	92.30 %
05-590-510	Office Supplies - Non-Departmental	1,063.55	750.00	750.00	0.00	217.09	532.91	28.95 %
05-590-520	Operating Supplies - Non-Dept	1,094.57	1,000.00	1,000.00	3,761.94	5,103.52	(4,103.52)	510.35 %
05-590-521	Emergencies & Contingencies - Operati	9,797.03	0.00	0.00	0.00	1,869.29	(1,869.29)	0.00 %
05-590-525	Uniforms - Non Dept	4,416.82	3,000.00	3,000.00	592.10	1,753.12	1,246.88	58.44 %
05-590-528	Postage - Non-Dept	2,141.59	1,000.00	1,000.00	0.00	7.25	992.75	0.73 %
05-590-540	Books, Pub., Sub., & Memberships -NON	342.67	750.00	750.00	300.00	4,340.12	(3,590.12)	578.68 %
05-590-550	Pre-Employment Exam/Drug Test	183.50	400.00	400.00	0.00	0.00	400.00	0.00 %
05-590-551	Immunizations - Employees	1,509.00	1,000.00	1,000.00	0.00	61.00	939.00	6.10 %
05-590-552	DOT Testing	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-553	Employee Meeting/Awards	375.43	1,000.00	1,000.00	0.00	449.07	550.93	44.91 %
05-590-554	Employee Holiday Dinner	922.14	1,500.00	1,500.00	0.00	944.81	555.19	62.99 %
05-590-720	Interest - Bond 2017 Issue	(39,358.04)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	56,381.91	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	27,214.00	27,214.00	0.00	0.00	27,214.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	190.55	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	540.01	1,372.00	1,372.00	0.00	0.00	1,372.00	0.00 %
05-590-995	Refund of Overpayments - Non-Dept	870.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-996	Bad Debt - Non-Dept	21,224.47	5,000.00	5,000.00	(176.99)	(388.17)	5,388.17	(7.76) %
05-590-999	Other - Non-Operating Charges - Non-D	(14.54)	5,000.00	5,000.00	0.00	348.67	4,651.33	6.97 %
DEPARTMENT TOTAL								
		302,625.59	207,986.00	207,986.00	33,257.65	125,176.49	82,809.51	60.19 %
Enterprise Fund Revenues Total								
		2,776,568.12	3,716,102.00	3,716,102.00	228,720.87	1,131,096.53	2,585,005.47	30.44 %
Enterprise Fund Expenditures Total								
		-2,142,693.66	-3,716,102.00	-3,716,102.00	-223,303.94	-632,917.19	-2,889,186.82	22.41 %
Total Revenue vs. Expenditures								
		633,884.46	0.00	0.00	5,417.03	298,179.35	-298,181.35	

CITY OF POLK CITY
 Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Feb
 Fund: 08 SPECIAL REVENUE FUND - GF IMPACT FEES

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	16,167.06	
08-101-101	GF Fire Public Safety Impact Fees	8,950.58	
08-101-102	GF Recreation Impact Fees	32,640.22	
08-101-103	GF Gen Gov't Facilities Impact Fees	57,121.86	
08-151-100	Investments - FL SAFE GF Police Public Safety	229,266.67	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	144,904.64	
08-151-102	Investments - FL SAFE GF Recreation	433,315.68	
08-151-103	Investments - FL SAFE GF Facilities	479,133.57	
	** TOTAL ASSET**		1,401,500.28
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
08-271-100	Fund Balance Unreserved	1,374,384.78	
	** TOTAL EQUITY**		1,374,384.78
	** TOTAL REVENUE**		27,115.50
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,401,500.28

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

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GFIF Special Revenues
Budget Revenues

41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
REVENUES								
08-324-100	Police - Public Safety Impact Fee	8,084.99	6,795.00	6,795.00	0.00	644.99	6,150.01	9.49 %
08-324-110	Fire/Rescue - Public Safety Impact Fe	3,796.21	3,106.00	3,106.00	0.00	345.11	2,760.89	11.11 %
08-324-610	Parks & Recreation Impact Fee	12,481.92	10,402.00	10,402.00	0.00	1,040.16	9,361.84	10.00 %
08-324-710	Public Facilities Impact Fee	20,976.12	17,480.00	17,480.00	0.00	1,748.01	15,731.99	10.00 %
08-361-200	Interest/Dividends - FL SAFE	57,535.47	15,000.00	15,000.00	0.00	23,337.23	(8,337.23)	155.58 %
08-381-900	CASH Carry Forward GF Impact Fees	0.00	180,000.00	180,000.00	0.00	0.00	180,000.00	0.00 %
DEPARTMENT TOTALS		102,874.71	232,783.00	232,783.00	0.00	27,115.50	205,667.50	11.65 %
EXPENDITURES								
08-521-930	Reserves - Police Public Safety Impac	644.99	6,795.00	6,795.00	0.00	0.00	6,795.00	0.00 %
08-521-931	Reserves - Police Public Safety Int/D	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	345.11	183,106.00	183,106.00	0.00	0.00	183,106.00	0.00 %
08-522-931	Reserves - Fire Public Safety Int/Div	0.00	750.00	750.00	0.00	0.00	750.00	0.00 %
08-539-930	Reserves - Public Facility Impact Fee	1,748.01	17,480.00	17,480.00	0.00	0.00	17,480.00	0.00 %
08-539-931	Reserves - Public Facility Int/Divide	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	1,040.16	10,402.00	10,402.00	0.00	0.00	10,402.00	0.00 %
08-572-931	Reserves - Parks & Rec Int/Dividends	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
DEPARTMENT TOTALS		3,778.27	232,783.00	232,783.00	0.00	0.00	232,783.00	0.00 %
GF Impact Fee Fund Revenues Total								
		102,874.71	232,783.00	232,783.00	0.00	27,115.50	205,667.50	11.65%
GF Impact Fee Fund Expenditures Total								
		-3,778.27	-232,783.00	-232,783.00	0.00	0.00	232,783.00	0.00%
Total Revenue vs. Expenditures		99,096.44	0.00	0.00	0.00	27,115.50	438,450.50	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Feb
Fund: 09 SPECIAL REVENUE FUND - EF IMPACT FEES

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	454,525.04	
09-101-900	EF Water Impact Fee Account	125,493.57	
09-151-800	Investements - Sewer Impact	1,754,534.59	
09-151-900	Investements - Water Impact	285,286.44	
09-169-900	CIP - Construction Costs	28,872.10	
	** TOTAL ASSET**		2,648,711.74
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-100	Unreserved Fund Balance	2,682,074.25	
	** TOTAL EQUITY**		2,682,074.25
	** TOTAL REVENUE**		57,771.06
	** TOTAL EXPENSE**		91,133.57
	TOTAL LIABILITY AND EQUITY		2,648,711.74

CITY OF POLK CITY
FEBRUARY 2024 MONTHLY FINANCIALS

EFIF Special Revenues
 41.66 % Yr Complete For Fiscal Year: 2024 / 2

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	YTD REVENUE	2024 (EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
REVENUES								
TOTAL AR								
09-324-210	Water Capital Connection Charge	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
09-324-220	Wastewater Capital Connection Charge	45,422.00	36,687.00	36,687.00	1,897.00	7,588.00	29,099.00	20.68 %
09-361-200	Interest/Dividends - FL SAFE	79,470.00	66,225.00	66,225.00	4,415.00	13,245.00	52,980.00	20.00 %
09-381-900	CASH Carry Forward EF Impact Fees	91,066.92	15,000.00	15,000.00	0.00	36,938.06	(21,938.06)	246.25 %
DEPARTMENT TOTALS								
		215,958.92	209,456.00	209,456.00	6,312.00	57,771.06	151,684.94	27.58 %
EXPENDITURES								
09-533-310	Professional Services - Legal Fees	1,237.50	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
09-533-312	Professional Services - Other Profess	2,875.00	1,725.00	1,725.00	0.00	0.00	1,725.00	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	91,544.00	91,544.00	0.00	91,133.57	410.43	99.55 %
09-533-930	Reserves - Water Impact Fees	0.00	27,962.00	27,962.00	0.00	0.00	27,962.00	0.00 %
09-533-931	Reserves - Water Int/Dividends	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
09-535-310	Professional Services - Legal Fees	0.00	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
09-535-312	Professional Services - Other Profess	2,875.00	1,725.00	1,725.00	0.00	0.00	1,725.00	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	57,500.00	57,500.00	0.00	0.00	57,500.00	0.00 %
09-535-931	Reserves - Sewer Int/Dividends	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
DEPARTMENT TOTALS								
		13,149.50	209,456.00	209,456.00	0.00	91,133.57	118,322.43	43.51 %

EF Impact Fee Fund Revenues Total								
		215,958.92	209,456.00	209,456.00	6,312.00	57,771.06	151,684.94	27.58 %
EF Impact Fee Fund Expenditures Total								
		-13,149.50	-209,456.00	-209,456.00	0.00	-51,133.57	-118,322.43	43.51 %
Total Revenue vs. Expenditures								
		202,809.42	0.00	0.00	6,312.00	-33,362.51	33,362.51	

FEBRUARY 2024

CIRCULATION

ADULT BOOKS	1014
JUVENILE BOOKS	986
TOTAL CIRCULATION	2000

NEW BORROWERS

IN CITY	6
IN COUNTY	12
TOTAL NEW BORROWERS	18

NUMBER OF PROGRAMS

FAMILY	
ADULT	1
JUVENILE	2
YOUNG ADULT	
TOTAL PROGRAMS	

PROGRAM ATTENDANCE

ADULT	12
JUVENILE	4
YOUNG ADULT	
TOTAL ATTENDANCE	16

REFERENCE QUESTIONS

PHONE CALLS	134
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NUMBER OF COMPUTER USERS

95

TOTAL PATRONS

809

Prepared by:

Hannah Ulloha

Library Director

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

STATISTICAL DATA

West Division

Date: March 11, 2024 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for February 2024

ACTIVITY	
FELONY ARREST	4
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	2
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	6
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	12
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	27
NARCOTICS SEIZED	1 syringe of Meth
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	0
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	396
TRAFFIC STOPS	24
TOTAL DISPATCHED CALLS FOR SERVICE	99

In February 2024, there was one (1) PROCAP captured crimes as compared to two (2) in February 2023. There was one incident of an unsecured vehicle burglary located at 123 Broadway Blvd., Polk City during a Polk City Commission Meeting. The suspect was arrested on scene. In all for 2024 we are sitting at 7 ProCap related crimes compared to 4 ProCap crimes reported by this time in 2023. In an attempt to eliminate our current increase in crimes, myself and the Detail Deputies are showing extra attention to the trend related crime areas such as Van Fleet Trail Head, and the Gas Stations.

Sector	CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
BURGLARY CONVEYANCE										
13	PCSO-240007368	2024-02-20 / 2000hrs	2024-02-20 / 2021hrs	Tues	123 BROADWAY BLVD SE POLK CITY HALL	Unsecured veh; Unk susp entered victs veh & removed a veh handbook / Susp was observed breaking in while a commission meeting was occurring 10:15: Mark Byram WM 012391	Patrol			

Department of Law Enforcement																													
Polk City - 2023 - 2024																													
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly Change	YTD Average	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024			2023
Robbery	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burg Business	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	-100%	
Burg Residence	0	0	0	0	0	0	1	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burg Conveyance	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3	-50%		
Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	-100%		
Grand Theft	0	0	1	0	0	0	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	3	0	1	0		
Petit Theft	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	1	0	0%		
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	
Retail Theft	0	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	0	0	1	0	0	0	0	2	-200%		
Criminal Mischief	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0%		
Totals	2	6	2	1	0	0	2	0	1	0	4	0	2	0	1	0	3	0	0	0	1	0	3	0	4	7	-83%		
% Change	200%		-50%		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		75%		75%		
FIR's	4	1	1	3	0	0	0	0	0	0	1	0	4	0	0	0	3	0	0	0	1	0	0	0	5	4	-1	YTD FIR	

Public Works & Utilities Report

February 2024

Public Works Department - Work Orders: Total 192

BUILDING MAINTENANCE: 66

Custodial services A/C: 1

Custodial services Freedom Park: 2

Custodial services public works dept.: 2

Custodial services city hall: 1

Custodial services library: 1

VEHICLE/EQUIPMENT MAINTENANCE: 34

EVENT SET UP - INSPECTION: 14

LANDSCAPING, MOWING: 10

PARKS AND RECREATION: 16

Storm water: 15

TRASH PARKS AND FACILITIES: 10

TRASH ROADS AND STREETS: 13

Streets Rep and maintenance: 1

Utilities Department - Work Orders: Total 465

TURN ON: 29

Temporary TURN OFF: 23

TURN OFF: 31

Turn back on from shut off list: 7

Install water: 3

Install Irrigation: 1

LOCATES: 3

METER MAINTENANCE: 295

LIFT STATION MAINTENANCE AND REPAIR: 13

LIFT STATION REPAIR: 4

WWTP REPAIR AND MAINTENANCE: 15

WTP REPAIR AND MAINTENANCE: 36

Water valve maintenance/Repair: 2

METERS READ: 3,363

READS: 212

Install new pumps AT LIFT STATION # 5 & 10.

WATER LEAK: 5 (445 CLEARWATER Ave.125 Sunset Dr. Big Bend Trail. 9151 Wood view Dr. 5232 Golden Gate Blvd)

INSTALL NEW chlorine pump at water plants.

BACK FLOW TESTING & Repair.

Utility Billing Report

February 2024

New Accounts Established: 23
Final/Terminated Service: 24
Bills Processed: 2726
Email/ Bill Customers: 1993
Work Orders Processed: 256
Lock off for Nonpayment: 27
Nonpayment fees (\$50): 34
Billed Consumption: 11,861,000
Billed/Revenue: \$294,822.10
Residential Billing: 2714
Irrigation Billing: 596
Commercial Billing: 97
Building Rentals Activity/Bronson Center/Freedom Park: 10

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. Continue to work with staff to write procedures for Utility Billing. Continuing efforts in auditing accounts.

Respectfully Submitted by:

Chasity Guinn

Utility Billing Supervisor

**Special City Commission Meeting
March 26, 2024**

PRESENTATIONS/RECOGNITIONS: Irish American Heritage Month

INFORMATION ONLY
 ACTION REQUESTED

ISSUE:

This proclamation is in recognition of Irish American Heritage Month

ATTACHMENT:

Irish American Heritage Month Proclamation

ANALYSIS: N/A

STAFF RECOMMENDATION:

Recognize March 2024 as Irish American Heritage Month



Proclamation

WHEREAS, by 1776 nearly 300,000 Irish nationals had emigrated to the American colonies and played a crucial role in America's War for Independence; and

WHEREAS, five signers of the Declaration of Independence were of Irish descent and three signers were Irish born; and

WHEREAS, Irish Americans helped to fashion a system of government for our young Nation; and

WHEREAS, twenty-two Presidents have proudly proclaimed their Irish American heritage; and

WHEREAS, in 1792 Irish born James Hoban provided the architectural plans for the White House and served as one of the supervising architects for the construction of the Capitol; and

WHEREAS, Irish born Commodore John Barry was recognized by the United States Congress in September of 2002 as the "First Flag Officer of the United States Navy"; and

WHEREAS, Commodore John Barry fought the last sea battle of the American Revolution off the coast of Florida; and

WHEREAS, in 1813, Captain Oliver Perry, An Irish American, achieved a major naval victory in the Battle of Lake Erie; and

WHEREAS, in 1942, the 5 Sullivan brothers made the ultimate sacrifice for democracy and freedom during the Naval Battle of Guadalcanal and later had the Destroyer USS Sullivan commissioned in their memory; and

WHEREAS, the Irish first came to Spanish "*La Florida*" in the 1500s - first as missionaries and mercenary soldiers and then as planters, traders, businessmen, doctors and administrators; and

WHEREAS, three of the Spanish Governors of "*La Florida*" were actually Irish military officers; and

WHEREAS, Father Richard Arthur, an Irish-born priest from Limerick who was appointed parish priest for St. Augustine in 1597 and ecclesiastical judge of "*La Florida*," established the first public school in America and opened it to both boys and girls of all races; and

WHEREAS, Andrew Jackson, whose family came from County Antrim, served as Florida's military governor following its acquisition by the United States; and

WHEREAS, Irish Americans, since America's inception, have provided and continue to provide leadership and service to this nation's political, business and religious establishments; and

WHEREAS, it is fitting and proper to celebrate the rich cultural heritage and the many valuable contributions of Irish Americans.

POLK CITY

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

**Special City Commission Meeting
March 26, 2024**

PRESENTATIONS/RECOGNITIONS: LifeLink National Donate Life Month

INFORMATION ONLY
 ACTION REQUESTED

ISSUE:

This proclamation is in recognition of LifeLink National Donate Life Month

ATTACHMENT:

LifeLink National Donate Life Month Proclamation

ANALYSIS: N/A

STAFF RECOMMENDATION:

Recognize April 2024 as LifeLink National Donate Life Month



Proclamation

WHEREAS, one of the most meaningful gifts that a human being can bestow upon another is the gift of life; and

WHEREAS, over 103,000³ men, women and children are currently on the national waiting list for organ transplantation, of which nearly 5,100³ reside in Florida; and

WHEREAS, 46,630³, a record number of transplants, occurred in the calendar year 2023 thanks to the generosity of 23,287³ deceased and living donors, of which 3,302³ transplant patients and 1,343 deceased and living donors were from Florida; and

WHEREAS, more than 11.3¹ million Floridians have already registered their decision to give the Gift of Life through organ and tissue donation at www.DonateLifeFlorida.org or on their driver license; and

WHEREAS, LifeLink[®] of Florida, the non-profit organization dedicated to the recovery of organs and tissue for transplantation therapy in Florida, with a mission to honor donors and save lives through organ and tissue donation.

Now, therefore, I, Joe LaCascia, Mayor of Polk City, Florida do hereby proclaim the month of April 2024 as

LIFELINK NATIONAL DONATE LIFE MONTH

in Polk City, Florida and encourage all residents to consider giving life through organ donation and to sign up on Florida's organ and tissue donor registry by visiting www.DonateLifeFlorida.org or when renewing their driver license or state identification card.

POLK CITY

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

**Special City Commission Meeting
March 26, 2024**

AGENDA ITEM #1: **Ordinance 2024-01: Future Land Use Map Amendment in the Green Swamp Area of Critical State Concern**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2024-01 - AN ORDINANCE OF POLK CITY, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE CITY'S COMPREHENSIVE PLAN BY CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 1.44 ACRES FROM CONVENIENCE CENTER-X (CC-X) TO RESIDENTIAL SUBURBAN-X (RSX) IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; AND TRANSMITTING SAID AMENDMENT TO THE FLORIDA DEPARTMENT OF COMMERCE FOR FINDING OF COMPLIANCE; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE. **First Reading**

ATTACHMENTS:

Ordinance 2024-01
CFRPC Staff Report

ANALYSIS:

In December 2023, D.P. Erectors, LLC submitted an application for Future Land Use and/or Zoning Amendment. This item was presented at the January 8, 2024 Planning Commission Meeting and approved to forward on to the City Commission for final approval.

This is a companion Ordinance to Ordinance 2024-02.

This item will be transmitted to Florida Commerce for a 30-day state review. If there are no changes, Ordinance 2024-01 will be presented for Second and Final Reading no later than May 2024.

Polk City's Business Impact Statement is attached.

STAFF RECOMMENDATION:

Approve Ordinance 2024-01 on First Reading

ORDINANCE NO. 2024-01

AN ORDINANCE OF POLK CITY, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE CITY'S COMPREHENSIVE PLAN BY CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 1.44 ACRES FROM CONVENIENCE CENTER-X (CC-X) TO RESIDENTIAL LOW-X (RLX) IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; AND TRANSMITTING SAID AMENDMENT TO THE FLORIDA DEPARTMENT OF COMMERCE FOR FINDING OF COMPLIANCE; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CONFLICTS 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) 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.

(2) Pursuant to the Act, the City has adopted a comprehensive plan ("Comprehensive Plan").

(3) The Act authorizes a local government desiring to revise its comprehensive plan to prepare and adopt comprehensive plan amendments.

(4) The City has prepared an amendment to the Future Land Use Map of the Comprehensive Plan to change the Future Land Use classification of approximately 1.44 acres of land lying in Polk County, Florida, and described as Parcel Number 252631-000000-044210 within the City from Convenience Center-X (CCX) to Residential Low-X (RLX) in the Green Swamp Area of Critical State Concern.

(5) 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.

(6) In the 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.

(7) Although exempt under the statute, the City has nevertheless in its sole discretion performed a business impact estimate pursuant to § 166.041(4)(c), Florida Statutes, and determined that adoption of this ordinance:

- (1) serves a public purpose by serving the public health, safety, morals, and welfare of the City,
- (2) has no direct negative economic impact on private, for-profit businesses in the city,
- (3) will not result in direct compliance costs by businesses,
- (4) does not impose any new charge or fee on businesses for which businesses will be financially responsible,
- (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City.

(8) 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*.

SECTION 2. PLAN AMENDMENT. 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 Low-X" Future Land Use designation to approximately 1.44 acres of land shown on such Exhibit.

SECTION 3. BUSINESS IMPACT ESTIMATE. Pursuant to Section 166.041(4), Florida Statutes, Polk City is required to prepare a business impact estimate for certain proposed ordinances. This proposed ordinance amends the land use designation in accordance with the owner's proposed use. Such an amendment to the City's Plan (1) serves a public purpose by serving the public health, safety, morals, and welfare of the City, (2) has no direct negative economic impact on private, for-profit businesses in the city, (3) will not result in direct compliance costs by businesses, (4) does not impose any new charge or fee on businesses for which businesses will be financially responsible, and (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City. Thus, it is estimated that neither residents nor any business will incur additional costs. The City does not seek to impose any additional user or regulatory fees or charges, nor are any direct compliance costs expected. The Business Impact Estimate form for this ordinance is on file with the City Clerk.

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. CONFLICTS. Existing ordinances or parts of existing ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 6. CODIFICATION OF ORDINANCE IN PLAN. 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 7. TRANSMITTAL TO STATE. Within ten (10) days of final passage and adoption of this Ordinance, Polk City shall forward a copy hereof, and all supporting data and analysis, to the Florida Department of Economic Opportunity and any other agencies or local governments that provided timely comments to the City, as required by Section 163.3184(3)(c)d, Florida Statutes.

SECTION 8. EFFECTIVE DATE. This effective date of the plan amendment adopted by this Ordinance shall be forty-five (45) days after the Florida Department of Economic Opportunity notifies Polk City that the plan amendment package is complete, or, if the plan amendment is timely challenged, the date on which the Florida Department of Economic Opportunity or the Administration Commission, whichever is applicable, enters a final order finding the amendment to be compliance in accordance with Section 163.3184(3)(c)4, *Florida Statutes*.

INTRODUCED AND PASSED ON FIRST READING this ___ day of March, 2024.

POLK CITY, FLORIDA

Joseph LaCascia, Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:

Patricia R. Jackson, City Clerk

Thomas A. Cloud, City Attorney

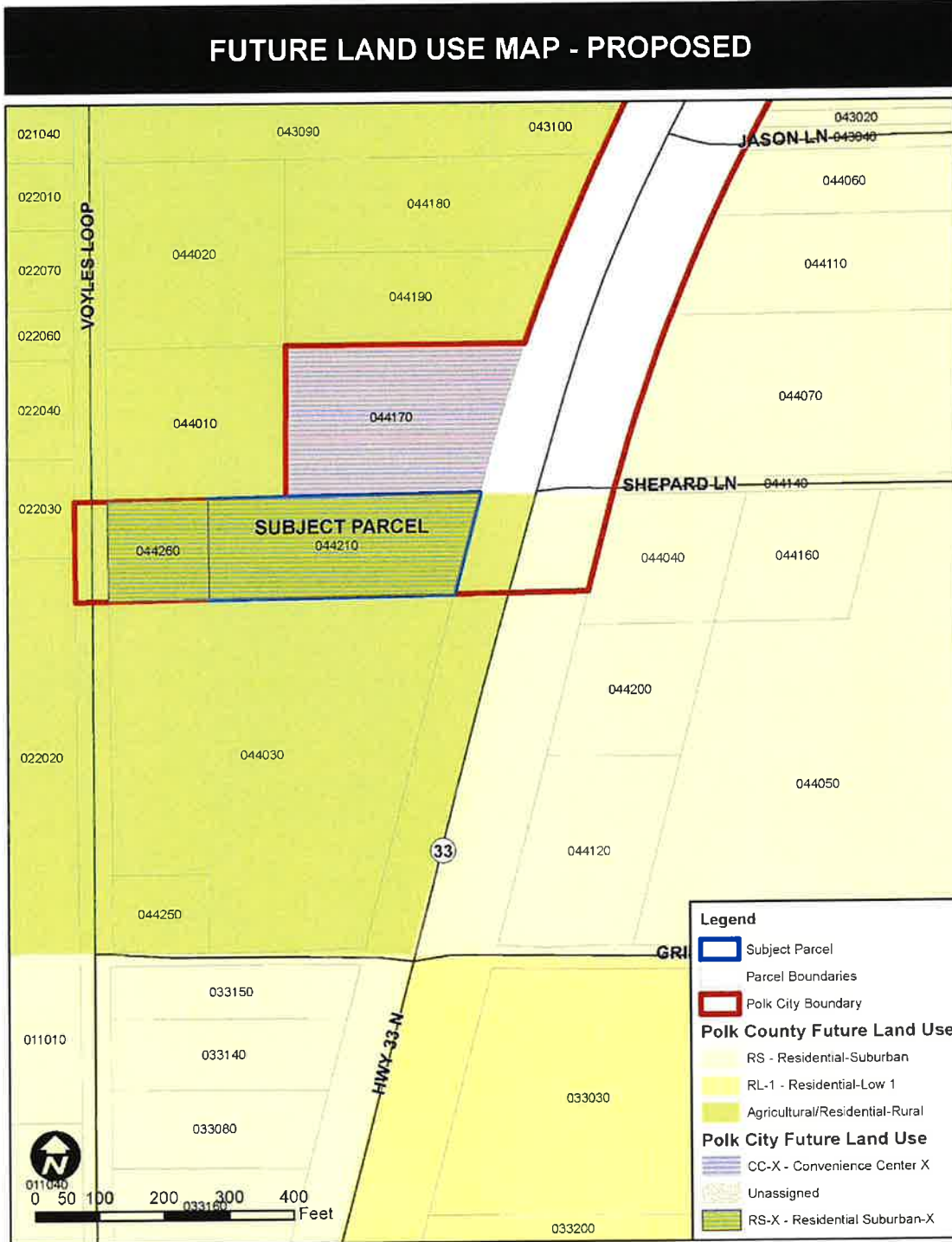
PASSED AND DULY ADOPTED ON SECOND READING, with a quorum present and voting by the City Commission of Polk City, Florida meeting in Regular Session this day of _____, 2024.

Joseph LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Clerk

**ORDINANCE NO. 2024-01
EXHIBIT "A"**





Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on Polk City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

ORDINANCE 2024-01: AN ORDINANCE OF POLK CITY, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE CITY'S COMPREHENSIVE PLAN BY CHANGING THE FUTURE LAND USE DESIGNATION OF APPROXIMATELY 1.44 ACRES FROM CONVENIENCE CENTER-X (CC-X) TO RESIDENTIAL LOW (RLX) IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; AND TRANSMITTING SAID AMENDMENT TO THE FLORIDA DEPARTMENT OF COMMERCE FOR FINDING OF COMPLIANCE; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means Polk City is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance. If no boxes are checked, the Business Impact Estimate Requirements Section will be completed. Polk City may, in its own discretion, determine to perform a Business Impact Estimate for ordinances exempted per Florida Statutes. This Business Impact Estimate may be revised following its initial posting.

REASON EXEMPTED FROM BUSINESS IMPACT ESTIMATE REQUIREMENTS

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development

- districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

BUSINESS IMPACT ESTIMATE REQUIREMENTS

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, Polk City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):
The ordinance will change the Future Land Use from Convenience Center-X (CC-X) to Residential Low-X. Although exempt under the statute, the City has nevertheless in its sole discretion performed a business impact estimate pursuant to § 166.041(4)(c), Florida Statutes, and determined that adoption of this ordinance:
 - (1) serves a public purpose by serving the public health, safety, morals, and welfare of the City,**
 - (2) has no direct negative economic impact on private, for-profit businesses in the city,**
 - (3) will not result in direct compliance costs by businesses,**
 - (4) does not impose any new charge or fee on businesses for which businesses will be financially responsible,**
 - (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City.**

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in Polk City, if any:
 - (a) An estimate of direct compliance costs that businesses may reasonably incur;
 - (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
 - (c) An estimate of Polk City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information the governing body deems useful (if any):
[You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: Polk City's staff solicited comments from businesses in Polk City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on Polk City's website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses].



POLK CITY
FUTURE LAND USE MAP AMENDMENT - OVERVIEW REPORT
March 26, 2024

TO: POLK CITY COMMISSION

FROM: CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

SUBJECT: **Ordinance 2024-01: Future Land Use Map Amendment in the Green Swamp Area of Critical State Concern:** An applicant-initiated Future Land Use Map Amendment in the Green Swamp Area of Critical State Concern "X" to change the Future Land Use from Convenience Center-X (CCX) to Residential Low-X (RLX) on approximately 1.44 acres in Polk City, located at 9600 SR 33 (Parcel number 252631-000000-044210).

AGENDA AND HEARING DATES:

January 8, 6:00 PM:	Planning Commission (Public Hearing)
March 11, 2024, 6:00 PM:	Planning Commission (Public Hearing)
March 26, 2024, 6:00 PM:	Transmittal Public Hearing - Transmit to Florida Commerce for 60-Day State Review Period
May/June 2024, 7:00 PM:	Second Reading – Adoption Hearing

PLANNING COMMISSION ACTION: On March 11, 2024, the Polk City Planning Commission unanimously voted to forward Ordinance 2024-01 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
- Applications

APPLICATION HISTORY:

At their January 8, 2024 meeting, the Planning and Zoning Board voted to recommend approval of the Future Land Use Map amendment from CCX to RSX and approval of the Zoning Map amendment from CCX to RSX to the City Commission. Prior to first reading, it was determined that the request needed to be processed under the Residential Low-X Future Land Use and Planned Unit Development limiting the site to one single-family dwelling unit. The change required the application to be returned to the Planning Commission for consideration.

OVERVIEW:

Applicant/Owner	D P Erectors
Agent	Dwayne Prestage
Parcel ID	252631-000000-044210
Subject Area	+/- 1.44 acres
Existing Future Land Use	Convenient Center-X (CCX) (Green Swamp)
Proposed Future Land Use	Residential Low-X (RLX) (Green Swamp)

The applicant is requesting a Future Land Use Map Amendment and rezoning to change the Future Land Use and zoning of a +/- 1.44 acre parcel in the Green Swamp Area of Critical State Concern "X" from the Future Land Use of Convenient Center-X (CCX) to a Future Land Use of Residential Low-X (RLX). The subject parcel is located at 9600 SR 33. See attached Location Map.

BACKGROUND & REASON FOR REQUEST:

The applicant is requesting these amendments as they would like to utilize the site to build one residential structure.

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 Future Land Use Map amendment is **consistent** with the Polk City Comprehensive Plan. The change in Future Land Use for the property will permit

the property owner to develop the land while meeting all State and local requirements related to the Green Swamp Critical State Concern.

The Zoning amendment is **consistent** with the proposed Future Land Use.

The request is to change the Future Land Use from Convenience Center (CCX) to Residential Low (RLX) and to change the zoning from Convenience Center (CCX) to Planned Unit Development (PUD). Descriptions for 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 4.4.B – Convenience Center: Convenience Centers are intended to accommodate the convenience-shopping needs of residents living within the immediate surrounding area. The CCX district permits non-residential uses such as offices, convenience stores, gas stations, dry cleaners and community facilities. The maximum floor area ratio shall not exceed 0.25. Convenience Centers shall be located at the intersections of arterial and/or collector roads. There shall be a one (1) mile traveling distance within the Polk City SPA on public roads between the center of a Convenience Center and the center of any other Convenience Center, or other higher level Activity Center or Linear Commercial Corridor providing for the same convenience shopping needs. This required separation may be reduced if: a) The higher-level Activity Center or Linear Commercial Corridor within the required distance separation is over 80% developed; or, b) the proposed Convenience Center market-area radius, minimum population support is over 5,000 people.

Useable Area	1 to 5 acres
Gross Leasable Area	3,000 to 20,000 square feet
Minimum Population Support	2,500 to 5,000 people
Market-Area radius	1 mile
Typical Leading Tenant	Convenience Store
Other Typical Tenants	Laundry, Dry cleaning, Barber, Restaurant, Gas Station, Office

Development within a Convenience Center shall conform to the following criteria:

- i. Convenience Centers shall have frontage on, or direct access to, an arterial or collector roadway, or a frontage road or service drive that directly serves an arterial or collector roadway.

- ii. Different uses within a Convenience Center shall incorporate the use of frontage roads or shared ingress/egress facilities wherever practical.
- iii. Adequate parking shall be provided to meet the demands of the uses, and interior traffic circulation patterns shall facilitate the safe movement of vehicular, bicycle, and pedestrian traffic.
- iv. Buffering shall be provided where the effects of lighting, noise, odors, and other such factors would adversely affect adjacent land uses. Parking lots, loading areas, dumpsters, utilities and air conditioning units, signage, etc., are examples of facilities that may require special buffering provisions.
- v. Residential uses shall not be permitted in Convenience Centers.
- vi. Offices uses shall not exceed 40 percent of the total area within the convenience center. Commercial uses may constitute 100 percent of the convenience center.

Proposed – Future Land Use

Polk City Comprehensive Plan, Future Land Use Element, Policy 4.4.E – Convenience Center:

- e. Residential-Low (RLX). The Residential Low provides areas for the low density residential needs of residents in urban areas. Residential Low areas shall be developed at densities up to, and including, three four dwelling units per acre in the Polk City Special Protection Area of the Green Swamp ACSC (4 DU/AC). Development within designated RLX shall be limited to: a) residential development containing single-family dwelling units, duplex units, family care homes, and small-scale multi-family units; b) agricultural support uses; c) community facilities; and, d) elementary, middle, and high schools.

LAND USE COMPATIBILITY

The parcels to the south, east, and part of the north are in unincorporated Polk County. These parcels include Agriculture/Rural Residential and Residential Suburban Future Land Use. The parcels include single family homes and mobile homes. The parcel to the west and partially to the north are located in Polk City. The parcel to the east has Residential Suburban-X Future Land Use and Zoning and includes a mobile home. The northern parcel in the City has a Commercial Convenience-X (CCX) Future Land Use and is vacant. The subject parcel is surrounded by a single-family homes including mobile homes. The adjacent parcels consist of single-family homes, Vacant Land and Commercial. The *Land Use Matrix* below outlines the existing and proposed Future Land Use and zoning of the subject parcel, 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: Agriculture/Rural Residential (County) Zoning: Agriculture/Rural Residential (County) Existing Land Use: Single Family	Future Land Use: Agriculture/Rural Residential (County) and CCX Zoning: Agriculture/Rural Residential (County) and CCX Existing Land Use: MH (County) and vacant (City)	Future Land Use: ROW and Residential Suburban (County) Zoning: ROW and Residential Suburban (County) Existing Land Use: Single Family – Mobile Home
West	Subject Parcels	East
Future Land Use: Residential Suburban-X (RSX) Zoning: Residential Suburban-X (RSX) Existing Land Use: Single Family – Mobile Home	Future Land Use: <u>Existing:</u> CCX <u>Proposed:</u> RLX Zoning: <u>Existing:</u> CCX <u>Proposed:</u> PUD Existing Land Use: Vacant	Future Land Use: ROW and Residential Suburban (County) Zoning: ROW and Residential Suburban (County) Existing Land Use: Single Family
Southwest	South	Southeast
Future Land Use: Agriculture/Rural Residential (County) Zoning: Agriculture/Rural Residential (County) Existing Land Use: Multiple Single-Family Homes	Future Land Use: Agriculture/Rural Residential (County) Zoning: Agriculture/Rural Residential (County) Existing Land Use: Multiple Single-Family Homes	Future Land Use: ROW and Residential Suburban (County) Zoning: ROW and Residential Suburban (County) Existing Land Use: Single Family – Mobile Home

Table 1 include an analysis of the potential impacts on density and intensity for the proposed Future Land Use and Zoning amendments.

**Table 1:
Analysis of Potential Impacts from Proposed Future Land Use Change**

	Existing FLU: CCX (1.44 acres)	Proposed FLU: RLX (1.44 acres)
Density/Intensity	0 DU/Acre (FAR 0.25)	4 DU/acre
Density Potential	0 Dus (15,681 sf)	5 Dus (0 sf)
Difference	Decrease of 15,681 sf non-residential and increase of 5 DUs	

Development of the site with one single-family structure is consistent with the surrounding property and serves as in-fill development.

PUBLIC FACILITIES AND SERVICES ANALYSIS:

Potable Water and Wastewater

The City has capacity in both systems to serve development of this property. Water and Sewer are located in the SR 33 right-of-way.

Traffic/Transportation

The site is accessed via State Road 33. This is a state-maintained right-of-way. The Florida Department of Transportation will have to issue the driveway permit for the property.

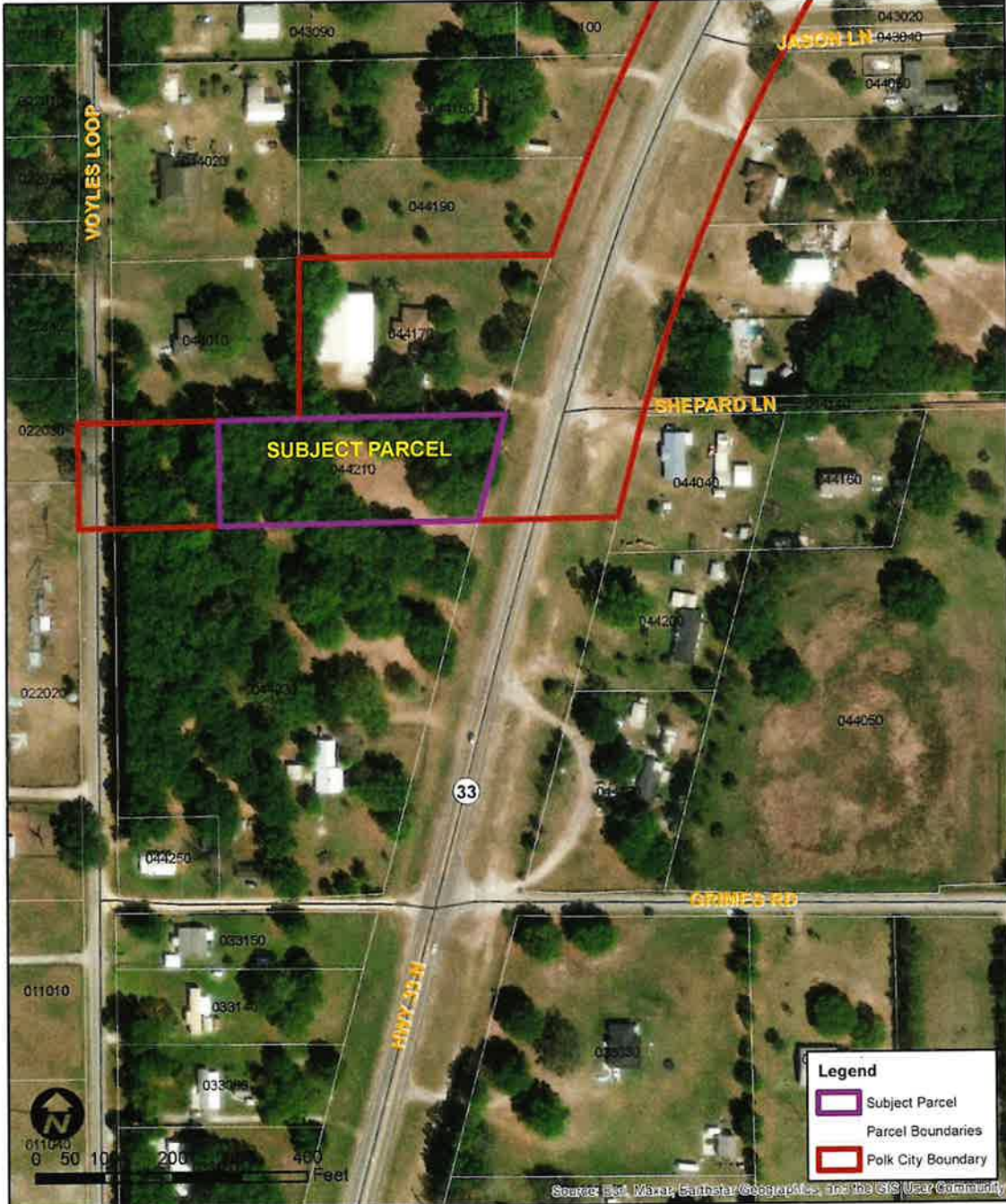
Environmental Impacts

The site is located in the Green Swamp Area of Critical State Concern.

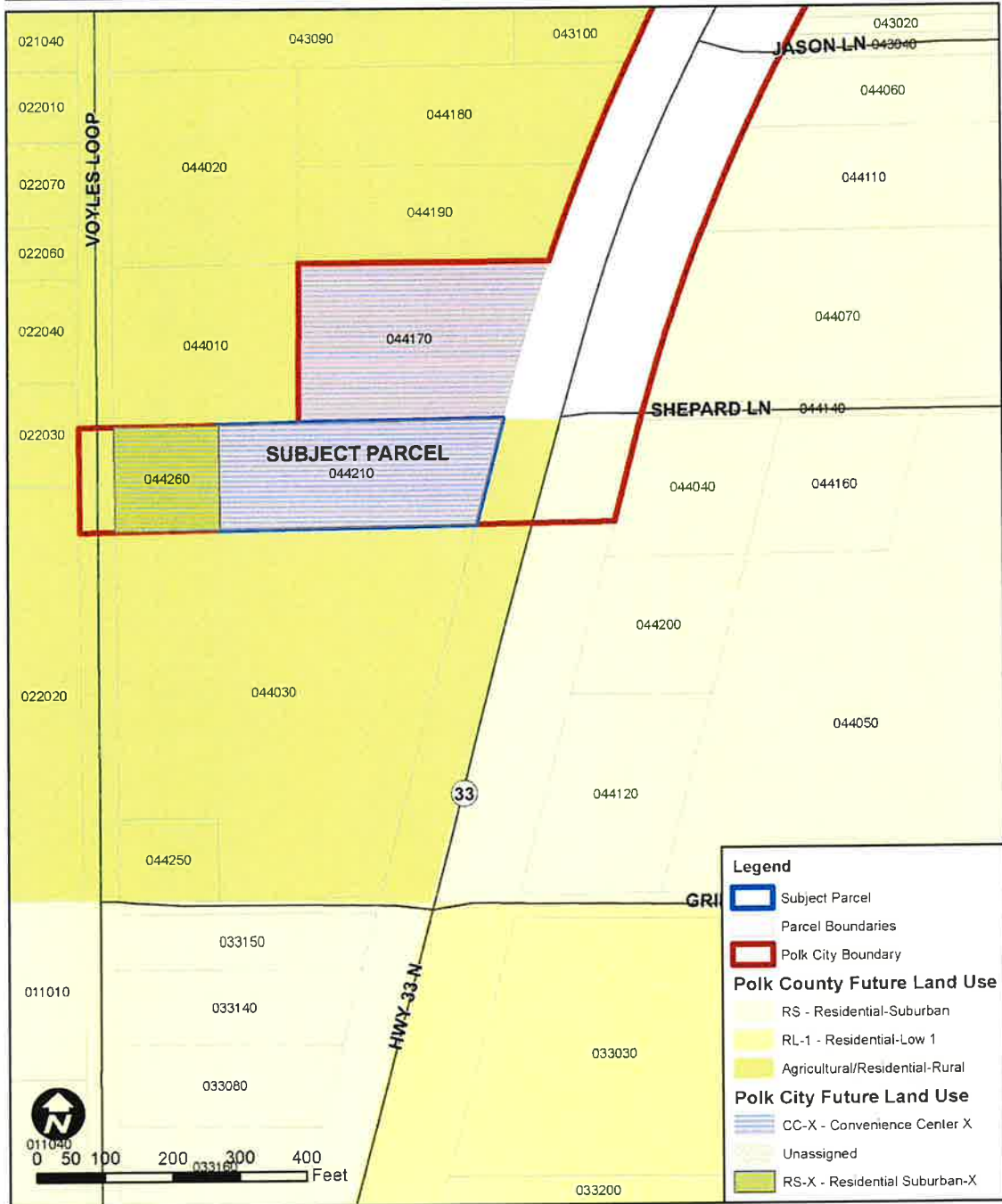
School Impacts

One single-family residential unit is a de minimis impact to the school system.

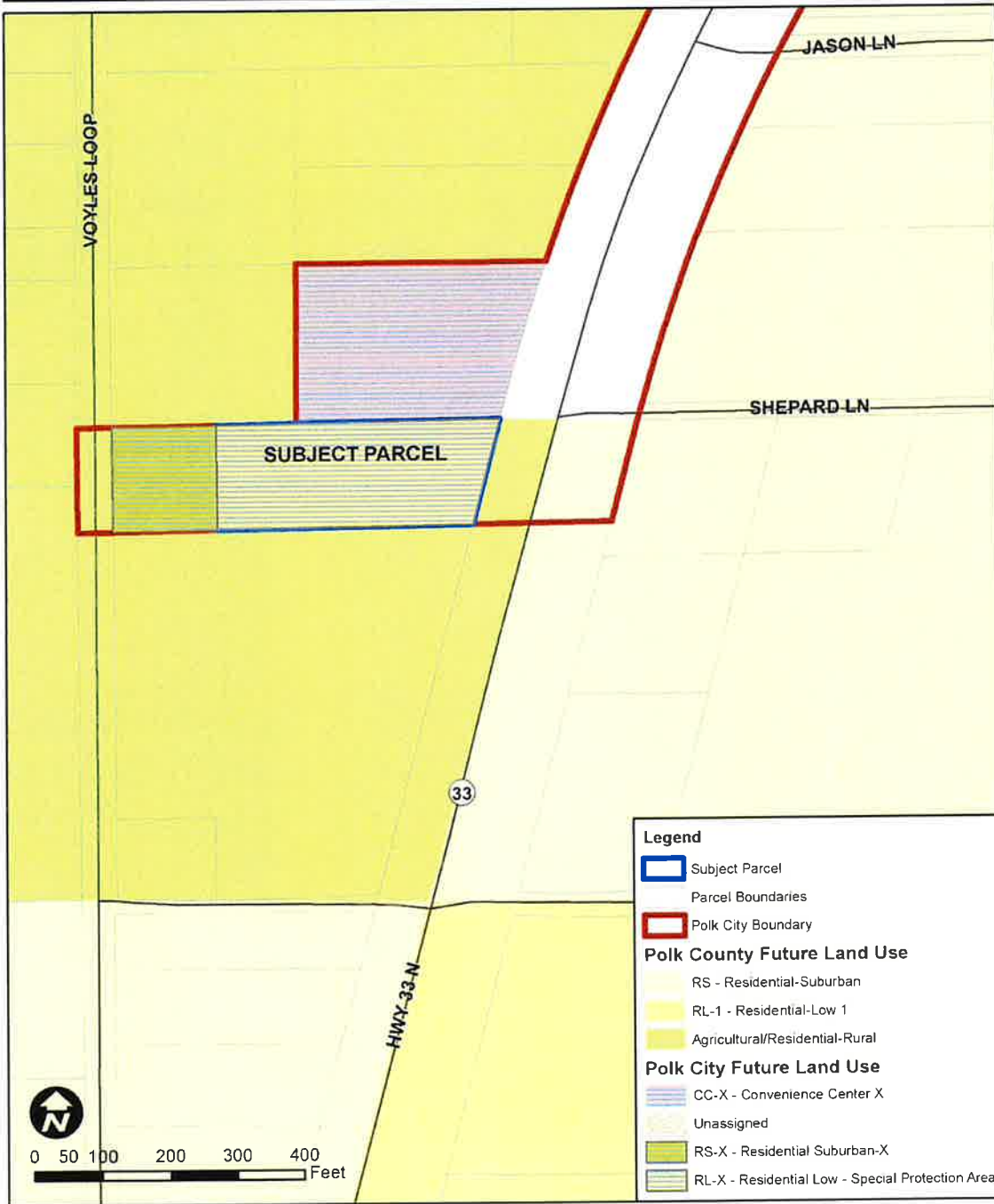
LOCATION MAP



FUTURE LAND USE MAP - EXISTING



FUTURE LAND USE MAP - PROPOSED





Proposed Amendment: # _____
Receipt: # _____ Fee: \$ _____
Small Scale? (≤ 10 acres) YES () NO ()

**CITY OF POLK CITY
APPLICATION FOR FUTURE LAND USE MAP AND/OR ZONING AMENDMENT**

City of Polk City
Planning Services
PO Box 1139
Polk City, Florida 33868
Phone: 863-984-1375

FOR OFFICE USE ONLY	
DATE RECEIVED:	_____
RECEIVED BY:	_____
P & Z HEARING:	_____
(LS) TRANSMITTAL HEARING:	_____
(SS) FIRST READING:	_____
ADOPTION HEARING:	_____

APPLICANT NAME: Dwayne Prestage PHONE: 863-206-3420

ADDRESS: 339 Tavares Rd Polk City, Fl. 33868

(Enclose Letter of Authorization from owner(s))

AGENT NAME: _____ PHONE: _____

ADDRESS: _____

OWNER NAME: D P ERECTORS, LLC PHONE: 863-206-3420

(Enclose Proof of Ownership, i.e. photocopy of Deed, Tax Receipt)

ADDRESS: 9600 N. Hwy 33 Polk City, Fl. 33868

REQUEST DCA REVIEW: () YES () NO () N/A # of acres: _____ Legal description attached ()

SUMMARY AND LOCATION OF PROPOSED AMENDMENT:

9600 N Hwy 33, Polk City, Fl. 33868

JUSTIFICATION OF PROPOSED AMENDMENT:

EXISTING FUTURE LAND USE: CC CURRENT ZONING: Commercial

PROPOSED FUTURE LAND USE: Resident PROPOSED ZONING: Residential

DESCRIPTION OF EXISTING LAND USES ON THE SUBJECT PROPERTY:

Vacant

DESCRIPTION OF EXISTING LAND USES SURROUNDING THE SUBJECT PROPERTY:

Residential

PROPOSED USE OF THE SUBJECT PROPERTY (DEVELOPMENT DESCRIPTION, SCHEDULE, AND PHASES):

Build a house or setup doublewide mobile home.

MAXIMUM ALLOWABLE DENSITY UNDER EXISTING FUTURE LAND USE MAP DESIGNATION:

MAXIMUM ALLOWABLE DENSITY UNDER PROPOSED FUTURE LAND USE MAP DESIGNATION:

The above application for an amendment to the City of Polk City's Comprehensive Plan is submitted for the City's review by the legal owner(s) of the property subject to the request, whose name(s) and signature(s) follows:

(Please type or print names)

Name: Dwayne Prestage
Signature: *Dwayne Prestage*
Date: 12/11/2023

If Other Owners:

Name: _____
Signature: _____
Dated: _____



City of Polk City

• 123 Broadway Blvd, SE • Polk City, Florida 33868 • (863) 964-31375 • Fax (863) 964-2334

Application for Zoning or for Rezoning of Property

Applicant

The following information is required for submission of an application for assignment of a Zoning District in the City or the Rezoning of property in the City limits of Polk City, Florida. **Please print or type the required information below. Attach three copies of the current survey of subject property certified to the City of Polk City along with an aerial photograph and location map.**

Name of Property Owner: D P ERECTORS
Mailing Address: 339 Tavares Rd. Polk City, Fl. 33868 Phone: 863-206-3420
Name of Representative, if applicable: Dwayne Prestage
Mailing Address: 339 Tavares Rd. Polk City, Fl. 33868 Phone: 863-206-3420
Reason for Request: to put a mobile home or build a house on the property

Property Identification

Property Address or General Location: 9600 Highway 33 North Polk City, Fl. 33868
Present Use of the Property: Vacant Lot
Existing Structures Located on the Site: None
Total Acreage: 1.44 Number of Residents on Site: None
Parcel I.D.#: 25283100000044210
Section: 31 Township: 26 South Range: 25 East
Legal Description of the Property: 5.156 FT OF N 894.66 FT OF SW1/4 OF SW1/4 W OF SR 33 & LESS MAINT R/W FOR VOYLES LOOP RD & LESS COM AT SW COR OF SEC RUN N00-12-36E ALG W LINE OF SW1/4 OF SW1/4 547.23 FT N09-20-49E 21.40 FT TO E COUNTY MAINTAINED R/W LINE OF VOYLES LOOP RD FOR POB N00-25-37W ALG E RW LINE 25.80 FT N00-32-04W ALG E RW LINE 99.97 FT N00-38-56W ALG E RW LINE 30.13 FT N89-20-49E 155.00 FT S00-32-49E 155.00 FT S89-20-49W 155.00 FT TO POB

Planning and Zoning Information

Current City Zoning Classification: CC-X- Convenience Center
Current Future Land Use Classification: CC-X
Requested City Zoning Classification: R-1 Single Family Residential

Note: Unless specific zoning designations are requested, the City will assign designations, which most closely conform with the actual use of the property or with designations of surrounding properties. An application fee will be assessed only on requests for land use and zoning changes which result in an increase in land use or zoning intensity over that allowed under the County designations.

Date Received: 11/3/23 Received By: KMD
Fee Paid: yes File Number: _____

OWNER'S SIGNATURE PAGE

(I) (We D P ERECTORS) being duly sworn, depose and say that (I) (we) own one or more of the properties involved in this petition and that (I) (we) authorize the City of Polk City to process this petition for Zoning or Re-zoning, in accordance with all adopted City rules and regulations, and in conformance with State law.

Further (I) (we) or any agent or lessee of the subject property authorized by (me) (us) to file this petition, deposes and say that the statements and answers contained in the application and any information attached thereto, present the arguments in behalf of this petition to the best of (my) (our) ability; and that the statements and information referred to above are in all respects true and correct to the best of (my) (our) knowledge and belief.

OWNERS

<u>Dwayne Prestage</u> 11/2/2023	_____
Signature of Owner	Signature of Owner
<u>Dwayne Prestage</u>	_____
Printed Name of Owner	Printed Name of Owner
_____	_____
Signature of Owner	Signature of Owner
_____	_____
Printed Name of Owner	Printed Name of Owner

STATE OF FLORIDA
COUNTY OF POLK

OWNER'S NOTARIZATION

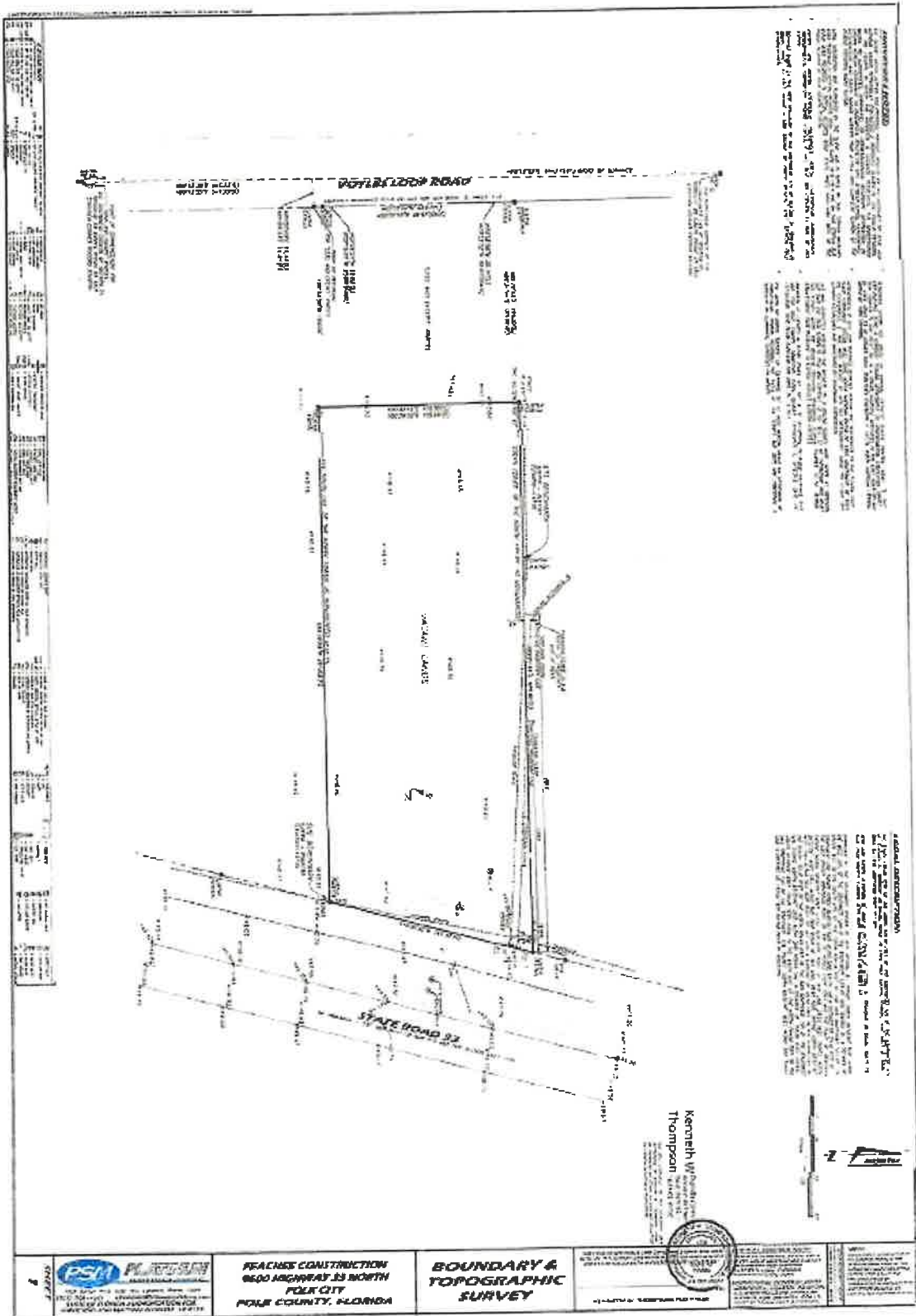
The foregoing instrument was acknowledged before me this 2 day of November, 2023, by Prestage Dunyc, who is personally known to me or who has produced a driver's license as identification and who did not take an oath.



WANDA COLON
Notary Public
State of Florida
Comm# HH334406
Expires 11/21/2026

Wanda Colon

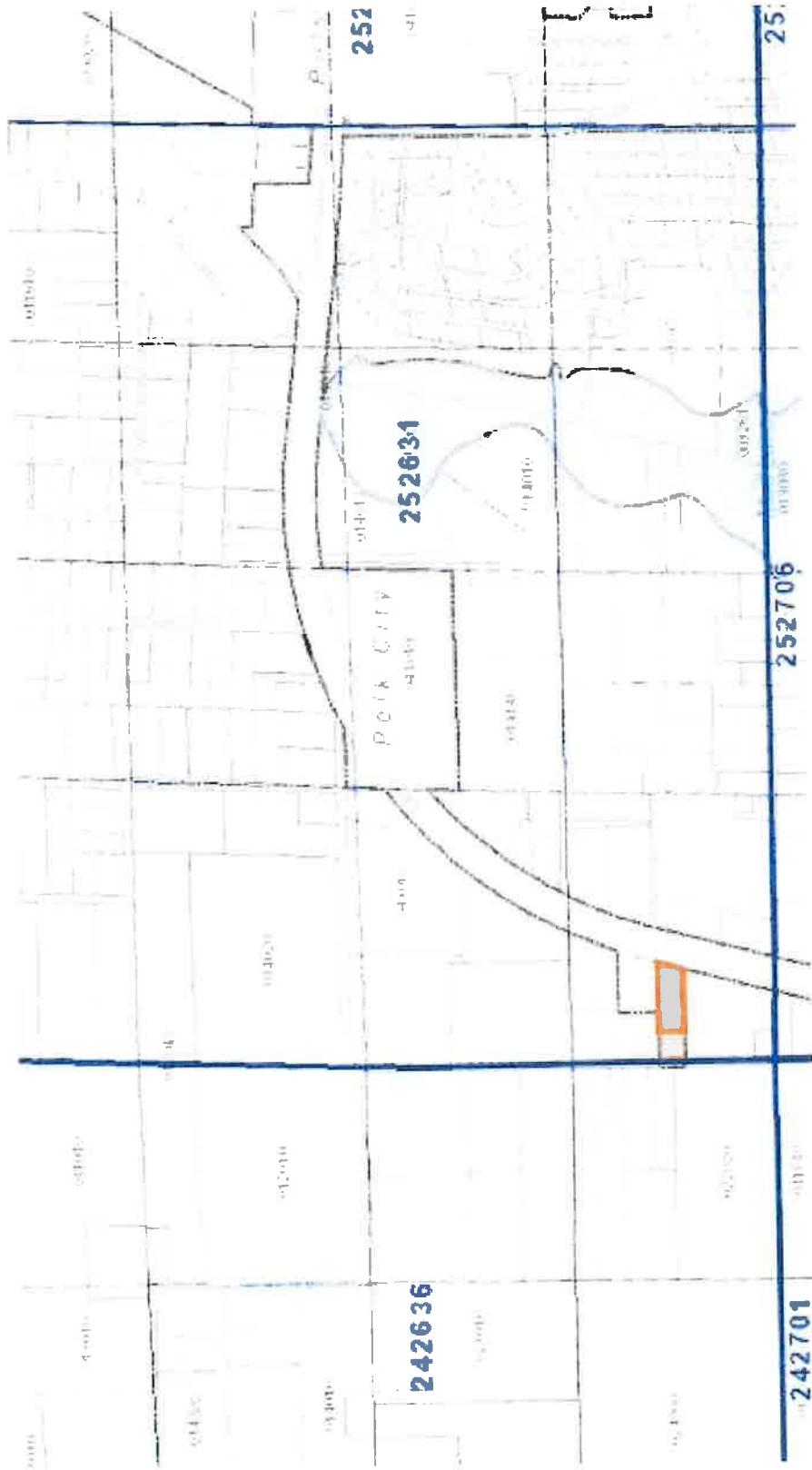
Notary Public
Notarial Seal and Commission
Expiration Date





Untitled Map
Write a description for your map.

Legend
9600 Highway 33 N



**Special City Commission Meeting
March 26, 2024**

AGENDA ITEM #2: **Ordinance 2024-02: Rezoning in the Green Swamp Area of Critical State Concern**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Ordinance 2024-02 - Rezoning in the Green Swamp Area of Critical State Concern is an applicant-initiated rezoning in the Green Swamp Area of Critical State Concern "X" to change the zoning from Convenience Center-X (CCX) to Residential Suburban-X (RSX) on approximately 1.44 acres in Polk City, located at 9600 SR 33 (Parcel number 252631-000000-044210). **First Reading**

ATTACHMENT:

Ordinance 2024-02
CFRPC Staff Report

ANALYSIS:

The applicant is requesting these amendments as they would like to utilize the site to build a residential structure.

This item was presented at the January 8, 2024 Planning Commission Meeting and approved to forward on to the City Commission for final approval.

This is a companion Ordinance to Ordinance 2024-01.

This item will be transmitted to Florida Commerce for a 30-day State Review. If there are no changes, Ordinance 2024-02 will be presented for Second and Final Reading no later than May 2024.

Polk City's Business Impact Statement is attached.

STAFF RECOMMENDATION:

Approve Ordinance 2024-02 on First Reading

ORDINANCE NO. 2024-02

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF POLK CITY, FLORIDA TO CHANGE THE ZONING FOR APPROXIMATELY 1.44 ACRES LOCATED AT 9600 STATE ROAD 33 (PARCEL NUMBER 252631-000000-044210) FROM CONVENIENCE CENTER-X (CCX) TO PLANNED UNIT DEVELOPMENT (PUD) IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CONFLICTS, CODIFICATION 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) 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.

(2) The City has followed all statutory and Code requirements for noticing and advertising this rezoning Ordinance and public hearings associated with the rezoning.

(3) Although exempt under the statute, the City has nevertheless in its sole discretion performed a business impact estimate pursuant to § 166.041(4)(c), and determined that adoption of this ordinance:

- (a) serves a public purpose by serving the public health, safety, morals, and welfare of the City,
- (b) has no direct negative economic impact on private, for-profit businesses in the city,
- (c) will not result in direct compliance costs by businesses,
- (d) does not impose any new charge or fee on businesses for which businesses will be financially responsible,
- (e) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City.

(4) The City Commission has received public input on the rezoning and a recommendation from staff.

(5) The City Commission of the City of Polk City finds that the applicants have met the criteria for rezoning under the City's land development regulations and that rezoning will not adversely affect the public interest.

(6) 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.

SECTION 2. ZONING AMENDMENT: The official zoning map of Polk City is amended so as to assign the City Zoning Classification of Planned Unit Development (PUD) on approximately 1.44 acres of land located at 9600 State Road 33 (Parcel Number 252631-000000-044210) in the Green Swamp Area of Critical State Concern to permit the development of one single-family home, as shown on Exhibit "A" attached hereto.

SECTION 3. PLANNED UNIT DEVELOPMENT. The property described in Exhibit "A" is hereby zoned Planned Unit Development (PUD) Zoning District and the provisions of the Land Development Code and special conditions attached hereto as Exhibit "B" shall govern further public review and development of the property within this District.

SECTION 4. BUSINESS IMPACT ESTIMATE. Pursuant to Section 166.041(4), Florida Statutes, the City of Polk City is required to prepare a business impact estimate for certain proposed ordinances. This proposed ordinance rezones property in accordance with the owner's proposed use. Such an amendment to the City's Plan (1) serves a public purpose by serving the public health, safety, morals, and welfare of the City, (2) has no direct negative economic impact on private, for-profit businesses in the city, (3) will not result in direct compliance costs by businesses, (4) does not impose any new charge or fee on businesses for which businesses will be financially responsible, and (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City. Thus, it is estimated that neither residents nor any business will incur additional costs. The City does not seek to impose any additional user or regulatory fees or charges, nor are any direct compliance costs expected. The Business Impact Estimate form for this ordinance is on file with the City Clerk.

SECTION 5. 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 6. 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 7. CODIFICATION. 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.

SECTION 8. EFFECTIVE DATE: This ordinance shall not take effect unless and until Ordinance 2024-01 adopting the companion future land use map amendment to this rezoning becomes final and non-appealable.

INTRODUCED AND PASSED on FIRST READING, this __ day of _____, 2024.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

**APPROVED AS TO FORM AND
CORRECTNESS:**

Patricia Jackson, City Manager/Clerk

Thomas A. Cloud, City Attorney

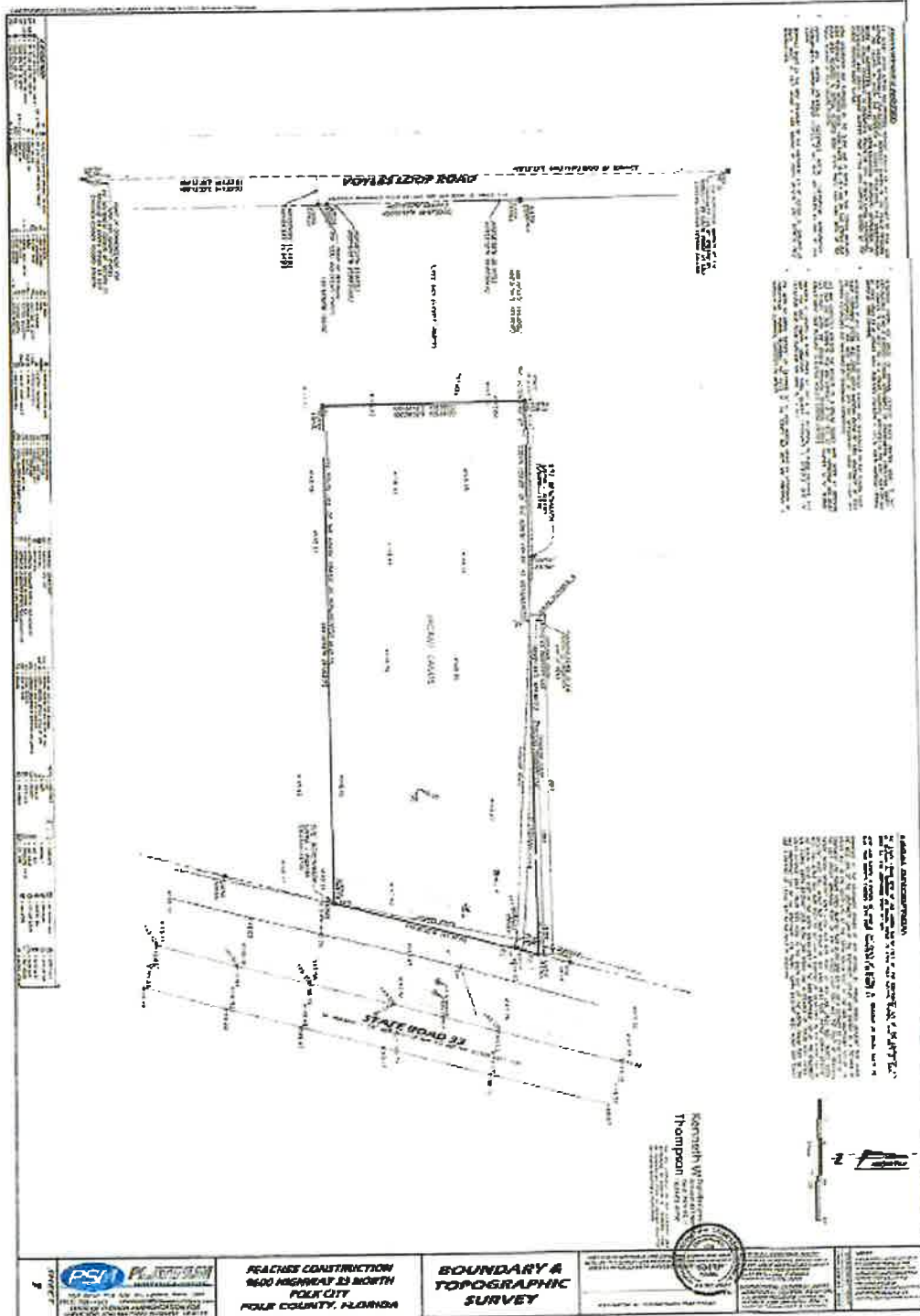
PASSED AND DULY ADOPTED ON SECOND READING, with a quorum present and voting by the City Commission of Polk City, Florida meeting in Regular Session this ___ day of _____, 2024.

Joe LaCascia, Mayor

ATTEST:

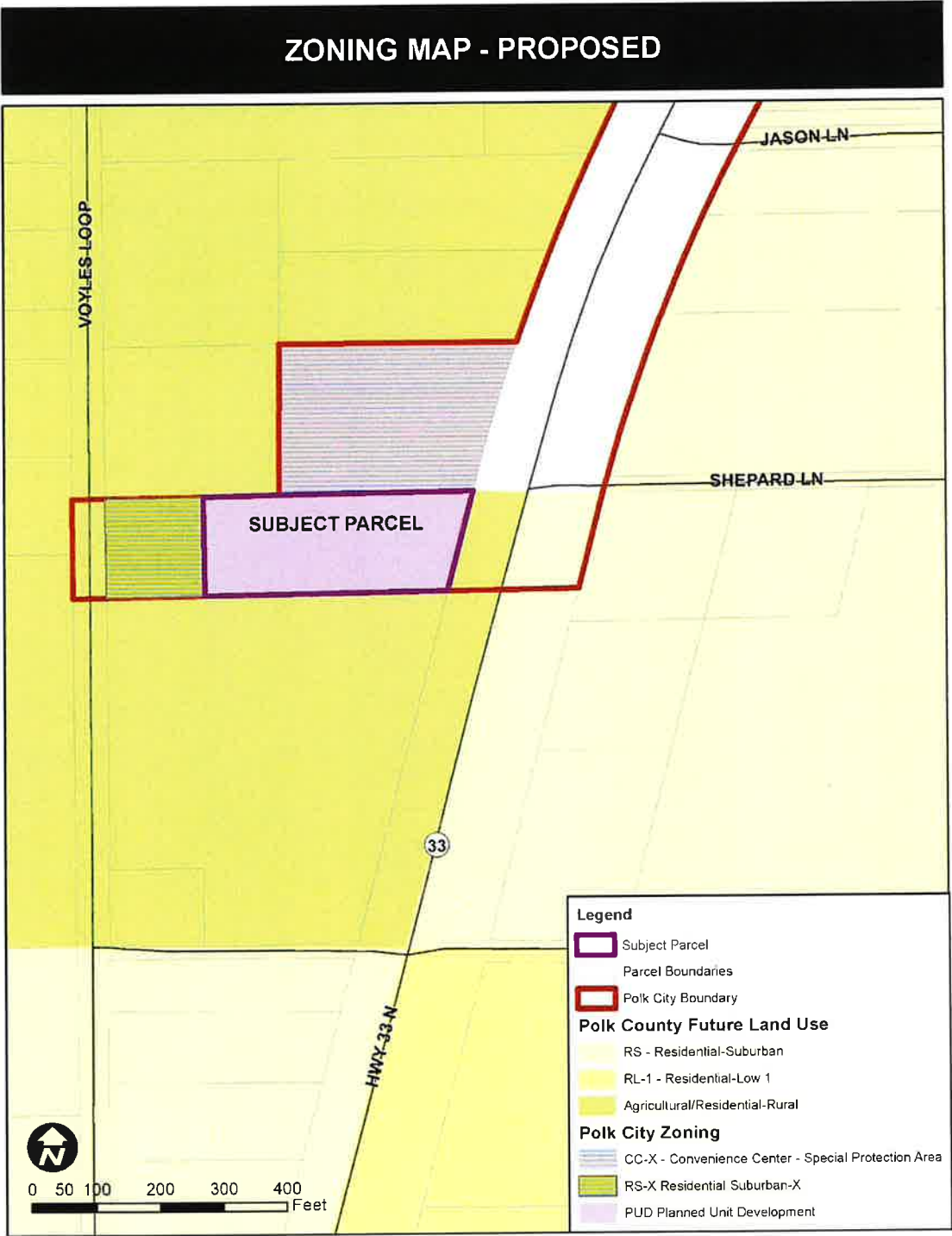
Patricia Jackson, City Manager/City Clerk

ORDINANCE NO. 2024-02
Composite Exhibit "A"
Legal Description and Excerpt from the Official Zoning Map
Page 1 of 2



ORDINANCE NO. 2024-02

Composite Exhibit "A"
Legal Description and Excerpt from the Official Zoning Map
Page 2 of 2



ORDINANCE NO. 2024-02

Exhibit "b"
Conditions of Approval
Page 1 of 1

PROPOSED CONDITIONS OF APPROVAL

1. The property shall consist of one single family dwelling unit that meets the following requirements.

Setbacks			Max Impervious Surface Ratio	Max Building Height
Front	Rear	Side		
50'	15'	20'	0.60	50'
Front, exterior side, and exterior rear setbacks for principal and accessory structures shall be determined by the distance from the road right-of-way (R/W) or road centerline (C/L), whichever results in the greatest distance from the property line. Setbacks from private roads shall be calculated in the same manner or from the edge of pavement, whichever is greater. All linear dimensions are given in feet.				

2. Accessory structures may be installed consistent with Section 2.05.00 of the Land Development Code.
3. Consistent with the Requirements in Table 3.12AA(13): Building Height Adjustment. When a building exceeds 35 feet in height, the minimum distance from an adjacent detached building shall be increased by one-half foot for each one foot of building height or fraction thereof over 25 feet.
4. A Master Development Plan is not necessary for this site as the site will be developed with one single-family home pursuant to the requirements above. The applicant may move to construction/building permits upon the effective dates of the Future Land Use and Zoning Ordinances.



Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on Polk City's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

ORDINANCE 2024-02: AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF POLK CITY, FLORIDA TO CHANGE THE ZONING FOR APPROXIMATELY 1.44 ACRES LOCATED AT 9600 STATE ROAD 33 (PARCEL NUMBER 252631-000000-044210) FROM CONVENIENCE CENTER-X (CCX) TO PLANNED UNIT DEVELOPMENT-X (PUDX) IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CONFLICTS, CODIFICATION AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means Polk City is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance. If no boxes are checked, the Business Impact Estimate Requirements Section will be completed. Polk City may, in its own discretion, determine to perform a Business Impact Estimate for ordinances exempted per Florida Statutes. This Business Impact Estimate may be revised following its initial posting.

REASON EXEMPTED FROM BUSINESS IMPACT ESTIMATE REQUIREMENTS

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

¹ See Section 166.041(4)(c), Florida Statutes.

BUSINESS IMPACT ESTIMATE REQUIREMENTS

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, Polk City hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The ordinance will change the Zoning from Convenience Center-X (CC-X) to Planned Unit Development-X. Although exempt under the statute, the City has nevertheless in its sole discretion performed a business impact estimate pursuant to § 166.041(4)(c), Florida Statutes, and determined that adoption of this ordinance:

- (1) serves a public purpose by serving the public health, safety, morals, and welfare of the City,**
- (2) has no direct negative economic impact on private, for-profit businesses in the city,**
- (3) will not result in direct compliance costs by businesses,**
- (4) does not impose any new charge or fee on businesses for which businesses will be financially responsible,**
- (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City.**

Thus, it is estimated that neither residents nor any business will incur additional costs. The City does not seek to impose any additional user or regulatory fees or charges, nor are any direct compliance costs expected.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in Polk City, if any:
 - (a) An estimate of direct compliance costs that businesses may reasonably incur;
 - (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
 - (c) An estimate of Polk City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

4. Additional information the governing body deems useful (if any):

[You may wish to include in this section the methodology or data used to prepare the Business Impact Estimate. For example: Polk City's staff solicited comments from businesses in Polk City as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail or direct email, posting on Polk City's website, public workshop, etc. You may also wish to include efforts made to reduce the potential fiscal impact on businesses. You may also wish to state here that the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals as well as businesses) and, therefore, the proposed ordinance does not affect only businesses].



**POLK CITY
REZONING - OVERVIEW REPORT**
March 26, 2024

TO: POLK CITY COMMISSION

FROM: CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

SUBJECT: **Ordinance 2024-02: Rezoning in the Green Swamp Area of Critical State Concern:** An applicant-initiated rezoning in the Green Swamp Area of Critical State Concern "X" to change the zoning from Convenience Center-X (CCX) to Planned Unit Development (PUDX) to permit the development of one single-family home on approximately 1.44 acres in Polk City, located at 9600 SR 33 (Parcel number 252631-000000-044210).

AGENDA AND HEARING DATES:

January 8, 6:00 PM:	Planning Commission (Public Hearing)
March 11, 2024, 6:00 PM:	Planning Commission (Public Hearing)
March 26, 2024, 6:00 PM:	Transmittal Public Hearing - Transmit to Florida Commerce for 60-Day State Review Period
May/June 2024, 7:00 PM:	Second Reading – Adoption Hearing

PLANNING COMMISSION ACTION: On March 11, 2024, the Polk City Planning Commission unanimously voted to forward Ordinance 2024-02 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
- Applications

APPLICATION HISTORY:

At their January 8, 2024 meeting, the Planning and Zoning Board voted to recommend approval of the Future Land Use Map amendment from CCX to RSX and approval of the Zoning Map amendment from CCX to RSX to the City Commission. Prior to first reading, it was determined that the request needed to be processed under the Residential Low-X Future Land Use and Planned Unit Development limiting the site to one single-family dwelling unit. The change required the application to be returned to the Planning Commission for consideration.

OVERVIEW:

Applicant/Owner	D P Erectors
Agent	Dwayne Prestage
Parcel ID	252631-000000-044210
Subject Area	+/- 1.44 acres
Existing Future Land Use	Convenient Center-X (CCX) (Green Swamp)
Proposed Future Land Use (Ord 2024-01)	Residential Low-X (RLX) (Green Swamp)
Existing Zoning	Convenient Center-X (CCX) (Green Swamp)
Proposed Zoning	Planned Unit Development (Green Swamp)

The applicant is requesting a Future Land Use Map Amendment (Ordinance 2024-01) and rezoning to change the Future Land Use and zoning of a +/- 1.44 acre parcel in the Green Swamp Area of Critical State Concern "X" from the Future Land Use of Convenient Center-X (CCX) and the zoning of Convenient Center-X (CCX) to a Future Land Use of Residential Low-X (RLX) and a zoning of Planned Unit Development (PUD) limited to the development of one single family home. The subject parcel is located at 9600 SR 33. See attached Location Map.

BACKGROUND & REASON FOR REQUEST:

The applicant is requesting these amendments as they would like to utilize the site to build one residential structure.

STANDARDS FOR EVALUATING 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 Future Land Use Map amendment is **consistent** with the Polk City Comprehensive Plan. The change in Future Land Use for the property will permit the property owner to develop the land while meeting all State and local requirements related to the Green Swamp Critical State Concern.

The Zoning amendment is **consistent** with the proposed Future Land Use *following adoption of Ordinance 2024-01*.

The request is to change the zoning from Convenience Center (CCX) to Planned Unit Development (PUD). Descriptions for the existing and proposed zoning designations are provided as follows:

Existing – Zoning

Polk City Land Development Code, Section 3.12.02.08(2) – CCX Convenience Centers: Convenience Centers X are intended to accommodate the convenience-shopping needs of residents living within the immediate surrounding area.

Table 3.19 – Convenience Centers Usable Area

Useable Area	1 to 5 acres
Gross Leasable Area (GLA)	3,000 to 20,000 square feet
Minimum Population Support	2,500 to 5,000 people
Market-Area radius	1 mile
Typical Leading Tenant	Convenience Store
Other Typical Tenants	Laundry, Dry cleaning, Barber, Restaurant, Gas Station, Office

Convenience Centers shall be located at the intersections of arterial and/or collector roads. There shall be the following traveling distance, on public roads, between the center of a Convenience Center and the center of any other Convenience Center, or other higher-level Activity Center, Linear Commercial Corridor, or Commercial Enclave providing for the same convenience shopping needs: a. One (1) mile within the Polk City Special Protection Area. This required separation may be reduced if:

The higher-level Activity Center, Linear Commercial Corridor or Commercial Enclave within the required distance separation is over 80% developed; or,

The proposed Convenience Center market-area radius, minimum population support is over 5,000 people.

Development within a Convenience Center shall conform to the following criteria:

- a) Convenience Centers shall have frontage on, or direct access to, an arterial or collector roadway, or a frontage road or service drive that directly serves an arterial or collector roadway.
- b) Different uses within a Convenience Center shall incorporate the use of frontage roads or shared ingress/egress facilities wherever practical.
- c) Adequate parking shall be provided to meet the demands of the uses, and interior traffic circulation patterns shall facilitate the safe movement of vehicular, bicycle, and pedestrian traffic.
- d) Buffering shall be provided where the effects of lighting, noise, odors, and other such factors would adversely affect adjacent land uses. Parking lots, loading areas, dumpsters, utilities and air conditioning units, signage, etc., are examples of facilities that may require special buffering provisions.
- e) Residential uses shall not be permitted in Convenience Centers.
- f) Offices uses shall not exceed 40 percent of the total area within the convenience center. Commercial uses may constitute 100 percent of the convenience center.
- g) The maximum floor area ratio shall not exceed 0.25 unless developed as a Planned Unit Development.
- h) Planned Unit Developments within the Convenience Center may be permitted a maximum floor area ratio up to 0.50. Intensity increases shall only be awarded to innovative, efficient, and compatible Planned Unit Development proposals that are consistent with the general district characteristics. Such Planned Unit Developments shall also be designed to be compact and require less land area than other alternatives.

Proposed –Zoning

Polk City Land Development Code, Section 3.12.03 – Planned Unit Development (PUD) in the Green Swamp ACSC:

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

- A. Planned Unit Development. All Planned Unit Development within the Green Swamp ACSC shall meet the following standards:
 - 1. Use of innovative design techniques and additional open space.
 - 2. Conservation of natural resources.
 - 3. Utilization of land economically and efficiently.

4. Efficient use of existing and programmed public services and facilities.
 5. Creation of attractive and functional development that is compatible with surrounding uses and utilizes wetlands and flood plain areas as the required open space.
- B. PUDs located in the Green Swamp ACSC shall be consistent with Section 2.04.02.16 Planned Unit Development District.

2.04.02.16 Planned Unit Development District.

(B) Purpose

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

LAND USE COMPATIBILITY

The parcels to the south, east, and part of the north are in unincorporated Polk County. These parcels include Agriculture/Rural Residential and Residential Suburban Future Land Use. The parcels include single family homes and mobile homes. The parcel to the west and partially to the north are located in Polk City. The parcel to the east has Residential Suburban-X Future Land Use and Zoning and includes a mobile home. The northern parcel in the City has a Commercial Convenience-X (CCX) Future Land Use and is vacant. The subject parcel is surrounded by a single-family homes including mobile homes. The adjacent parcels consist of single-family homes, Vacant Land and Commercial. The *Land Use Matrix* below outlines the existing and proposed Future Land Use and zoning of the subject parcel, 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: Agriculture/Rural Residential (County)	Future Land Use: Agriculture/Rural Residential (County) and CCX	Future Land Use: ROW and Residential Suburban (County)
Zoning: Agriculture/Rural Residential (County)	Zoning: Agriculture/Rural Residential (County) and CCX	Zoning: ROW and Residential Suburban (County)
Existing Land Use: Single Family		

	Existing Land Use: MH (County) and vacant (City)	Existing Land Use: Single Family – Mobile Home
West	Subject Parcels	East
Future Land Use: Residential Suburban-X (RSX) Zoning: Residential Suburban-X (RSX) Existing Land Use: Single Family – Mobile Home	Future Land Use: <u>Existing:</u> CCX <u>Proposed:</u> RLX Zoning: <u>Existing:</u> CCX <u>Proposed:</u> PUD Existing Land Use: Vacant	Future Land Use: ROW and Residential Suburban (County) Zoning: ROW and Residential Suburban (County) Existing Land Use: Single Family
Southwest	South	Southeast
Future Land Use: Agriculture/Rural Residential (County) Zoning: Agriculture/Rural Residential (County) Existing Land Use: Multiple Single-Family Homes	Future Land Use: Agriculture/Rural Residential (County) Zoning: Agriculture/Rural Residential (County) Existing Land Use: Multiple Single-Family Homes	Future Land Use: ROW and Residential Suburban (County) Zoning: ROW and Residential Suburban (County) Existing Land Use: Single Family – Mobile Home

Table 1 includes an analysis of the potential impacts on density and intensity for the proposed and Zoning amendment.

**Table 1:
Analysis of Potential Impacts from Proposed Zoning Change**

	Existing Zoning: CCX (1.44 acres)	Proposed Zoning: PUDX (1.44 acres)
Density	0 DU/Acre (FAR 0.25)	Limited to 1 DU
Density Potential	0 Dus (15,681 sf)	Limited to 1 DU
Difference	Decrease of 15,681 sf non-residential and increase of 1 DU	

Development of the site with one single-family structure is consistent with the surrounding property and serves as in-fill development.

PUBLIC FACILITIES AND SERVICES ANALYSIS:

Potable Water and Wastewater

The City has capacity in both systems to serve development of this property. Water and Sewer are located in the SR 33 right-of-way.

Traffic/Transportation

The site is accessed via State Road 33. This is a state-maintained right-of-way. The Florida Department of Transportation will have to issue the driveway permit for the property.

Environmental Impacts

The site is located in the Green Swamp Area of Critical State Concern.

School Impacts

One single-family residential unit is a de minimis impact to the school system.

PROPOSED CONDITIONS OF APPROVAL

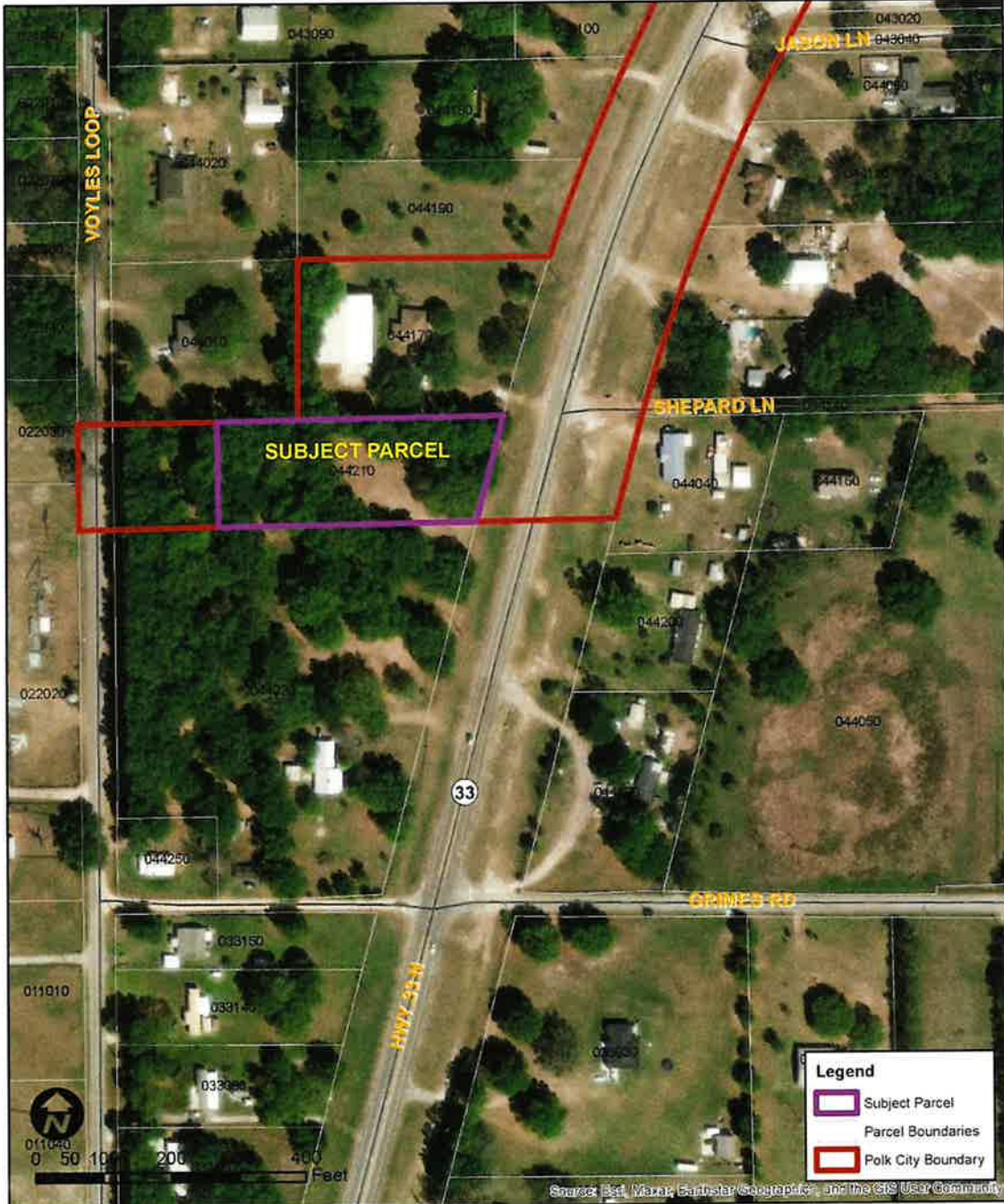
- 1. The property shall consist of one single family dwelling unit that meets the following requirements.

Setbacks			Max Impervious Surface Ratio	Max Building Height
Front	Rear	Side		
50'	15'	20'	0.60	50'
Front, exterior side, and exterior rear setbacks for principal and accessory structures shall be determined by the distance from the road right-of-way (R/W) or road centerline (C/L), whichever results in the greatest distance from the property line. Setbacks from private roads shall be calculated in the same manner or from the edge of pavement, whichever is greater. All linear dimensions are given in feet.				

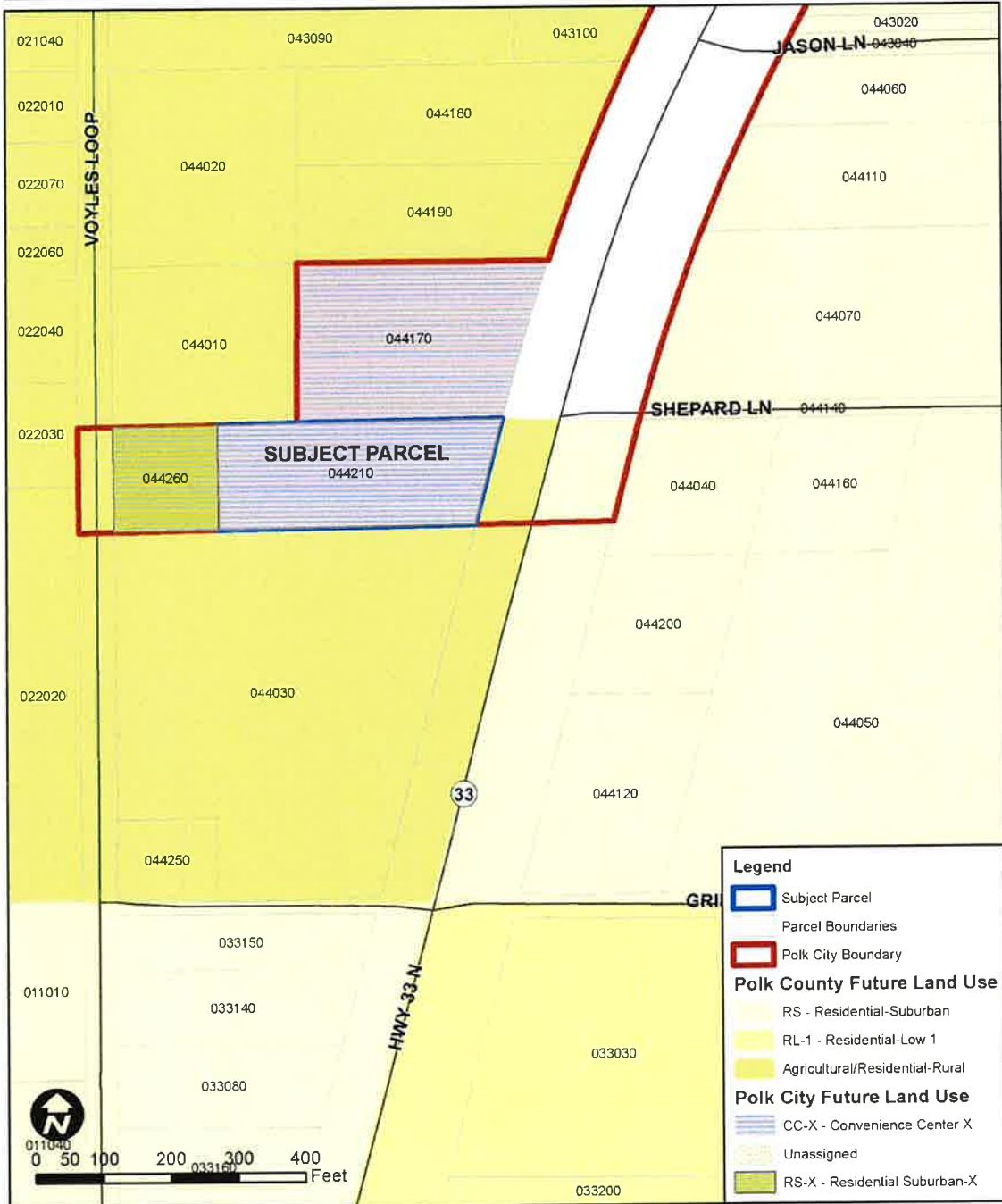
- 2. Accessory structures may be installed consistent with Section 2.05.00 of the Land Development Code.
- 3. Consistent with the Requirements in Table 3.12AA(13): Building Height Adjustment. When a building exceeds 35 feet in height, the minimum distance from an adjacent detached building shall be increased by one-half foot for each one foot of building height or fraction thereof over 25 feet.
- 4. A Master Development Plan is not necessary for this site as the site will be developed with one single-family home pursuant to the requirements above. The

applicant may move to construction/building permits upon the effective dates of the Future Land Use and Zoning Ordinances.

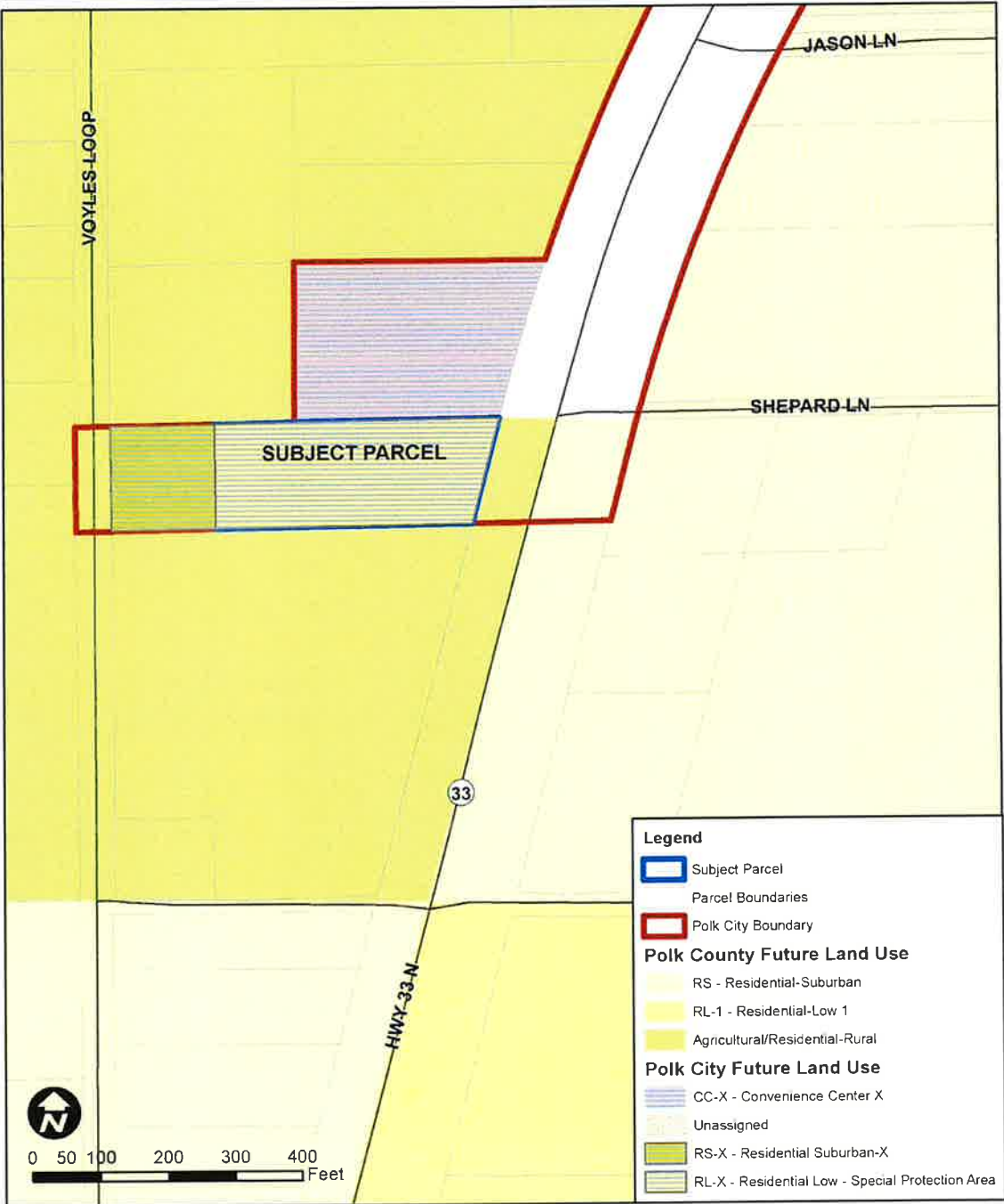
LOCATION MAP



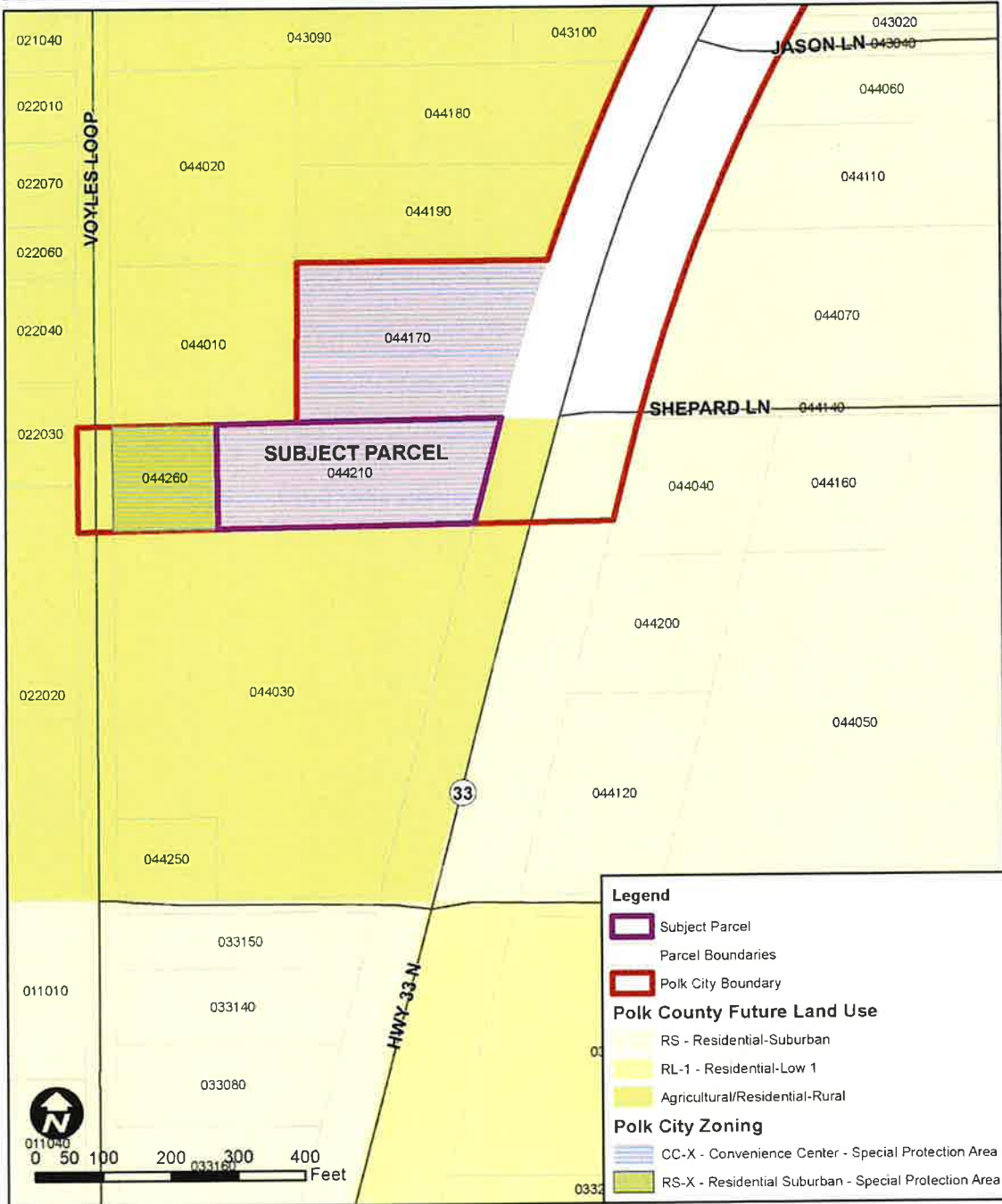
FUTURE LAND USE MAP - EXISTING



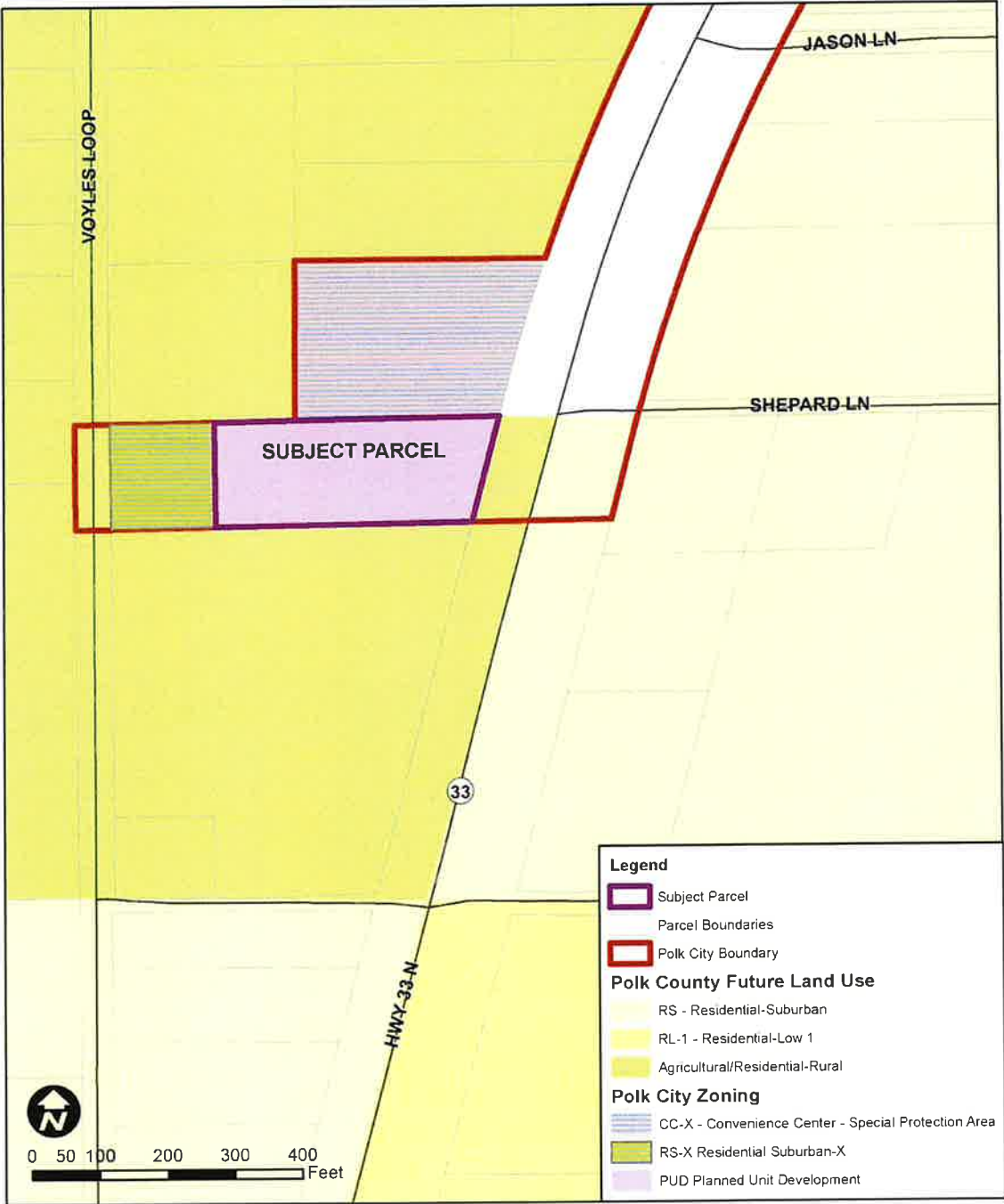
FUTURE LAND USE MAP - PROPOSED



ZONING MAP - EXISTING



ZONING MAP - PROPOSED





Proposed Amendment: # _____
Receipt: # _____ Fee: \$ _____
Small Scale? (≤ 10 acres) YES () NO ()

**CITY OF POLK CITY
APPLICATION FOR FUTURE LAND USE MAP AND/OR ZONING AMENDMENT**

City of Polk City
Planning Services
PO Box 1139
Polk City, Florida 33868
Phone: 863-984-1375

FOR OFFICE USE ONLY
DATE RECEIVED: _____
RECEIVED BY: _____
P & Z HEARING: _____
(LS) TRANSMITTAL HEARING: _____
(SS) FIRST READING: _____
ADOPTION HEARING: _____

APPLICANT NAME: Dwayne Prestage PHONE: 863-206-3420

ADDRESS: 339 Tavares Rd Polk City, Fl. 33868

(Enclose Letter of Authorization from owner(s))

AGENT NAME: _____ PHONE: _____

ADDRESS: _____

OWNER NAME: D P ERECTORS, LLC PHONE: 863-206-3420

(Enclose Proof of Ownership: i.e. photocopy of Deed, Tax Receipt)

ADDRESS: 9600 N. Hwy 33 Polk City, Fl. 33868

REQUEST DCA REVIEW: () YES () NO () N/A # of acres: _____ Legal description attached ()

SUMMARY AND LOCATION OF PROPOSED AMENDMENT:

9600 N Hwy 33, Polk City, Fl. 33868

JUSTIFICATION OF PROPOSED AMENDMENT:

EXISTING FUTURE LAND USE: CC CURRENT ZONING: Commercial

PROPOSED FUTURE LAND USE: Resident PROPOSED ZONING: Residential

DESCRIPTION OF EXISTING LAND USES ON THE SUBJECT PROPERTY:

Vacant

DESCRIPTION OF EXISTING LAND USES SURROUNDING THE SUBJECT PROPERTY:

Residential

PROPOSED USE OF THE SUBJECT PROPERTY (DEVELOPMENT DESCRIPTION, SCHEDULE, AND PHASES):

Build a house or setup doublewide mobile home.

MAXIMUM ALLOWABLE DENSITY UNDER EXISTING FUTURE LAND USE MAP DESIGNATION:

MAXIMUM ALLOWABLE DENSITY UNDER PROPOSED FUTURE LAND USE MAP DESIGNATION:

The above application for an amendment to the City of Polk City's Comprehensive Plan is submitted for the City's review by the legal owner(s) of the property subject to the request, whose name(s) and signature(s) follows:

(Please type or print names)

Name: Dwayne Prestage
Signature: *Dwayne Prestage*
Date: 12/11/2023

If Other Owners:

Name: _____
Signature: _____
Dated: _____



City of Polk City

• 123 Broadway Blvd, SE • Polk City, Florida 33868 • (863) 964-31375 • Fax (863) 964-2334

Application for Zoning or for Rezoning of Property

Applicant

The following information is required for submission of an application for assignment of a Zoning District in the City or the Rezoning of property in the City limits of Polk City, Florida. **Please print or type the required information below. Attach three copies of the current survey of subject property certified to the City of Polk City along with an aerial photograph and location map.**

Name of Property Owner: D P ERECTORS
Mailing Address: 339 Tavares Rd. Polk City, Fl. 33868 Phone: 863-206-3420
Name of Representative, if applicable: Dwayne Prestage
Mailing Address: 339 Tavares Rd. Polk City, Fl. 33868 Phone: 863-206-3420
Reason for Request: to put a mobile home or build a house on the property

Property Identification

Property Address or General Location: 9600 Highway 33 North Polk City, Fl. 33868
Present Use of the Property: Vacant Lot
Existing Structures Located on the Site: None
Total Acreage: 1.44 Number of Residents on Site: None
Parcel I.D.#: 25263100000044210
Section: 31 Township: 26 South Range: 25 East
Legal Description of the Property: S 155 FT OF N 684.66 FT OF SW1/4 OF SW1/4 W OF SR 33 & LESS MAINT RW FOR VOYLES LOOP RD & LESS COM AT SW COR OF SEC RUN N00-12-36E ALG W LINE OF SW1/4 OF SW1/4 547.23 FT N89-20-49E 21.40 FT TO E COUNTY MAINTAINED RW LINE OF VOYLES LOOP RD FOR POB N00-25-37W ALG E RW LINE 25.90 FT N00-32-04W ALG E RW LINE 99.97 FT N00-38-56W ALG E RW LINE 30.13 FT N89-20-49E 155.00 FT S00-32-49E 155.00 FT S89-20-49W 155.00 FT TO POB

Planning and Zoning Information

Current City Zoning Classification: CC-X- Convenience Center
Current Future Land Use Classification: CC-X
Requested City Zoning Classification: R-1 Single Family Residential

Note: Unless specific zoning designations are requested, the City will assign designations, which most closely conform with the actual use of the property or with designations of surrounding properties. An application fee will be assessed only on requests for land use and zoning changes which result in an increase in land use or zoning intensity over that allowed under the County designations.

Date Received: 11/3/23 Received By: KMD
Fee Paid: yes File Number: _____

OWNER'S SIGNATURE PAGE

(I) (We D P ERECTORS) being duly sworn, depose and say that (I) (we) own one or more of the properties involved in this petition and that (I) (we) authorize the City of Polk City to process this petition for Zoning or Re-zoning, in accordance with all adopted City rules and regulations, and in conformance with State law.

Further (I) (we) or any agent or lessee of the subject property authorized by (me) (us) to file this petition, deposes and say that the statements and answers contained in the application and any information attached thereto, present the arguments in behalf of this petition to the best of (my) (our) ability; and that the statements and information referred to above are in all respects true and correct to the best of (my) (our) knowledge and belief.

OWNERS

<u>Dwayne Prestage</u> 11/2/2023	_____
Signature of Owner	Signature of Owner
<u>Dwayne Prestage</u>	_____
Printed Name of Owner	Printed Name of Owner
_____	_____
Signature of Owner	Signature of Owner
_____	_____
Printed Name of Owner	Printed Name of Owner

STATE OF FLORIDA
COUNTY OF POLK

OWNER'S NOTARIZATION

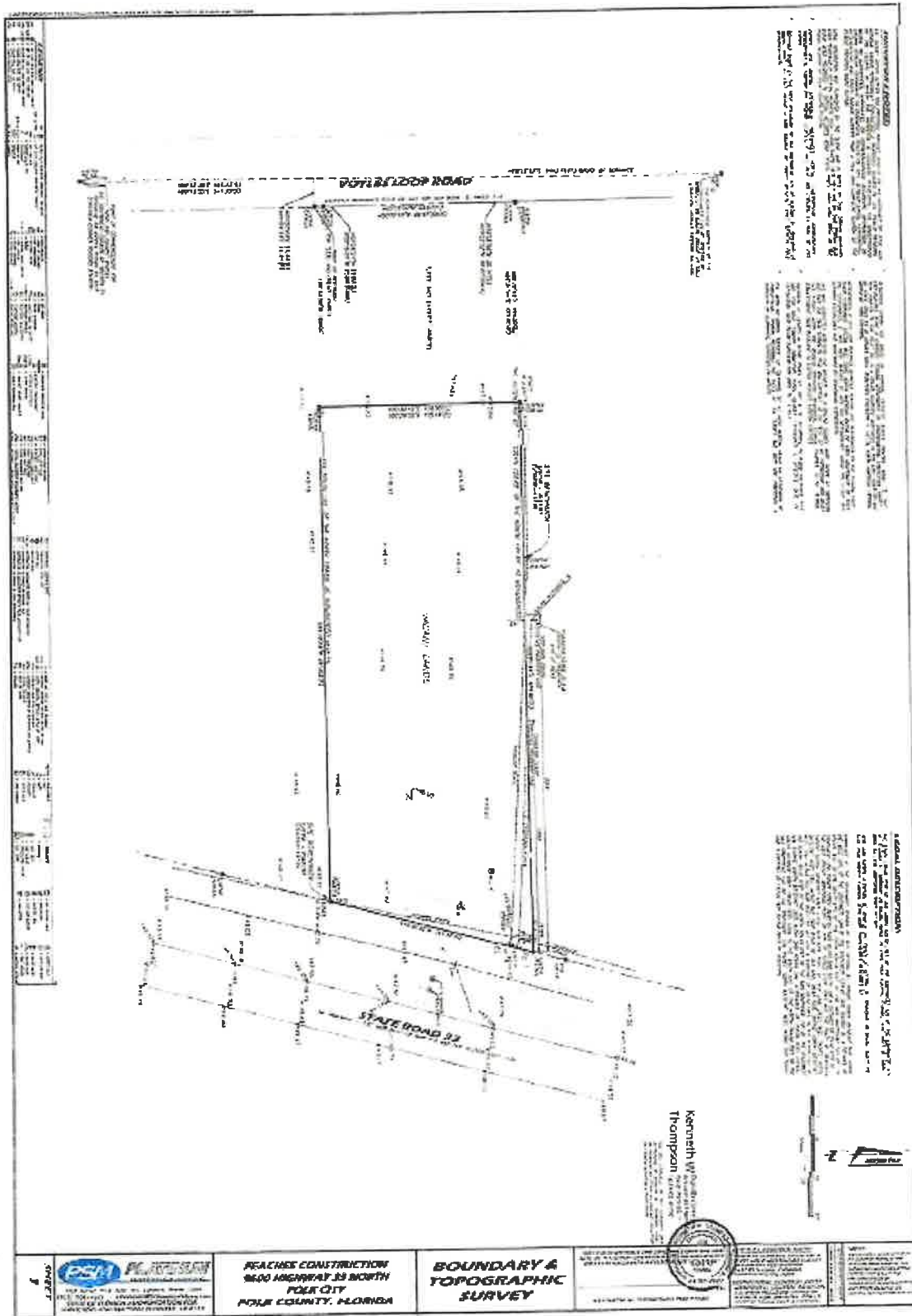
The foregoing instrument was acknowledged before me this 2 day of November, 2023, by Prestage Dwayne, who is personally known to me or who has produced a driver's license as identification and who did not take an oath.



WANDA COLON
Notary Public
State of Florida
Comm# MH334406
Expires 11/21/2026

Wanda Colon

Notary Public
Notarial Seal and Commission
Expiration Date







**Special City Commission Meeting
March 26, 2024**

AGENDA ITEM #3: **Resolution 2024-02 – Preliminary Site Plan**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; APPROVING A PRELIMINARY SITE PLAN FOR 9,720 SQUARE-FOOT RETAIL PLAZA LOCATED ON APPROXIMATELY 1.37 ACRES IN POLK CITY, AT 0 SR 33 (PARCEL NUMBER 242701-000000-021020) IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; PROVIDING A CONDITION OF APPROVAL; PROVIDING AN EFFECTIVE DATE.

ATTACHMENTS:

Resolution 2024-02
CFRPC Staff Report

ANALYSIS:

The applicant, LLW Group LLC, is requesting Preliminary Site plan Approval of a 4,800 square discount store and 4,920 square feet of retail on 1.37 acres in Polk City, located at 0 State Road 33. The property is located in the Green Swamp Area of Critical State Concern. The site includes one parcel that is 1.37 acres. The applicant is requesting to develop the site with a 9,720 square foot retail plaza with required parking facilities.

STAFF RECOMMENDATION:

Adopt Resolution 2024-02

RESOLUTION 2024-02

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; APPROVING A PRELIMINARY SITE PLAN FOR 9,720 SQUARE-FOOT RETAIL PLAZA LOCATED ON APPROXIMATELY 1.37 ACRES IN POLK CITY, AT 0 SR 33 (PARCEL NUMBER 242701-000000-021020) IN THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; PROVIDING A CONDITION OF APPROVAL; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Deelip Wagh and Naushad Manjani (hereinafter referred to as the 'Applicant') has requested preliminary site plan approval for a 9,720 square foot retail plaza located at 0 SR 33 (Parcel ID # 242701-000000-021020); and

WHEREAS, the property is owned by Deelip Wagh and Naushad Manjani; and

WHEREAS, the property is located in the CC-X (Convenience Center-X) Residential District; and

WHEREAS, the CC-X zoning district allows retail development; and

WHEREAS, the property is located in the Green Swamp Area of Critical State Facilities; and

WHEREAS, the Polk City Planning Commission, acting as the designated Local Planning Agency, has reviewed the Site Plan application, held an advertised public hearing, provided for participation by the public in the process, and rendered its recommendations to the City Commission; and

WHEREAS, the City Commission has reviewed the Site Plan application, held advertised public hearings, and provided for comments and public participation in the process in accordance with the requirements of state law and the procedures adopted for public participation in the planning process.

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

Section 1. Findings. The Commission hereby declares that the foregoing findings are true and correct, incorporated herein by reference, and made a part of this Resolution.

Section 2. Preliminary Site Plan; Conditions of Approval. The application for a Preliminary Site Plan to allow a 9,720 square foot retail plaza with parking facilities located at 0 SR 33 (Parcel ID # 242701-000000-021020) as shown on the location map provided as Exhibit "A" is approved subject to compliance with the site plan provided as Exhibit "B" attached to and incorporated in this Resolution, the conditions of approval provided in Exhibit "C" attached to and incorporated in this Resolution.

Section 3. Effective Date. This Resolution shall become effective immediately upon its passage.

INTRODUCED AND PASSED ON this ___ day of March, 2024.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:

Patricia R. Jackson, City Manager/Clerk

Thomas A. Cloud, City Attorney

POLK CITY RESOLUTION 2024-02
EXHIBIT "A"
LOCATION MAP
Page 1 of 1

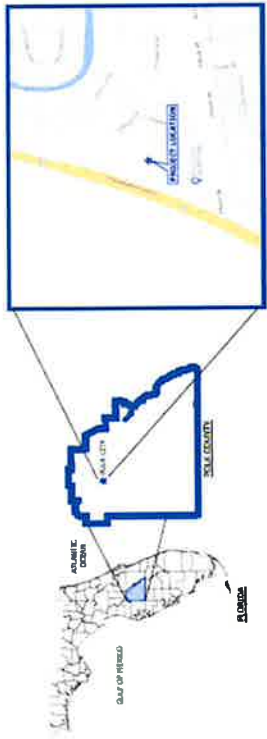
City of Polk City
AERIAL PHOTO MAP



POLK CITY RESOLUTION 2024-02
EXHIBIT "B"
SITE PLAN
Page 1 of 3

POLK CITY RETAIL PLAZA SITE PLAN REVIEW

LOCATION
 Section 01, Township 27S, Range 24E
 POLK COUNTY, FLORIDA



VICINITY MAP

PREPARED FOR

BUNLOOB BHOVANI & MANJARI MALHOTRA
 4100 UNIVERSITY BLVD, SUITE 100
 DUNEDIN, FL 32826
 407.786.1121

PREPARED BY



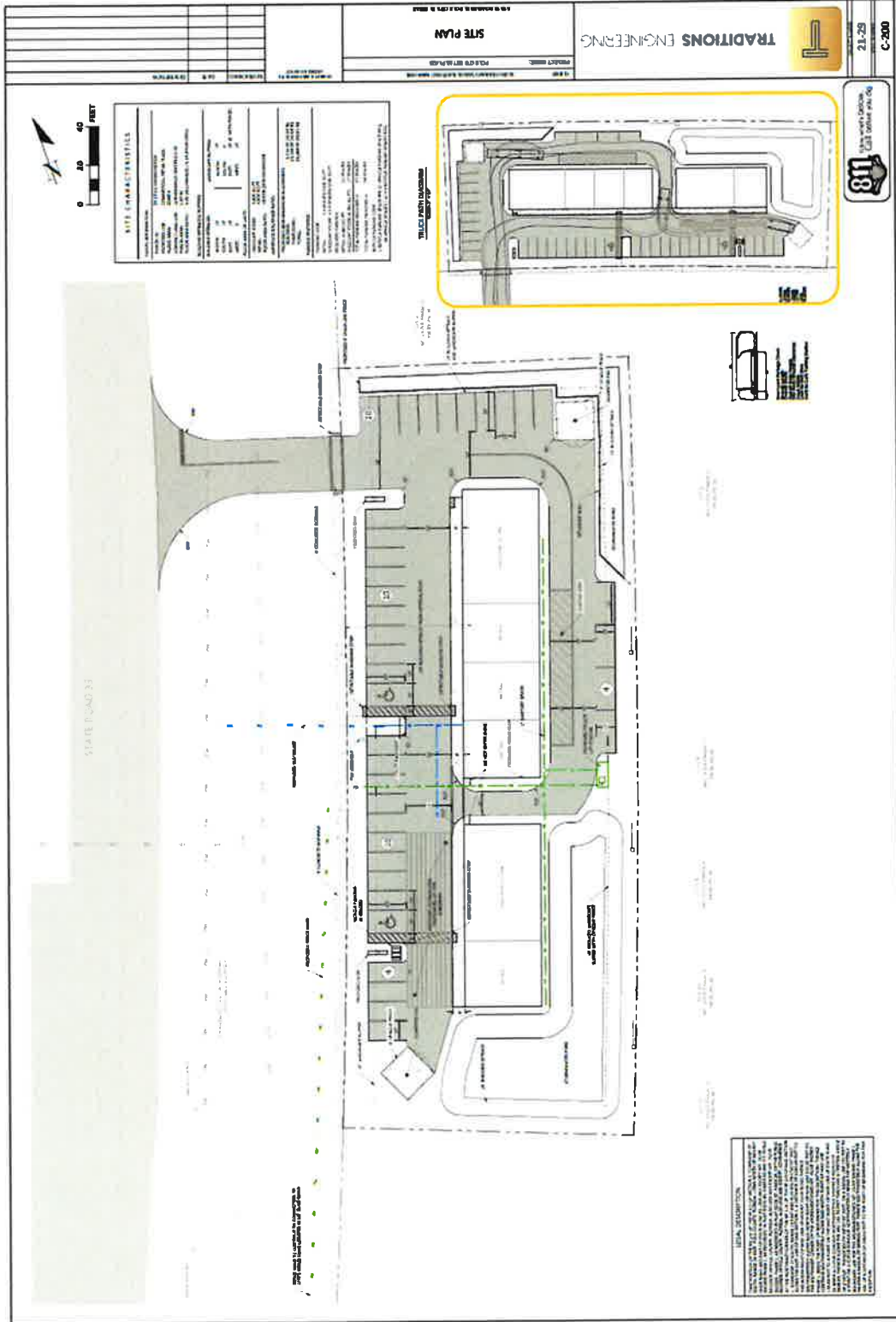
TRADITIONS ENGINEERING, LLC
 6400 UNIVERSITY BLVD, SUITE 100
 WINTER PARK, FL 32789
 PHONE: 407.847.1438
 LICENSE CERT. NO. OF ARCHITECTURE #1241405178

SHEET INDEX			
#	SHEET TITLE	SHEET DATE	REV. #
1	COVER PAGE		
2	SITE PLAN		
3	LANDSCAPE PLAN		

SUBMITTAL HISTORY	
NO.	DATE
1	10/15/2024
2	10/15/2024
3	10/15/2024
4	10/15/2024
5	10/15/2024
6	10/15/2024
7	10/15/2024
8	10/15/2024
9	10/15/2024
10	10/15/2024

COVER PAGE	POLK CITY	TRADITIONS ENGINEERING	21-25	C-100	811	POLK COUNTY	FLORIDA

POLK CITY RESOLUTION 2024-02
EXHIBIT "B"
SITE PLAN
Page 2 of 3



POLK CITY RESOLUTION 2024-02
EXHIBIT "C"
CONDITIONS OF APPROVAL
Page 1 of 1

The following are conditions of approval for the proposed use.

1. The applicant shall provide a driveway permit from the FDOT at the pre-construction meeting. No site work can begin, and no vertical construction permits will be issued until FDOT requirements have been met.
2. Per Section 3.07.06 a landscape plan showing the internal parking landscaping shall be provided as part of the site construction plans for the building permit.
3. All lighting including electrical reflectors, spotlights, floodlights and other sources of illumination may be used to illuminate buildings, landscaping, signs, parking and loading areas, on any property provided they are equipped with proper lenses or other devices concentrating the illumination upon the building, landscaping, signs, parking and loading areas, on any property, and preventing any bright, direct illumination upon adjacent property or any public right-of-way.
4. The loading space shall not be used for truck parking/idling/loading/or unloading from 10:00 pm to 7:00 ~~pm~~ *a.m.*



**POLK CITY
SITE PLAN REVIEW - STAFF REPORT
March 26, 2024**

TO: POLK CITY COMMISSION

FROM: CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

SUBJECT: **SITE PLAN REVIEW:** Resolution 2024-02: 0 SR 33 Retail Plaza for a 9,720 square foot retail center.

AGENDA & HEARING DATES:

Planning Commission Meeting: January 8, 2024, at 6:00 pm
City Commission Meeting: March 26, 2024 at 6:00 pm

OWNER OF PROPERTY/APPLICANT: Deelip Wagh and Naushad Manjani

AGENDA & HEARING DATES:

Planning Commission Meeting: January 8, 2024, at 6:00 pm
City Commission Meeting: March 26, 2024 at 6:00 pm

FLORIDACOMMERCE – OFFICE OF THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN: The FloridaCommerce Office of the Green Swamp Area of Critical State Concern provided a preliminary review of the site plan and had no objections. The site plan, once approved by the City, will be rendered to FloridaCommerce for official review and determination of compliance.

POLK CITY PLANNING COMMISSION ACTION: On January 8, 2024, the Polk City Planning Commission unanimously voted to forward the site plan to the City Commission with a recommendation to approve the site plan with an additional condition: “The loading space shall not be used for truck parking/idling/loading/or unloading from 10:00 pm to 7:00 am.”

Attachments

- Overview Report
- Aerial Photo Map
- Future Land Use Map
- Zoning Map
- Site Plan
- Application

OVERVIEW REPORT

PROPERTY OVERVIEW:

Property Owner	Deelip Wagh and Naushad Manjani
Applicant	Deelip Wagh and Naushad Manjani
Subject Parcels	242701-000000-021020
Acreage	1.37 acres
Existing Future Land Use	Convenience Center (CC-X)
Existing Zoning	Convenience Center (CC-X)

REQUEST:

The applicant, is requesting preliminary site plan approval of a 4,800 square discount store and 4,920 square feet of retail on 1.37 acres in Polk City, located at 0 State Road 33. The property is located in the Green Swamp Area of Critical State Concern. The site includes one parcel that is 1.37 acres. **The applicant is requesting to develop the site with a 9,720 square foot retail plaza with required parking facilities.**

SURROUNDING PROPERTY INFORMATION:

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, Vacant Land and Commercial. The Land Use Matrix below outlines the 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. Future Land Use and Zoning Maps are also provided for reference.

Land Use Matrix

Northwest	North	Northeast
Future Land Use: Business Park Center-X Zoning: Business Park Center-X Existing Land Use: Warehouse/Distribution Center	Future Land Use: Residential Low-1 (County) Zoning: MH Existing Land Use: Single Family Development	Future Land Use: Residential Low-1 (County) Zoning: MH Existing Land Use: Single Family Development – Mobile Homes
West	Subject Parcels	East
Future Land Use: Business Park Center-X Zoning: Business Park Center-X Existing Land Use: Warehouse/Distribution Center	Future Land Use: CCX Zoning: CCX Existing Land Use: Vacant	Future Land Use: Residential Low-1 (County) Zoning: Residential Low-1 (County) Existing Land Use: Single Family Development – Mobile Homes
Southwest	South	Southeast
Future Land Use: Business Park Center Zoning: Business Park Center Existing Land Use: Warehouse/Distribution Center	Future Land Use: Convenience Center-X Zoning: CCX Existing Land Use: Gas Station	Future Land Use: Residential Low (City) Zoning: Planned Unit Development X Existing Land Use: Single Family Development

STANDARDS FOR REVIEWING SITE PLANS:

The purpose of the site plan is to provide sufficient information regarding a proposed development to enable the City to evaluate the proposed development as it relates to the Comprehensive Plan and the Unified Land Development Code.

The Planning Commission shall review and evaluate the site plan with specific regard to the City's Comprehensive Plan, applicable City codes, and the advisory recommendations of City staff. An approval of the preliminary site plan shall be deemed an expression of approval of the site layout.

Approval of the site plan authorizes the developer to prepare construction plans. Following approval of the construction plans by the Consulting City Engineer, the developer may proceed with construction.

FINDINGS OF FACT:

- The subject site is currently vacant.

- The subject site is located within the Green Swamp Area of Critical State Concern and must meet the regulations pertaining to the Green Swamp Area of Critical State Concern.

- The property has a Future Land Use (FLU) of Commercial Convenience Center (CC-X) and is located in the Green Swamp Area of Critical State Concern,

- The CC-X, Commercial Convenience Center (CC-X) zoning allows retail development.

- The property is 1.37 acres in size.

- State Road 33 is an FDOT maintained right-of-way. The applicant will have to obtain a driveway permit from FDOT for access to the right-of-way.

- Approximately 27 peak hour trips per day will be generated by the facility.

- The site plan has been drawn consistent with the required setbacks.
 - 15' front yard setback
 - 15' side yard setback – 0' setback on the west (adjacent commercial)
 - 15' rear yard setback

- The site plan is drawn consistent with the requirements of the City's Land Development Code.

- The site plan has been drawn consistent with the required number of parking spaces.
- The landscape plan is consistent with the City's landscaping regulations.
- The development will be connected to city water and wastewater.

SITE DEVELOPMENT PLAN REQUIREMENTS:

The following information is required in an acceptable form so as to accompany the Site Development Plan:

1. If a commercial or industrial site, the name of the business.
 - **Complete. Information provided in Property Overview.**
2. The property owner's name, address and telephone number; and the designated project applicant or representative if other than property owner.
 - **Complete. Information provided in the application.**
3. The engineer's name, address, telephone number and registration number.
 - **Complete. Information provided in the application.**
4. Future Land Use Classification from the Comprehensive Plan's Future Land Use Map; and, Zoning district assigned to the property that is the subject of the site plan and to the properties contiguous thereto.
 - **Complete. This information has been provided on the application.**
Future Land Use: Convenience Center – CC-X
Zoning: Convenience Center – CC-X
5. The legal description of the property used by the County's Property Appraiser's Office.
 - **The application included a survey of the property.**
6. A copy of the plat map page the property is located on, with the lot or parcel identified clearly. This map is available from the Polk County Property Appraiser's Office in Bartow, or from the City, for \$1.00.

Site Development Plans shall be drawn to a minimum scale of one-inch equals 100 feet on an overall sheet size not to exceed 22 by 36 inches. When more than one sheet is required, an index

sheet of the same size shall be included showing the entire parcel with individual sheet numbers referenced thereon.

- **Provided.**
7. North arrow, scale, and date prepared.
 - **Provided.**
 8. Identification of watercourses, wetlands, and significant stands of mature trees and understory vegetation that may provide wildlife habitats or other environmentally unique areas.
 - **Complete. There are no waterbodies on the subject property.**
 9. Number of units proposed, if any, and resulting net density.
 - **Complete. There are no proposed residential units as part of the development.**
 10. Floor area of non-residential uses.
 - **Complete. The proposed Floor Area Ratio is consistent with the requirements of the CC-X zoning district.**
 11. Number of parking lots and spaces required and proposed.
 - **Complete. The parking lot and spaces are consistent with the requirements of the Polk City Land Development Code.**
 12. Location of all public and private streets, driveways and utility easements, within and adjacent to the site.
 - **Complete. This information is provided.**
 13. The footprint of all proposed buildings and structures on the site, including setbacks.
 - **Complete. The site plan include the location of proposed structures on the site and the setbacks.**
 14. Required landscape and buffer yards.
 - **The landscape plan shows buffer yards adjacent to the residential areas. It includes perimeter landscaping. The landscaping required per Section 3.07.06 relating to parking lot landscaping is not included. Per the Land Development Code, this information is required as part of the building permit.**
 15. Sign locations.
 - **Proposed sign location included on the site plan.**

16. Phase lines if the development is constructed in phases.
 - **Complete. The project will be constructed in one phase.**

17. Provisions for on-site stormwater drainage and detention related to the proposed development.
 - **Complete. Information provided on site plan.**

18. The delineation of all wetlands and flood-prone areas as delineated by the National Wetlands Inventory and the Flood Insurance Rate Maps published by the Federal Emergency Management Agency (FEMA) and by the City of Polk City Comprehensive Plan.
 - **Complete. This site is not located in wetlands or a floodplain.**

19. Delineation of all environmentally sensitive areas as determined by any appropriate agency and the City of Polk City Comprehensive Plan.
 - **Complete. The property is located in the Green Swamp Area of Critical State Concern.**

20. All existing and proposed utilities.
 - **Information provided through the site plan documents.**

21. Any other requirement as determined by the Development Director or the Building Official, such as topographic lines, surveys, etc.
 - **Complete.**

STAFF COMMENTS:

The proposed Site Plan is consistent with the Polk City Land Development Code requirements for site plan review.

PROPOSED CONDITIONS FOR APPROVAL:

1. The applicant shall provide a driveway permit from the Florida Department of Transportation (FDOT) at the pre-construction meeting. No site work shall begin, and no vertical construction permits will be issued until FDOT requirements have been met.

2. Per Section 3.07.06 of the Polk City Land Development Code, a landscape plan showing the internal parking landscaping shall be provided as part of the site construction plans for the building permit.

3. All lighting including electrical reflectors, spotlights, floodlights and other sources of illumination may be used to illuminate buildings, landscaping, signs, parking and loading areas, on any property provided they are equipped with proper lenses or other devices concentrating the illumination upon the building, landscaping, signs, parking and loading areas, on any property, and preventing any bright, direct illumination upon adjacent property or any public right-of-way.

4. The loading space shall not be used for truck parking/idling/loading/or unloading from 10:00 pm to 7:00 am.

PLANNING COMMISSION MOTION OPTIONS:

At their January 8, 2024 meeting, the Planning Commission voted to recommend **approval of the proposed Site Plan amendment with listed conditions with Changes.**

CITY COMMISSION MOTION OPTIONS:

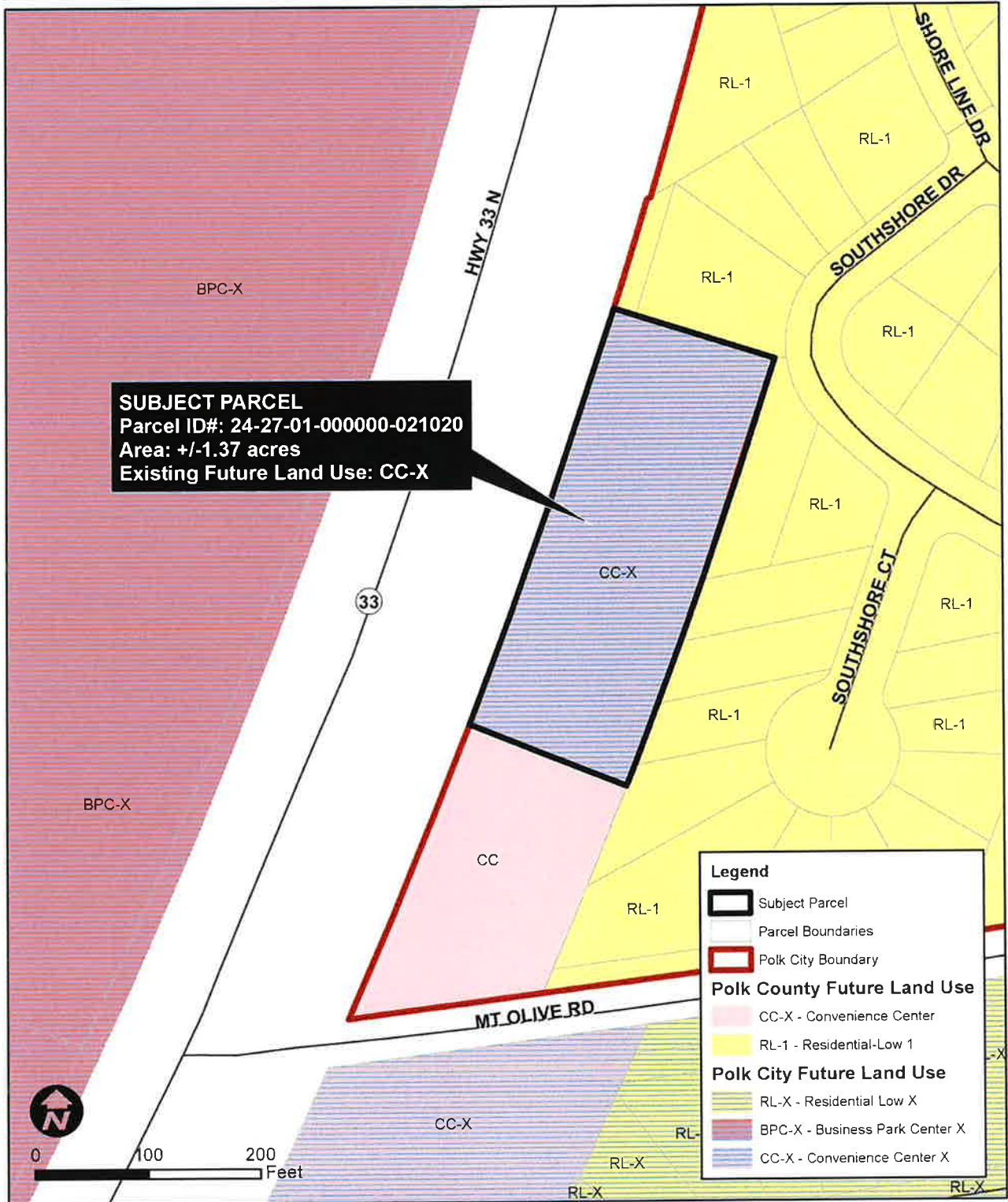
1. I move **approval of the proposed Site Plan amendment with listed conditions.**

2. I move the **approval of the proposed Site Plan amendment with listed conditions with Changes.**

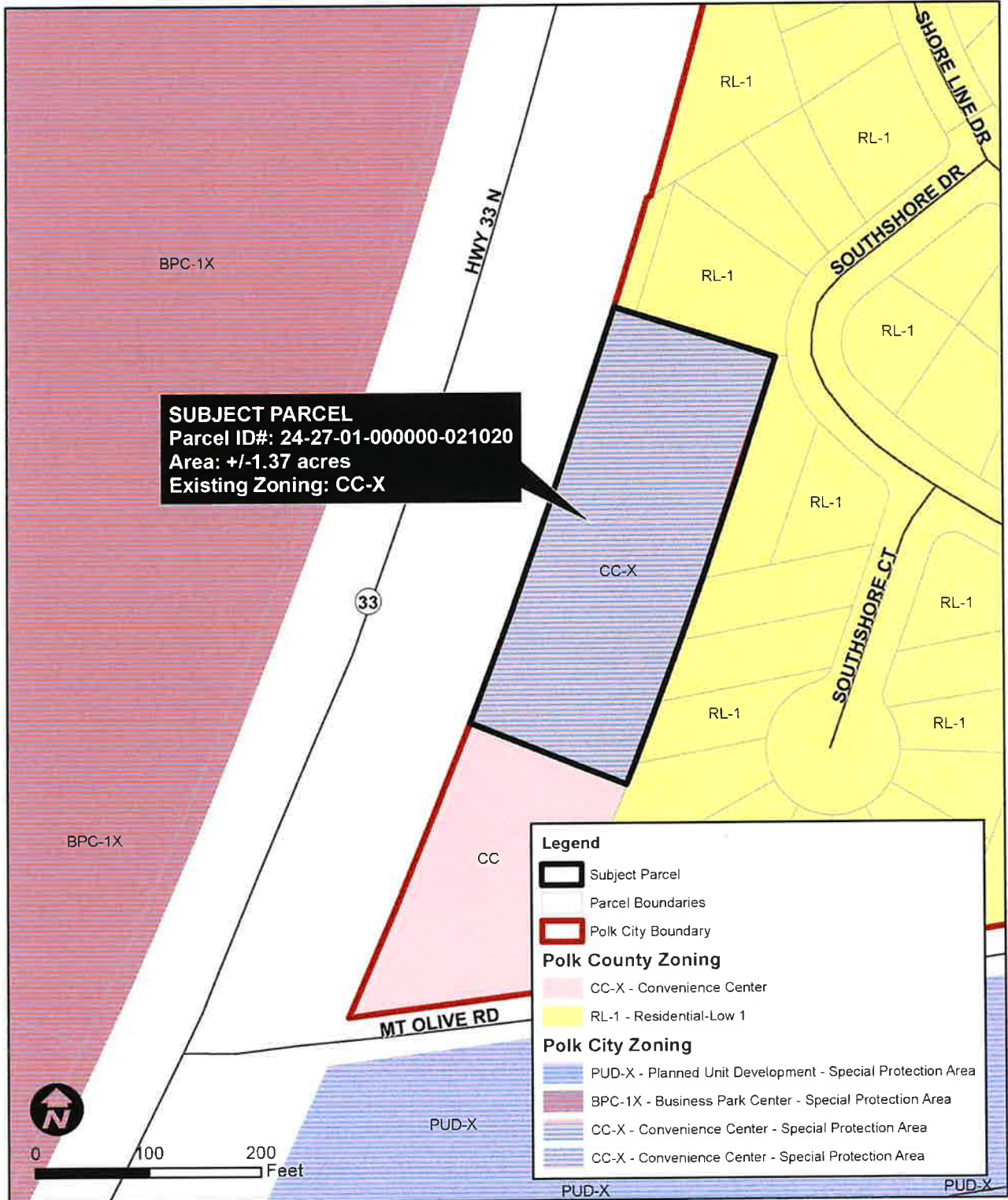
City of Polk City AERIAL PHOTO MAP



City of Polk City EXISTING FUTURE LAND USE MAP

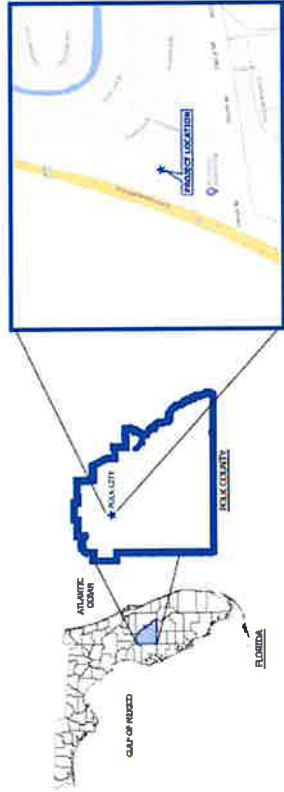


City of Polk City EXISTING ZONING MAP



POLK CITY RETAIL PLAZA SITE PLAN REVIEW

LOCATION
Section 01, Township 27S, Range 24E
POLK COUNTY, FLORIDA



PREPARED FOR
MULHOLLAND MORGAN & MANNING ENGINEERS, LLC
4000 UNIVERSITY BLVD., SUITE 200
ORLANDO, FL 32835
404-786-1121

PREPARED BY



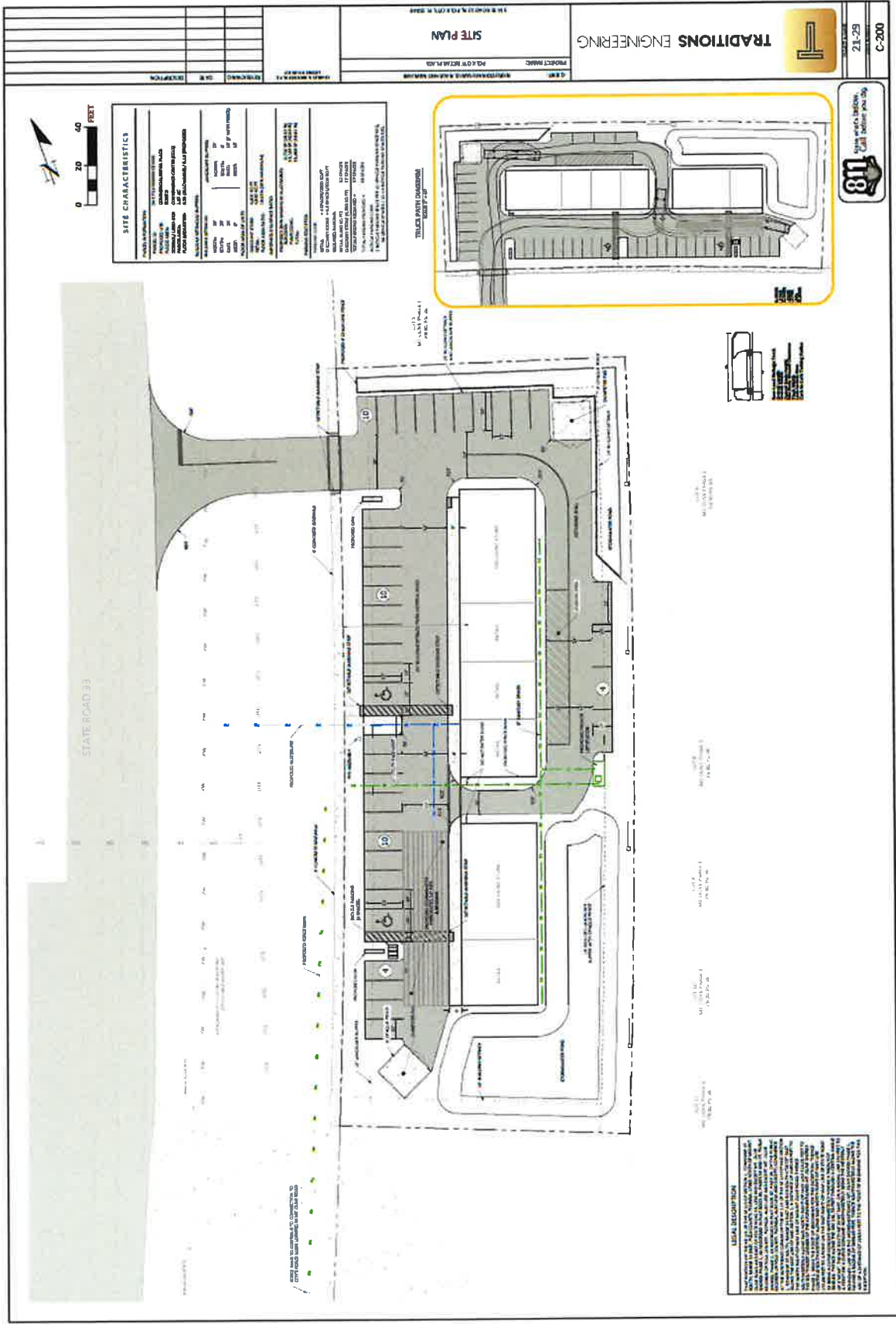
TRADITIONS ENGINEERING, LLC
8633 CROSS COUNTRY BLVD. #200
WINTER HAVEN, FL 33880
PHONE: (888) 307-4636
FLORIDA CERTIFICATE OF AUTHORIZATION #12431 (E-2011)

SHEET INDEX			
ID	SHEET TITLE	SCALE DATE	REV #
1	CIVIL		
2	MECHANICAL		
3	ELECTRICAL		
4	PLUMBING		
5	LANDSCAPE PLAN		

SUBMITTAL HISTORY	
NO.	DESCRIPTION
1	PRELIMINARY REVIEW
2	REVISIONS
3	REVISIONS
4	REVISIONS
5	REVISIONS
6	REVISIONS
7	REVISIONS
8	REVISIONS
9	REVISIONS
10	REVISIONS

 TRADITIONS ENGINEERING		PROJECT NO: 21-29 SHEET NO: C-100
COVER PAGE		118 E BAYVIEW BLVD. SUITE 100 ORLANDO, FL 32804





SITE PLAN APPLICATION

This application is for: (Check all that apply)

- Conceptual Consultation** (Recommended but optional, Informal Discussion between the Development Director, planning staff and the Developer or Developer's Representatives)
- Preliminary Review Phase** (Recommended but optional Pre-Application, Public Hearing before the Commission)
- Development Review** (Mandatory)

Project/Business Name POLK CITY RETAIL PLAZA

Street Address of Project 0 SR 33 N, POLK CITY, FL 33868

Parcel ID Number(s) 24-27-01-000000-021020

Property Owner(s) WAGH DEELIP & MANJANI NAUSHAD

Mailing Address 4371 CONROY CLUB DRIVE, ORLANDO, FL 32835

Telephone 404-786-1212 Fax _____

Email PRIMETIMEPOLKCITY@GMAIL.COM

Applicant SEE PROPERTY OWNER

Mailing Address _____

Telephone _____ Fax _____

Email _____

Agent (Engineer, Surveyor, etc.) CHAD BROOKER, PE (TRADITIONS ENGINEERING)

Mailing Address 6039 CYPRESS GARDENS BLVD, SUITE 290, WINTER HAVEN, FL 33884

Telephone 863-397-1626 Fax _____

Email CBROOKER@TRADITIONS-ENG.COM

All correspondence should be sent to CBROOKER@TRADITIONS-ENG.COM

(Specify one of the above)

What legal interest does applicant have in the property?

- Ownership
- Option
- Purchase and Sales Contract
- Other _____

Documentation of right, title, or interest must accompany the application

EXISTING

Land Use CONVENIENT CENTER Zoning CONVENIENT CENTER

Total Gross floor Area of All Structures 0 SQ FT

Total Lot Coverage (%) 0%

Total Square footage of area covered 0 SQ FT

(This includes structures, overhangs, paved or gravel surfaces, etc. "not green and growing")

PROPOSED

Land Use CONVENIENT CENTER Zoning CONVENIENT CENTER

Total Gross floor Area of All Structures 9,720 SQ FT

Total Lot Coverage (%) 62%

Total Square footage of area covered 37,030 SQ FT

(This includes structures, overhangs, paved or gravel surfaces, etc. "not green and growing")

Number of existing parking spaces 0 SPACES

Number of parking spaces proposed 38 SPACES

Estimated Traffic Generation at peak hour Existing 0 trips

Proposed 11 trips

One trip is one vehicle entering OR one vehicle exiting. Therefore, one car driving in and then leaving an establishment equals 2 'trips'. Trucks are equivalent to two cars, therefore, one truck entering and then leaving an establishment equals 4 'trips'.

Proposed use of site (describe project) Retail Plaza

Proposed square footage of building(s) 9,720 sq ft

Proposed number of units 6

Acreage of parcel 1.37 Acreage to be Developed 1.37

Are any new streets proposed? No.

Statement of purpose: _____

Note: If any waivers to the site plan review regulations are being requested for this application, a letter must be submitted to the planning commission stating what waivers are requested and the reasons for such waivers.

I, as the owner or duly authorized agent for the owner of the property named above, do hereby submit this plan for review as required by the regulations of the planning commission of the City of Polk City. **To the best of my knowledge, all information submitted with this site plan application is true and correct.**

Name Charles Brooker, PE Date 07/17/2023

Title Authorized Agent

Signature 

-
- ❖ See the Land Development Regulations (LDR), Article 2, Article 3 and Article 7 of the City Code, regarding the zoning district regulations, land use standards, and site plan review process. The entire Polk City Code is online at www.mypolkcity.org. Follow link to the 'City Publications, Maps and Forms' then 'Land Development Code.'
 - ❖ This application must be accompanied by the application fee and all information required by the Land Development Regulations, unless waivers are requested. All requests for waivers must be submitted in writing, specifying the section number of the item to be waived and the rationale for why you believe it should be waived. Waivers may or may not be granted by the Reviewing Authority.
 - ❖ The site plan checklist is provided to assist in gathering information and presenting an application. The applicant is responsible for presenting information showing that all Land Development Regulation standards will be met. The reviewing authority may require additional information to determine completeness and compliance.
 - ❖ The Development Director will determine the appropriate Reviewing Authority for the application review. The Reviewing Authorities include the Development Director, the Code Enforcement Officer, the Staff Review Committee or the Planning Board. The Code Enforcement Officer will also determine if the proposed use is permitted in the zoning district(s).
 - ❖ Contact the Planning Department at (863) 984-1375 with questions.

LISTING OF ABUTTERS TO A PROPOSED SITE PLAN APPLICATION

Project Name: Polk City Retail

Street Address of Project: 0 SR 33 N, Polk City, FL 33868

Parcel ID of Project: 24-27-01-000000-021020

This form is used to list the names, addresses, and parcel identification numbers of all properties which abut a property on which a new site plan or a site plan amendment is proposed. The definition of ABUTTER is "A person who owns adjacent land or land across a street right-of-way from the subject lot". Notification of abutters is a requirement for all site plan applications and site plan amendments; re-notification also may be required for site plan applications if sufficient time has lapsed between the preliminary application abutter notification and the time that a site plan application is submitted. Abutter information shall be obtained from the Polk County Property Appraiser's records. A list of all abutters (including applicant) must be filed with all applications - Be sure to include the names and addresses of anyone whose professional seal will appear on the final plan.

Use Additional Sheets if Necessary.

1. Name: Weeks Family Properties 155 LLC
Mailing Address PO Box 3889, Lakeland, FL 33809

Street Address (If Different) _____
Parcel ID# 24-27-01-000000-021030

2. Name: Michael Ray McMann
Mailing Address 5029 Southshore Drive, Polk City, FL 33868

Street Address (If Different) _____
Parcel ID# 25-27-06-298361-000040

3. Name: Douglas Lee Coverdell
Mailing Address 5035 Southshore Drive, Polk City, FL 33868

Street Address (If Different) _____
Parcel ID# 25-27-06-298361-000060

4. Name: Donald Arthur Gerken Jr
Mailing Address 3200 Fish Hawk Drive, Polk City, FL 33868

Street Address (If Different) _____

Parcel ID# 25-27-06-298361-000080

5. Name: James T Perkins

Mailing Address 8942 Southshore Ct, Polk City, FL 33868

Street Address (If Different) _____

Parcel ID# 25-27-06-298361-000090

6. Name: Allen W Strait

Mailing Address 8928 Southshore Ct, Polk City, FL 33868

Street Address (If Different) _____

Parcel ID# 25-27-06-298361-000100

7. Name: Byron Hill

Mailing Address 114 Dillon Drive, Hendersonville, TN 37075

Street Address (If Different) _____

Parcel ID# 25-27-06-298361-000110

8. Name: _____

Mailing Address _____

Street Address (If Different) _____

Parcel ID# _____

9. Name: _____

Mailing Address _____

Street Address (If Different) _____

Parcel ID# _____



TRADITIONS ENGINEERING

Green Swamp ACSC Impact Assessment Statement

- Comment:** Flood plain development requirements in this Code under Section 3.11.07D, where applicable.
- Response:** There is no floodplain on or adjacent to the project area. As such, no floodplain will be impacted by the project.
- Comment:** Wetland development requirements in this Code under Section 3.11.07E, where applicable.
- Response:** There are no wetlands on or adjacent to the project area. As such, no wetlands will be impacted by the project.
- Comment:** Minimize the adverse impacts of development on resources of the Floridian Aquifer, wetlands, and flood detention areas.
- Response:** The proposed stormwater design will meet the standards for the Green Swamp ACSC to both treat the stormwater and allow for recharge to the aquifer. There are no floodplain or wetlands on or adjacent to the project area. As such, there will be no impacts to the aquifer, wetlands, and floodplain by the project.
- Comment:** Protect or improve the normal quantity, quality and flow of ground water and surface water which are necessary for the protection of resources of state and regional concern.
- Response:** The proposed stormwater design will meet the standards for the Green Swamp ACSC to both treat the stormwater and allow for recharge to the aquifer.
- Comment:** Protect or improve the water available for the aquifer recharge.
- Response:** The proposed stormwater design will meet the standards for the Green Swamp ACSC to both treat the stormwater and allow for recharge to the aquifer.
- Comment:** Protect or improve the functions of the Green Swamp Potentiometer High of the Floridian Aquifer.
- Response:** The proposed stormwater design will meet the standards for the Green Swamp ACSC to both treat the stormwater and allow for recharge to the aquifer.
- Comment:** Protect or improve the normal supply of ground and surface water.
- Response:** The proposed stormwater design will meet the standards for the Green Swamp ACSC to both treat the stormwater and allow for recharge to the aquifer.
- Comment:** Prevent further salt water intrusion into the Floridian Aquifer.
- Response:** There will be no salt water intrusion as part of this project.



Comment: Protect or improve existing ground and surface water quality.
Response: The proposed stormwater design will meet the standards for the Green Swamp ACSC to both treat the stormwater and allow for recharge to the aquifer.

Comment: Protect or improve the water retention capabilities of wetlands.
Response: There are no wetlands on or adjacent to the project area. As such, no wetlands will be impacted by the project.

Comment: Protect or improve the biological filtering capabilities of wetlands.
Response: There are no wetlands on or adjacent to the project area. As such, no wetlands will be impacted by the project.

Comment: Protect or improve the natural flow regime of drainage basins.
Response: Historic Flow will be maintained as part of the proposed project design.

Comment: Protect or improve the design capacity of flood detention areas and the water management objectives of these areas through the maintenance of hydrologic characteristics of drainage basins.
Response: There is no floodplain on or adjacent to the project area. As such, no floodplain will be impacted by the project.

If you have any questions regarding this letter, please call me at (863) 397-1627 or email me at CBrooker@Traditions-Eng.com

Sincerely,
Charles "Chad" Brooker, P.E.
Traditions Engineering, LLC

