

POLK CITY

City Commission Workshop (6:30 pm) City Commission Meeting (7pm)

February 20, 2024

Polk City Government Center
123 Broadway Blvd., SE

CALL TO ORDER – Mayor Joe LaCascia

INVOCATION – Pastor Walter Lawlor, New Life Community Church

PLEDGE OF ALLEGIANCE – Mayor Joe LaCascia

ROLL CALL – Assistant City Manager Sheandolen Dunn

ESTABLISHMENT OF A QUORUM

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

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

AGENDA

- 1. PUBLIC HEARING - Ordinance 2024-01: Future Land Use Map Amendment in the Green Swamp Area of Critical State Concern:** A 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. PUBLIC HEARING - 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 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. PUBLIC HEARING - ORDINANCE 2024-03: APPLICANT-INITIATED OFFICIAL ZONING MAP AMENDMENT:** A request by Boyd D Stephens and Laura J Stephens Revocable Trusts 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**
- 4. Kipe Academy**
- 5. Petrotech Southeast, Inc. Annual Services Agreement**

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Commissioner Nichols
Commissioner Blethen
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 33858, Telephone (863) 984-1375. 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
February 20, 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. January 16, 2024 – City Commission Workshop
2. January 16, 2024 - Regular City Commission Meeting

B. REPORTS

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

C. OTHER

**City Commission Meeting
February 20, 2024**

CONSENT AGENDA ITEM: Accept minutes for:

1. January 16, 2024 – City Commission Workshop
2. January 16, 2024 - Regular City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

1. January 16, 2024 – City Commission Workshop
2. January 16, 2024 - Regular City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION WORKSHOP MINUTES

January 16, 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 and City Attorney Thomas Cloud

Absent: City Manager Patricia Jackson

ORDER OF BUSINESS

KIPE ACADEMY

This item was tabled until February.

Resolution 2024-01

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

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

The list of items is attached as “Exhibit A” to Resolution 2024-01.

During the Regular Meeting, Staff will request adoption of Resolution 2024-01.

No Discussion or comments.

Cardinal Hill Effluent Pump and Motor Repair

Mayor LaCascia briefly discussed over the last several years, the Effluent pump at Cardinal Hill has had some very serious performance issues. Cardinal Hill WWTP has always had two running pumps, unless one was being repaired. The pump, nor the motor has been replaced in at least eight (8) years.

Currently, Cardinal Hill WWTP is running on one Effluent pump and one motor. However, if for any reason the pump and/or motor were to stop running, this would create a major overflow issue onto the ground.

During the Regular Meeting, Staff will recommend Barney's Pumps, Inc. to repair the Deming VTP Effluent pump and motor in the amount of \$32,583.00.

Mayor LaCascia reiterated that this is something that must be done now.

No additional discussion or comments.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS - None

COMMISSIONER ITEMS

Commissioner Blethen – None

Commissioner Knouff – None

Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 6:35 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

January 16, 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 and City Attorney Thomas Cloud

Absent: City Manager Patricia Jackson

APPROVE CONSENT AGENDA

Motion by Commissioner Nichols to approve the December 21, 2023 (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

KIPE ACADEMY

This item was tabled until February.

Resolution 2024-01

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

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

The list of Items is attached as "Exhibit A" to Resolution 2024-01.

Staff requested adoption of Resolution 2024-01

Motion by Mayor LaCascia to adopt Resolution 2024-01 for surplus; this motion was seconded by Commissioner Blethen.

Motion carried by Voice Vote 3/0.

Cardinal Hill Effluent Pump and Motor Repair

Mayor LaCascia briefly discussed over the last several years, the Effluent pump at Cardinal Hill has had some very serious performance issues. Cardinal Hill WWTP has always had two running pumps, unless one was being repaired. The pump, nor the motor has been replaced in at least eight (8) years.

Currently, Cardinal Hill WWTP is running on one Effluent pump and one motor. However, if for any reason the pump and/or motor were to stop running, this would create a major overflow issue onto the ground.

Staff recommended Barney’s Pumps, Inc. to repair the Deming VTP Effluent pump and motor in the amount of \$32,583.00.

Motion by Commissioner Blethen to approve Barney’s Pumps to repair the Cardinal Hill Effluent Pump and Motor in the amount of \$32,583.00; this motion was seconded by Commissioner Nichols,

Motion carried by Voice Vote 3/0.

CITY ATTORNEY ITEMS

City Attorney Cloud briefly discussed Bills pending in Legislation:

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

Encouraged Staff and Commission to follow these Bills.

CITY MANAGER ITEMS - None

COMMISSIONER ITEMS

Commissioner Nichols - None

Commissioner Blethen – None

Mayor LaCascia – Briefly discussed the death of City Manager Jackson’s husband, Lloyd “Butch” Jackson.

ANNOUNCEMENTS – None

ADJOURNMENT – 7:10 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
February 20, 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 – January 2024
2. Code Enforcement Report – January 2024
3. Financial Report – January 2024
4. Library Report – January 2024
5. Polk Sheriff's Report – January 2024
6. Public Works/Utilities Report – January 2024
7. Utility Billing Report – January 2024

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added
From: 01/01/24 To: 01/31/2024

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-1157	744 1ST ST, POLK CITY, FL 33868	17,195.00	01/23/2024
BT-2024-464	8906 N HWY 33 POLK CITY, FL 33868	1,250.00	01/09/2024
Subtotal:		\$18,445.00	

GAS

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-577	727 TEABERRY TRL, POLK CITY, FL 33868	8,865.00	01/11/2024
Subtotal:		\$8,865.00	

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-1156	626 GORDON RD, POLK CITY, FL 33868	16,989.00	01/23/2024
BT-2024-120	315 BAYBERRY DR, POLK CITY, FL 33868	8,800.00	01/03/2024
BT-2024-1238	257 SUNSET BLVD, POLK CITY, FL 33868	11,567.00	01/24/2024
BT-2024-1589	117 S CITRUS GROVE BLVD, POLK CITY, FL 33868	13,007.00	01/30/2024
BT-2024-1645	238 LAYNEWADE RD, POLK CITY, FL 33868	14,205.00	01/31/2024
Subtotal:		\$64,568.00	

PLUMBING

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-114	7494 BERKLEY RD, POLK CITY, FL 33868	1,793.00	01/03/2024
Subtotal:		\$1,793.00	

PRE-PERMIT

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BP-2024-19	220 PINE AVE, POLK CITY, FL 33868	0.00	01/24/2024
Subtotal:		\$0.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-1294	117 BAYBERRY DR, POLK CITY, FL 33868	5,101.50	01/24/2024
BT-2024-762	265 BAYBERRY DR, POLK CITY, FL 33868	20,983.00	01/16/2024
BT-2024-922	265 BAYBERRY DR, POLK CITY, FL 33868	2,375.00	01/18/2024
Subtotal:		\$28,459.50	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2024-145	7494 BERKLEY RD, POLK CITY, FL 33868	700.00	01/09/2024
BR-2024-274	620 MEANDERING WAY, POLK CITY, FL 33868	19,050.00	01/16/2024

BR-2024-384

512 ROSEWOOD LN, POLK CITY, FL 33868

1,000.00

01/18/2024

BR-2024-525

432 BASCOM CT, POLK CITY, FL 33868

4,000.00

01/23/2024

Subtotal: 24,750.00

Grand Total: \$146,880.50

0 SFR to Date
Kathy Delp

Code Enforcement Report JANUARY 2024

SNIFE SIGNS REMOVED	58
LIEN SEARCHES	16
INSPECTIONS	48 / 22
CLOSED OUT CASES	12
SPECIAL MAGISTRATE CASES	7
COUNTY REF.	6
MET WITH CITIZEN	6
CLOSED OUT SPECIAL MAGISTRATE CASES	3
CASE SUBJECTS	
DISABLE VEHICLES	2
BUILDING WITHOUT PERMIT	4
OVERGROWTH	2
HOUSE NUMBERS	0
BUSINESS LICENSE	0
FENCE	3
JUNK AND DEBRIS	8
RV/TRAILER PARKING	3
OPEN STRUCTURE	0
NOISE	0
CLOSED CASES	12
CLOSE OUT LIEN	0
YARD SALE	0
ANIMAL	1
POSTINGS	6
EXTENDED CASES	4
ACCESSORY USE	1
POOLS	2

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	3,576,776.27	
01-101-990	Library Van Fleet Cycling Challenge	709.09	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	45,502.84	
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	321,712.32	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		5,259,779.53
01-202-100	Accounts Payable	10,725.20-	
01-202-200	Accounts Payable - Year End	10,258.34-	
01-202-900	Customer Deposits	6,160.00	
01-208-300	Due to County - Impact Fees	21,277.92	
01-208-310	Due to DCA - Bldg Permit Surcharge	21.32-	
01-208-320	Due to Dept of Business - License Fees	95.93-	
01-208-330	Due to PCSO - Police Education Revenue	1,288.86	
01-216-100	Accrued Payroll	28,486.41-	
01-217-200	Accrued Sales Tax	75.76	
01-218-100	Payroll Taxes Payable	9,507.95	
01-218-200	FRS Retirement Payable	434.55	
01-218-300	Health Plan Payable	3,553.65	
01-218-320	Supplemental Insurance Payable	5,354.60	
01-218-400	Dental Plan Payable	941.08-	
01-218-410	Vision Plan Payable	472.22	
01-218-700	ICMA-RC	100.00	
	** TOTAL LIABILITY**		2,302.77-
01-243-100	Encumbrances Placed	4,930.91	
01-245-100	Reserved for Encumbrances	4,930.91-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	4,473,458.35	
	** TOTAL EQUITY**		4,473,458.35
	** TOTAL REVENUE**		1,772,748.08
	** TOTAL EXPENSE**		984,124.13
	TOTAL LIABILITY AND EQUITY		5,259,779.53

CITY OF POLK CITY
JANUARY 2024 MONTHLY FINANCIALS

GENERAL FUND REVENUES

33.33 % Yr Complete For Fiscal Year: 2024 / 1

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
01-311-100	AD VALOREM TAXES	1,200,104.95	1,319,937.00	1,319,937.00	30,560.38	1,239,397.53	80,539.47	93.90 %
01-312-300	9th Cent Gas Tax	5,161.96	18,801.00	18,801.00	2,112.65	3,741.50	15,059.50	19.90 %
01-312-400	Local Option Gas Tax	105,866.01	108,748.00	108,748.00	6,510.37	27,338.99	81,409.01	25.14 %
01-312-410	New Local Option Gas Tax	72,862.38	69,118.00	69,118.00	4,146.79	16,768.67	52,349.33	24.26 %
01-314-100	Electric - Utility Tax	150,391.83	129,331.00	129,331.00	8,207.50	31,778.59	97,552.41	24.57 %
01-314-300	Water - Utility Tax	55,470.46	65,399.00	65,399.00	0.00	13,630.50	51,768.50	20.84 %
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	2,803.67	5,897.27	18,050.73	24.63 %
01-315-100	Communications Services Tax	231,405.75	228,111.00	228,111.00	11,688.71	40,867.29	187,243.71	17.92 %
01-316-100	Local Business Licenses	13,161.76	7,100.00	7,100.00	0.00	4,646.00	2,454.00	65.44 %
01-316-102	County Business Tax	1,439.41	775.00	775.00	55.16	288.55	486.45	37.23 %
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	457.75	4,334.83	30,665.17	12.39 %
01-322-101	Bldg Permit - Plan Checking	62,772.08	15,000.00	15,000.00	275.00	1,029.00	13,971.00	6.86 %
01-322-102	Bldg Permit - Admin Fee	3,880.00	4,000.00	4,000.00	220.00	920.00	3,080.00	23.00 %
01-322-103	Bldg Permit - Electrical	4,350.00	5,000.00	5,000.00	325.00	1,575.00	3,425.00	31.50 %
01-322-104	Bldg Permit - Plumbing	3,525.00	3,700.00	3,700.00	125.00	500.00	3,200.00	13.51 %
01-322-105	Bldg Permit - Mechanical	4,025.00	4,700.00	4,700.00	125.00	625.00	4,075.00	13.30 %
01-322-107	Bldg Permit - Cert of Occupancy	630.00	480.00	480.00	30.00	300.00	180.00	62.50 %
01-322-108	Bldg Permit - Inspections	25,565.00	212,170.00	212,170.00	1,330.00	8,482.50	203,687.50	4.00 %
01-323-100	Electric	113,213.22	58,000.00	58,000.00	17,238.75	17,238.75	40,761.25	29.72 %
01-323-300	Solid Waste	71,393.75	56,699.00	56,699.00	15,017.09	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	8,376.46	33,505.81	69,149.19	32.64 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	25,174.53	22,534.00	22,534.00	1,813.86	7,255.45	15,278.55	32.20 %
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	1,421.47	3,976.30	1,659.70	70.55 %
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	18,962.16	57,577.41	173,696.59	24.90 %
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	89,130.92	174,532.42	310,864.58	35.96 %
01-340-700	Stormwater Utility Fees	36,297.92	36,177.00	36,177.00	6,142.82	12,302.64	23,874.36	34.01 %
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
JANUARY 2024 MONTHLY FINANCIALS

GENERAL FUND REVENUES
33.33 % Yr Complete For Fiscal Year: 2024 / 1

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	404.00	1,106.95	4,393.05	20.13 %
01-351-200	Police Fines, Penalties, and Forfeitu	9,762.04	8,000.00	8,000.00	1,019.15	2,027.75	5,972.25	25.35 %
01-351-300	Code Enforcement Fines	17,026.35	0.00	0.00	38.53	48.32	(48.32)	0.00 %
01-359-100	Other Fines and/or Forfeitures	31.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-359-300	Late Fees	394.10	250.00	250.00	31.50	102.00	148.00	40.80 %
01-361-100	Interest Income	2,091.14	7,450.00	7,450.00	3,198.06	3,198.06	4,251.94	42.93 %
01-361-200	Interest/Dividends - FL SAFE	56,515.15	30,000.00	30,000.00	5,772.36	22,923.34	7,076.66	76.41 %
01-362-100	Activity Center Rentals	5,800.00	4,400.00	4,400.00	700.00	1,700.00	2,700.00	38.64 %
01-362-200	Donald Bronson Community Center Renta	8,350.00	5,350.00	5,350.00	1,200.00	2,650.00	2,700.00	49.53 %
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	0.00	582.51	(92.61)	118.52 %
01-369-101	Misc Income - Copies and Faxes	3.57	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-102	Misc Income - Collection Allowance	3,318.48	1,800.00	1,800.00	224.70	(2,121.42)	3,921.42	117.86-%
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	5,741.00	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	84.23	84.23	915.77	8.42 %
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	245,490.04	1,772,748.08	2,244,899.92	44.12 %

CITY OF POLK CITY
JANUARY 2024 MONTHLY FINANCIALS

02/06/2024 11:07
gb8501_pg.php/Job No: 12894

General Fund Expenditures
33.33 % Yr Complete For Fiscal Year: 2024 / 1

G/L ACCOUNT	DESCRIPTOR	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MYD 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	3,300.00	7,500.00	30.56 %
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	45.91	459.54	781.46	37.03 %
01-511-240	Worker#39;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	645.91	10,344.72	22,316.28	31.67 %
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EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	214,389.88	231,588.00	231,588.00	17,814.42	71,073.09	160,514.91	30.69 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	1,661.58	3,138.42	34.62 %
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	9,036.30	14,795.70	37.92 %
01-512-220	Retirement Contribution - Executive	55,270.61	62,258.00	62,258.00	4,789.06	21,401.74	40,856.26	34.38 %
01-512-230	Life & Health Insurance - Executive	25,855.68	13,986.00	13,986.00	1,275.47	3,562.59	10,423.41	25.47 %
01-512-240	Worker#39;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	0.00	0.00	5,000.00	0.00 %
01-512-405	Training - Executive	2,026.44	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-408	Meeting Expense Allowance - Executive	446.30	1,500.00	1,500.00	60.00	178.77	1,321.23	11.92 %
01-512-410	Communication Services - Executive	1,174.38	1,400.00	1,400.00	49.78	298.92	1,101.08	21.35 %
01-512-470	Printing and Reproduction - Executive	1,175.00	4,000.00	4,000.00	0.00	2,864.60	1,135.40	71.62 %
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
JANUARY 2024 MONTHLY FINANCIALS

02/06/2024 11:07
gb8501_pg.php/Job No: 12894

General Fund Expenditures
33.33 % Yr Complete For Fiscal Year: 2024 / 1

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	7.96	35.45	1,964.55	1.77 %
01-512-520	Operating Supplies - Executive	233.46	2,000.00	2,000.00	17.95	182.92	1,817.08	9.15 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,501.60	3,500.00	3,500.00	19.99	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	25,775.80	149,252.30	252,182.70	37.18 %
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	2,181.26	14,701.34	50,298.66	22.62 %
01-514-480	Promo Activities & Legal Ads - Legal	7,860.40	11,000.00	11,000.00	1,075.92	3,355.97	7,644.03	30.51 %
DEPARTMENT TOTAL		52,271.92	76,000.00	76,000.00	3,257.18	18,057.31	57,942.69	23.76 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	30,000.00	30,000.00	35,000.00	8,750.00	17,500.00	17,500.00	58.33 %
DEPARTMENT TOTAL		30,000.00	30,000.00	35,000.00	8,750.00	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	8,405.01	33,342.84	79,202.16	29.63 %
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	444.04	2,011.76	6,511.24	23.60 %
01-516-220	Retirement Contribution - Fin & Acctng	13,302.72	15,272.00	15,272.00	1,140.56	5,156.59	10,115.41	33.76 %

CITY OF POLK CITY
 JANUARY 2024 MONTHLY FINANCIALS

General Fund Expenditures
 33.33 % Yr Complete For Fiscal Year: 2024 / 1

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	PERCENTAGE REALIZED
01-516-230	Life & Health Insurance - Fin & Acctn	25,286.38	26,935.00	26,935.00	2,289.96	8,932.89	16,002.11	33.16 %
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	2,000.00	2,000.00	2,500.00	44.44 %
01-516-400	Travel Expenses - Fin & Acctng	607.43	2,500.00	2,500.00	28.04	28.04	2,471.96	1.12 %
01-516-405	Training - Finance	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	663.71	850.00	850.00	24.89	158.28	691.72	18.62 %
01-516-470	Printing and Reproduction - Fin & Acc	78.12	750.00	750.00	125.72	125.72	624.28	16.76 %
01-516-510	Office Supplies - Fin & Acctng	725.79	2,000.00	2,000.00	420.11	617.11	1,382.89	30.86 %
01-516-520	Operating Supplies - Fin & Acctng	2,264.61	3,000.00	3,000.00	0.00	22.77	2,977.23	0.76 %
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	14,878.33	53,134.19	128,236.81	29.30 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	85,299.49	88,076.00	88,076.00	0.00	21,809.30	66,266.70	24.76 %
01-517-720	Interest - CB&T Debt Service Pmts	34,511.03	31,735.00	31,735.00	0.00	8,143.33	23,591.67	25.66 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	0.00	29,952.63	89,858.37	25.00 %
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	5,896.00	25,937.00	82,063.00	24.02 %
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	5,896.00	80,760.50	137,386.50	37.02 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	106,159.48	110,812.00	110,812.00	8,524.01	34,095.97	76,716.03	30.77 %

CITY OF POLK CITY
JANUARY 2024 MONTHLY FINANCIALS

02/06/2024 11:07
gb8501_pg.php/Job No: 12894

General Fund Expenditures
33.33 % Yr Complete For Fiscal Year: 2024 / 1

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	0.00	0.00	599.00	0.00 %
01-524-210	Fica Taxes - Bldg & Zoning	8,263.75	8,523.00	8,523.00	640.90	2,876.11	5,646.89	33.75 %
01-524-220	Retirement Contribution - Bldg & Zoni	13,567.15	15,118.00	15,118.00	1,156.70	5,191.09	9,926.91	34.34 %
01-524-230	Life & Health Insurance - Bldg & Zoni	25,466.29	26,937.00	26,937.00	2,317.66	8,974.44	17,962.56	33.32 %
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	4,097.50	11,219.50	200,950.50	5.29 %
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	15.30	127.83	72.17	63.92 %
01-524-520	Operating Supplies - Bldg & Zoning	1,247.62	300.00	300.00	0.00	81.99	218.01	27.33 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	579.88	0.00	0.00	19.99	79.96	(79.96)	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	16,772.06	63,944.08	314,440.92	16.90 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	28,107.33	30,443.00	30,443.00	2,400.00	9,741.00	20,702.00	32.00 %
01-529-140	Overtime - Code Enf	305.26	0.00	0.00	0.00	0.00	0.00	0.00 %
01-529-210	Fica Taxes - Code Enf	2,186.65	2,329.00	2,329.00	180.92	814.04	1,514.96	34.95 %
01-529-220	Retirement Contribution - Code Enf	3,574.91	4,131.00	4,131.00	325.68	1,465.42	2,665.58	35.47 %
01-529-230	Life & Health Insurance - Code Enf	12,544.95	13,351.00	13,351.00	28.48	(1,056.88)	14,407.88	(7.92) %
01-529-240	Worker's Compensation - Code Enf	545.78	795.00	795.00	0.00	541.34	253.66	68.09 %
01-529-310	Professional Services - Code Enf	16,400.00	8,000.00	8,000.00	500.00	2,000.00	6,000.00	25.00 %
01-529-400	Travel Expenses - Code Enf	325.31	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-405	TRAINING - CODE ENFORCEMENT	1,061.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-529-410	Communication Services - Code Enf	631.73	800.00	800.00	24.89	147.46	652.54	18.43 %
01-529-510	Office Supplies - Code Enf	225.85	200.00	200.00	27.41	110.43	89.57	55.22 %
01-529-520	Operating Supplies - Code Enf	89.93	500.00	500.00	0.00	523.87	(23.87)	104.77 %
01-529-540	Books, Pub., Sub., & Memberships - Co	150.00	100.00	100.00	0.00	35.00	65.00	35.00 %
DEPARTMENT TOTAL		66,148.70	61,849.00	61,849.00	3,487.38	14,321.68	47,527.32	23.16 %
REFUSE/SANITATION								

CITY OF POLK CITY
JANUARY 2024 MONTHLY FINANCIALS

02/06/2024 11:07
gb8501_pg.php/Job No: 12894

General Fund Expenditures
33.33 % Yr Complete For Fiscal Year: 2024 / 1

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	21,733.76	86,563.84	175,632.16	33.01 %
01-534-342	Refuse Disposal - Commercial - Refuse	138,955.95	130,366.00	130,366.00	0.00	34,895.33	95,470.67	26.77 %
DEPARTMENT TOTAL		364,310.15	392,562.00	392,562.00	21,733.76	121,459.17	271,102.83	30.94 %
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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	3,625.00	3,850.00	(3,850.00)	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	0.00	0.00	1,000.00	0.00 %
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	3,625.00	4,350.00	31,000.00	12.31 %
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GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov#39;t	23,963.92	10,000.00	10,000.00	1,082.50	12,981.45	(2,981.45)	129.81 %
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	383.48	3,722.87	8,777.13	29.78 %
01-539-413	Public Works - Communication - Gen Go	2,706.62	0.00	0.00	0.00	678.87	(678.87)	0.00 %
01-539-414	Community Center-Communication-Gen Go	1,659.36	2,000.00	2,000.00	138.28	553.12	1,446.88	27.66 %
01-539-431	City Hall - Utilities - Gen Gov#39;t	19,282.25	21,000.00	21,000.00	1,424.70	6,466.82	14,533.18	30.79 %
01-539-432	Activity Center - Utilities - Gen Gov	2,207.41	2,500.00	2,500.00	114.06	924.44	1,575.56	36.98 %
01-539-433	MULTI-PURPOSE BUILD - UTILITIES - GEN	2,802.95	2,500.00	2,500.00	156.24	928.27	1,571.73	37.13 %
01-539-434	Community Center-Utilities-Gen Gov#3	6,361.66	7,500.00	7,500.00	370.93	1,831.29	5,668.71	24.42 %
01-539-440	Rentals and Leases - Gen Gov#39;t Bl	9,831.97	5,000.00	5,000.00	528.58	2,820.49	2,179.51	56.41 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	4,650.29	6,000.00	6,000.00	0.00	2,963.05	(1,893.96)	49.38 %
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	178.23	3,904.02	595.98	86.76 %
01-539-490	Other Current Charges - Gen Gov#39;t	93.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %

CITY OF POLK CITY
JANUARY 2024 MONTHLY FINANCIALS

General Fund Expenditures
33.33 % Yr Complete For Fiscal Year: 2024 / 1

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	797.55	3,772.30	1,227.70	75.45 %
01-539-522	Activity Center - Operating Supplies	1,144.07	1,000.00	1,000.00	40.04	366.27	633.73	36.63 %
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	66.20	763.22	1,636.78	31.80 %
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 Gov'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	5,280.79	45,265.91	98,303.18	30.48 %
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ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	176,454.86	236,388.00	236,388.00	14,190.68	58,207.32	178,180.68	24.62 %
01-541-130	Other Salaries and Wages - Roads & ST	105.00	0.00	0.00	30.00	135.00	(135.00)	0.00 %
01-541-140	Overtime - Roads & Streets	7,788.09	5,145.00	5,145.00	71.11	1,935.71	3,209.29	37.62 %
01-541-210	Fica Taxes - Roads & Streets	14,277.27	18,477.00	18,477.00	1,000.88	4,639.49	13,837.51	25.11 %
01-541-220	Retirement Contribution - Roads & Str	23,537.89	31,288.00	31,288.00	1,935.30	9,118.81	22,169.19	29.14 %
01-541-230	Life & Health Insurance - Roads & Str	49,030.65	67,346.00	67,346.00	3,453.39	16,182.29	51,163.71	24.03 %
01-541-240	Worker'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	319.35	2,031.35	37,968.65	5.08 %
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	20.00	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	703.26	9,296.74	7.03 %
01-541-430	Utilities - Roads & Streets	26,322.51	40,000.00	40,000.00	2,175.34	9,129.00	30,871.00	22.82 %
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	261.12	2,359.19	7,640.81	23.59 %
01-541-464	Vehicle Fuel - Roads & Streets	7,600.82	10,000.00	10,000.00	799.30	4,066.62	5,933.38	40.67 %
01-541-465	Vehicle Maintenance - Roads & Streets	8,935.33	12,000.00	12,000.00	256.19	1,386.37	10,613.63	11.55 %
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	12.66	150.37	349.63	30.07 %
01-541-520	Operating Supplies - Roads & Streets	7,684.70	10,000.00	10,000.00	419.69	3,074.82	6,925.18	30.75 %
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
JANUARY 2024 MONTHLY FINANCIALS

02/06/2024 11:07
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General Fund Expenditures
33.33 % Yr Complete For Fiscal Year: 2024 / 1

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	0.00	0.00	500.00	0.00 %
01-541-630	Improvements Other than Building - Ro	39,802.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	650,000.00	0.00 %
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	25,072.57	135,514.53	1,275,744.47	9.60 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	83,407.85	83,765.00	83,765.00	6,806.00	27,224.01	56,540.99	32.50 %
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	510.62	2,300.21	4,147.79	35.67 %
01-571-220	Retirement Contribution - Library	10,232.95	11,437.00	11,437.00	923.58	4,144.84	7,292.16	36.24 %
01-571-230	Life & Health Insurance - Library	25,465.27	26,910.00	26,910.00	2,296.86	8,943.24	17,966.76	33.23 %
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	244.18	3,657.21	(857.21)	130.61 %
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	531.87	1,447.65	5,052.35	22.27 %
01-571-430	Utilities - Library	2,990.04	5,700.00	5,700.00	214.59	1,219.89	4,480.11	21.40 %
01-571-460	Repairs and Maintenance - Library	468.54	550.00	550.00	67.85	67.85	482.15	12.34 %
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	0.00	87.45	1,512.55	5.47 %
01-571-520	Operating Supplies - Library	1,927.67	5,000.00	5,000.00	104.51	1,721.17	3,278.83	34.42 %
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	922.58	3,457.51	15,142.49	18.59 %
DEPARTMENT TOTAL		159,937.97	180,711.00	180,711.00	12,622.64	54,813.86	125,897.14	30.33 %

CITY OF POLK CITY
JANUARY 2024 MONTHLY FINANCIALS

General Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2024 / 1

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	360.00	4,671.17	10,328.83	31.14 %
01-572-430	Utilities - Parks	12,007.01	17,000.00	17,000.00	1,282.24	4,835.98	12,164.02	28.45 %
01-572-460	Repairs and Maintenance - Parks	6,915.69	5,000.00	5,000.00	133.74	2,902.20	2,097.80	58.04 %
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	0.00	871.37	128.63	87.14 %
DEPARTMENT TOTAL		32,195.64	38,750.00	38,750.00	1,775.98	13,280.72	25,469.28	34.27 %
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	9.00 %
01-574-440	Rentals and Leases - Spec Events	32,885.80	34,000.00	34,000.00	3,171.10	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	1,223.73	5,583.02	1,416.98	79.76 %
DEPARTMENT TOTAL		39,397.27	45,300.00	45,300.00	4,394.83	56,322.82	(11,022.82)	124.33 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	18,301.25	35,000.00	35,000.00	800.00	12,130.65	22,869.35	34.66 %
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	848.52	4,951.26	15,048.74	24.76 %
01-590-440	Rentals and Leases - Non-Dept	0.00	5,500.00	5,500.00	88.74	266.22	5,233.78	4.84 %
01-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	0.00	83,696.13	13,303.87	86.28 %
01-590-464	Vehicle Fuel - Non-Departmental	658.39	550.00	550.00	52.55	274.06	275.94	49.83 %
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	68.64	412.39	587.61	41.24 %
01-590-520	Operating Supplies - Non-Dept	1,417.83	3,000.00	3,000.00	669.48	3,652.89	(652.89)	121.76 %
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	198.60	839.56	3,660.44	18.66 %
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
JANUARY 2024 MONTHLY FINANCIALS

General Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2024 / 1

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL. BUDGET	2024 PERCENTAGE REALIZED
01-590-540	Books, Pub., Sub., & Memberships -NON	8,659.02	9,000.00	9,000.00	30.29	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	297.25	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	0.00	0.00	3,500.00	0.00 %
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	(129.79)	(174.02)	174.02	0.00 %
01-590-999	Other - Non-Operating Charges - Non-D	2,746.35	10,000.00	10,000.00	228.40	822.71	9,177.29	8.23 %
DEPARTMENT TOTAL		156,649.94	265,559.00	260,559.00	3,152.68	115,849.71	144,709.29	43.62 %

General Fund Revenues Total	3,400,296.40	4,017,648.00	4,017,648.00	245,490.04	1,772,748.08	2,244,899.92	55.88 %
General Fund Expenditures Total	2,675,616.47	4,017,648.00	4,017,648.00	157,120.91	984,124.13	3,033,525.87	75.51 %
Total Revenue vs. Expenditures	724,679.93	0.00	0.00	88,369.13	788,623.95	-788,625.95	

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	3,048,105.83	
05-101-900	Cash - Water Impact Fee Account	150.00	
05-101-913	DEP Loan - Sinking Fund	130,656.06	
05-101-916	US Bank - Sink Fund	658,706.30	
05-101-917	US Bank - Renewal & Replacement Series	200,994.11	
05-101-918	DEP Loan WW531400 - Sink Fund	1,477.55	
05-101-919	DEP Loan WW531402 - Sink Fund	21,472.43	
05-101-920	Cash - Customer Deposits	360,480.00	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	239,681.40	
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**		21,106,274.20
05-202-100	Accounts Payable	75,102.16	
05-202-200	Accounts Payable - Year End	89,579.00	
05-202-900	Customer Deposits	360,480.00	
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	18,339.33	
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**		12,669,190.17
05-243-100	Encumbrances Placed	59,153.75	
05-245-100	Reserved for Encumbrances	59,153.75-	
	** 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: Jan
 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**		902,375.66
	** TOTAL EXPENSE**		609,613.34
	TOTAL LIABILITY AND EQUITY		21,106,274.20

CITY OF POLK CITY
JANUARY 2024 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE

33.33 % Yr Complete For Fiscal Year: 2024 / 1

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	YTD REVENUE	2024 (EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
05-314-301	RFS - City 10% UTY T	1,404.93	195.00	195.00	(35.89)	(15.38)	210.38	7.89-%
05-325-111	Connection Fees - Water - Cash Basis	19,389.60	10,000.00	10,000.00	0.00	2,175.00	7,825.00	21.75-%
05-325-210	Readiness to Serve Charge - Sewer	14,726.81	4,282.00	4,282.00	(728.70)	(312.30)	4,594.30	7.29-%
05-325-211	Readiness to Serve Charge - Water	14,047.98	1,948.00	1,948.00	(358.89)	(153.81)	2,101.81	7.90-%
05-329-200	Other Lic./Fees/Permits	1,503.69	600.00	600.00	100.00	100.00	500.00	16.67-%
05-340-300	Water Utility Revenue	1,319,141.76	1,314,799.00	1,314,799.00	211,916.40	432,813.66	881,985.34	32.92-%
05-340-500	Sewer Utility Revenue	1,299,451.90	1,316,249.00	1,316,249.00	220,329.21	435,124.85	881,124.15	33.06-%
05-359-100	Other Fines and/or Forfeitures	32,345.00	33,960.00	33,960.00	2,720.00	9,470.00	25,490.00	24.94-%
05-359-200	Non Sufficient Funds	2,640.00	2,340.00	2,340.00	150.00	565.00	1,775.00	24.15-%
05-359-300	Late Fees	26,344.50	26,348.00	26,348.00	3,769.50	8,190.00	18,158.00	31.08-%
05-361-200	Interest/Dividends - FL SAFE	34,808.00	32,637.00	32,637.00	3,555.23	14,118.64	18,518.36	43.26-%
05-369-100	Misc. Income	0.00	0.00	0.00	1,300.00	1,300.00	(1,300.00)	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	442,716.86	902,375.66	2,813,726.34	24.28-%

CITY OF POLK CITY
JANUARY 2024 MONTHLY FINANCIALS

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Enterprise Fund Expenditures
33.33 % Yr Complete For Fiscal Year: 2024 / 1

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	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	5,297.42	18,987.04	105,622.96	15.24 %
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	399.32	2,086.19	7,522.81	21.71 %
05-518-220	Retirement Contribution - Water Admin	26,326.33	17,045.00	17,045.00	718.86	3,669.37	13,375.63	21.53 %
05-518-230	Life & Health Insurance - Water Admin	32,832.34	40,325.00	40,325.00	3,445.79	12,312.88	28,012.12	30.53 %
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	1,961.89	6,141.00	(6,141.00)	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	0.00	0.00	750.00	0.00 %
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	493.64	500.00	500.00	0.00	0.00	500.00	0.00 %
05-518-510	Office Supplies - Water Admin	2,325.13	1,500.00	1,500.00	40.65	121.78	478.22	20.30 %
05-518-520	Operating Supplies - Water Admin	239.88	300.00	300.00	0.00	0.00	300.00	0.00 %
05-518-540	Books, Pub., Sub., & Memberships - Wa	6,980.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-518-630	Improvements Other than Building - Wa							
DEPARTMENT TOTAL		173,104.74	221,988.00	221,988.00	11,863.93	43,436.89	178,551.11	19.57 %
=====								
05-533-120	Regular Salary - Wages - Water Oper	164,863.62	149,442.00	149,442.00	15,214.60	62,479.75	86,962.25	41.81 %
05-533-130	Other Salaries and Wages - Water Oper	52.50	0.00	0.00	15.00	67.50	(67.50)	0.00 %
05-533-140	Overtime - Water Oper	8,268.65	7,133.00	7,133.00	0.00	1,825.56	5,307.44	25.59 %
05-533-210	Fica Taxes - Water Oper	13,505.79	11,978.00	11,978.00	1,144.99	5,214.48	6,763.52	43.53 %
05-533-220	Retirement Contribution - Water Oper	75,157.96	16,165.00	16,165.00	2,064.63	9,499.59	6,665.41	58.77 %
05-533-230	Life & Health Insurance - Water Oper	33,571.24	40,640.00	40,640.00	2,888.42	12,908.24	27,731.76	31.76 %
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	1,123.20	5,473.20	9,526.80	36.49 %
05-533-311	Engineering Services - Water Oper	51,273.75	100,000.00	100,000.00	2,225.00	8,232.50	91,767.50	8.23 %
05-533-312	Professional Services - Other - Water	9,332.12	20,000.00	20,000.00	484.67	7,091.70	12,908.30	35.46 %
05-533-313	Professional Services - Polk Regional	1,196.03	2,000.00	2,000.00	0.00	652.70	1,347.30	32.64 %
05-533-314	Professional Services - Samples	2,441.00	5,000.00	5,000.00	388.00	760.00	4,240.00	15.20 %
05-533-400	Travel Expenses - Water Oper	1,190.58	1,250.00	1,250.00	0.00	39.75	1,210.25	3.18 %
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	168.72	1,451.09	6,548.91	18.14 %

CITY OF POLK CITY
JANUARY 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2024 / 1

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	PERCENTAGE REALIZED
05-533-430	Utilities - PW/Utilities Facility Wat	1,295.49	2,500.00	2,500.00	95.82	480.15	2,019.85	19.21 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	6,301.43	7,000.00	7,000.00	338.28	2,228.24	4,771.76	31.83 %
05-533-432	Commonwealth WTP - Utilities - Water	1,146.69	1,500.00	1,500.00	78.92	538.25	961.75	35.88 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	10,950.47	12,000.00	12,000.00	864.73	3,542.79	8,457.21	29.52 %
05-533-460	Repairs and Maintenance - Water Oper	2,648.11	115,000.00	115,000.00	3,342.91	3,342.91	106,327.09	2.91 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	1,952.37	5,000.00	5,000.00	130.55	130.55	4,869.45	2.61 %
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	570.47	2,871.78	12,128.22	19.15 %
05-533-465	Vehicle Maintenance - Water Oper	4,353.15	7,000.00	7,000.00	784.38	5,989.60	1,010.40	85.57 %
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	0.00	1,049.29	2,450.71	29.98 %
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	12.71	201.26	298.74	40.25 %
05-533-520	Operating Supplies - Water Oper	26,511.47	17,500.00	17,500.00	1,133.78	6,582.32	10,917.68	37.61 %
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	0.00	0.00	1,000.00	0.00 %
05-533-524	Chemicals - Water Oper	11,607.78	9,000.00	9,000.00	407.20	2,198.20	6,801.80	24.42 %
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 & Maintenc	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	20.00	20.00	730.00	2.67 %
05-533-630	Improvements Other than Building - Wa	1,125.00	0.00	0.00	0.00	4,250.00	(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	33,496.98	297,736.90	541,298.10	35.26 %
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	104,880.86	152,126.00	152,126.00	8,230.72	33,129.10	118,996.90	21.78 %
05-535-130	Other Salaries and Wages - Sewer Oper	52.50	0.00	0.00	15.00	67.50	(67.50)	0.00 %
05-535-140	Overtime - Sewer Oper	6,641.94	7,288.00	7,288.00	0.00	1,811.82	5,476.18	24.86 %

CITY OF POLK CITY
 JANUARY 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures
 33.33 % Yr Complete For Fiscal Year: 2024 / 1

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	625.69	2,987.14	9,207.86	24.49 %
05-535-220	Retirement Contribution - Sewer Oper	31,667.54	16,550.00	16,550.00	1,116.93	5,456.50	11,093.50	32.97 %
05-535-230	Life & Health Insurance - Sewer Oper	24,746.32	40,672.00	40,672.00	1,747.40	8,946.90	31,725.10	22.00 %
05-535-240	Worker's 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	132.55	1,512.55	8,487.45	15.13 %
05-535-311	Engineering Services - Sewer Oper	500.00	180,000.00	180,000.00	5,250.00	18,037.50	161,962.50	10.02 %
05-535-312	Professional Services - Other - Sewer	35,800.56	35,000.00	35,000.00	484.68	10,711.61	24,288.39	30.60 %
05-535-314	Professional Services - Samples	8,346.00	11,000.00	11,000.00	2,009.00	4,575.00	6,425.00	41.59 %
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	20.00	20.00	1,980.00	1.00 %
05-535-410	Communication Services - Sewer Oper	5,259.93	5,500.00	5,500.00	317.08	1,561.98	3,838.02	30.22 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	2,890.27	3,200.00	3,200.00	128.33	385.32	2,814.68	12.04 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,053.80	2,500.00	2,500.00	171.15	684.60	1,815.40	27.38 %
05-535-430	Utilities - PW/Utilities Facility Sew	5,913.03	5,500.00	5,500.00	3,275.80	4,630.13	869.87	84.18 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	42,105.00	39,700.00	39,700.00	625.17	13,341.86	26,358.14	33.61 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,447.14	9,000.00	9,000.00	726.59	2,975.00	6,025.00	33.06 %
05-535-460	Repairs and Maintenance - Sewer Oper	85,342.06	130,000.00	130,000.00	3,007.02	9,085.71	67,090.54	6.99 %
05-535-461	Cardinal Hill - Repairs and Maint - S	18,242.03	390,000.00	390,000.00	3,030.54	8,116.81	381,883.19	2.08 %
05-535-464	Vehicle Fuel - Sewer Oper	7,191.99	7,000.00	7,000.00	242.00	3,686.38	3,313.62	52.66 %
05-535-465	Vehicle Maintenance - Sewer Oper	4,821.31	6,000.00	6,000.00	171.29	5,297.51	702.49	88.29 %
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	0.00	2,740.73	(240.73)	109.63 %
05-535-470	Printing and Reproduction - Sewer Oper	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 %
05-535-493	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	12.71	12.71	287.29	4.24 %
05-535-520	Operating Supplies - Sewer Oper	15,947.59	20,000.00	20,000.00	550.54	2,867.03	17,132.97	14.34 %
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	2,737.00	7,701.00	27,299.00	22.00 %
05-535-524	Chemicals - Sewer Oper	29,370.40	10,000.00	10,000.00	1,665.60	6,446.60	3,553.40	64.47 %
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	0.00	0.00	0.00	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 %
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 %

CITY OF POLK CITY
JANUARY 2024 MONTHLY FINANCIALS

Enterprise Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2024 / 1

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 YTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
DEPARTMENT TOTAL		853,830.49	2,441,765.00	2,441,765.00	36,292.79	176,520.71	2,211,420.54	7.23 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	17,363.26	25,000.00	25,000.00	800.00	2,627.45	22,372.55	10.51 %
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	1,722.73	10,052.49	17,947.51	35.90 %
05-590-440	Rentals and Leases - Non-Dept	4,960.22	5,500.00	5,500.00	432.04	1,863.06	3,636.94	33.87 %
05-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	0.00	67,147.12	29,852.88	69.22 %
05-590-510	Office Supplies - Non-Departmental	1,063.55	750.00	750.00	68.64	217.09	532.91	28.95 %
05-590-520	Operating Supplies - Non-Dept	1,094.57	1,000.00	1,000.00	134.95	1,341.58	(341.58)	134.16 %
05-590-521	Emergencies & Contingencies - Operati	9,797.03	0.00	0.00	440.00	1,869.29	(1,869.29)	0.00 %
05-590-525	Uniforms - Non Dept	4,416.82	3,000.00	3,000.00	258.92	1,161.02	1,838.98	38.70 %
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 -NOM	342.67	750.00	750.00	30.28	4,040.12	(3,290.12)	538.68 %
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	297.97	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	(105.32)	(211.18)	5,211.18	(4.22) %
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	4,080.21	91,918.84	116,067.16	44.19 %
Enterprise Fund Revenues Total		2,776,568.12	3,716,102.00	3,716,102.00	442,716.86	902,375.66	2,813,726.34	24.28%
Enterprise Fund Expenditures Total		-2,060,347.33	-3,716,102.00	-3,716,102.00	-85,733.91	-609,613.34	-3,106,490.66	16.40%
Total Revenue vs. Expenditures		716,220.79	0.00	0.00	356,982.95	292,762.32	-292,764.32	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Jan
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
JANUARY 2024 MONTHLY FINANCIALS

GFIF Special Revenues
Budget Revenues

33.33 % Yr Complete For Fiscal Year: 2024 / 1

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	5,876.55	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	5,876.55	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	5,786.55	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	5,786.55	27,115.50	438,450.50	

CITY OF POLK CITY
 Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	450,110.04	
09-101-900	EF Water Impact Fee Account	123,596.57	
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**		2,642,399.74
	** 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**		51,459.06
	** TOTAL EXPENSE**		91,133.57
	TOTAL LIABILITY AND EQUITY		2,642,399.74

CITY OF POLK CITY
JANUARY 2024 MONTHLY FINANCIALS

EFIF Special Revenues
33.33 % Yr Complete For Fiscal Year: 2024 / 1

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								
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	300.00	5,691.00	30,996.00	15.51 %
09-361-200	Interest/Dividends - FL SAFE	79,470.00	66,225.00	66,225.00	0.00	8,830.00	57,395.00	13.33 %
09-381-900	CASH Carry Forward EF Impact Fees	91,066.92	15,000.00	15,000.00	9,301.41	36,938.06	(21,938.06)	246.25 %
DEPARTMENT TOTALS								
		215,958.92	209,456.00	209,456.00	9,601.41	51,459.06	157,996.94	24.57 %
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	2,875.00	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00 %
09-535-312	Professional Services - Other Profess	4,415.00	1,725.00	1,725.00	0.00	0.00	1,725.00	0.00 %
09-535-529	Sewer Impact Fee - Refund Customer	0.00	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	9,601.41	51,459.06	157,996.94	24.57 %
EF Impact Fee Fund Expenditures Total								
		13,149.50	209,456.00	209,456.00	0.00	91,133.57	118,322.43	43.51 %
Total Revenue vs. Expenditures								
		202,809.42	0.00	0.00	9,601.41	39,674.51	39,674.51	

JANUARY 2024

CIRCULATION

ADULT BOOKS	1087
JUVENILE BOOKS	1022
TOTAL CIRCULATION	2109

NEW BORROWERS

IN CITY	17
IN COUNTY	11
TOTAL NEW BORROWERS	28

NUMBER OF PROGRAMS

FAMILY	
ADULT	1
JUVENILE	1
YOUNG ADULT	
TOTAL PROGRAMS	2

PROGRAM ATTENDANCE

ADULT	13
JUVENILE	5
YOUNG ADULT	
TOTAL ATTENDANCE	18

REFERENCE QUESTIONS

PHONE CALLS	110
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NUMBER OF COMPUTER USERS

135

TOTAL PATRONS

882

Prepared by:

Hannah Ulloha

Library Director

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

STATISTICAL DATA

West Division

Date: February 5, 2024 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for January 2024

ACTIVITY	
FELONY ARREST	3
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	4
AFFIDAVITS MISDEMEANOR	1
OUT OF COUNTY/STATE WARRANT ARRESTS	1
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	9
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	9
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	0
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	40
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	4
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	284
TRAFFIC STOPS	17
TOTAL DISPATCHED CALLS FOR SERVICE	71

In January 2024, there were six (6) PROCAP captured crimes as compared to two (2) in January 2023. There were two separate cases of stolen diesel Fuel from the Sunoco located at 644 Commonwealth Ave. Polk City Fl. total gallons stolen combined are 736 gallons of diesel fuel, these particular incidents are trend related all over the county. There were two separate incidents of vehicle burglaries at 7701 Berkley Rd., Polk City, Van Fleet Trail Head, these particular incidents are trend related all over the county as well. The above 4 incidents are done by organized groups of people. There was a report of a stolen vehicle at the 4200 block of I4 West bound, where the owner broke down and left the vehicle at the location for a tow truck to pick up and remove at their convenience, vehicle was gone on tow truck arrival. There was a report of a business burglary at the Chevron gas station located at 525 Commonwealth Ave., Polk City. The video surveillance depicted two juveniles on bicycles break into the location and remove 50 smoking vapes. A juvenile was arrested for this crime several days later. In all for 2024 we are sitting at 6 ProCap related crimes compared to 2 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.

Sector	CaseNo	Inc From	Inc To	DOY	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
VEHICLE THEFT										
13	PCSO-240000665	2023-12-30 / 2330hrs	2024-01-02 / 1500hrs	Tues	4100 I4 W	Unk susp removed the victs red GMC Terrain bearing Florida tag 8BF33LA / the truck broke down on I4 on 12/30 & when tow company went to get veh on 1/2 it wasnt there, ALPR's no hits. Dispatch said no tows. No video in the area.	Knight	No	No	NFL
BURGLARY BUSINESS										
13	PCSO-240003272	2024-01-24 / 0212hrs	2024-01-24 / 0212hrs	Wed	525 COMMONWEALTH AVE SW CHEVRON	SW side door was smashed out; Unk possibly WM JV susp entered busin & removed approx 50 Ldst Mary Spearmint Vapes / During the time of the burglary 2 subjs can be seen riding bikes on the SW side of the property, one susp is seen going to back of busin, susp wearing the pink hoodie & neck gaiter, covering his face throws an unk object breaking the window & then is seen inside the busin on another camera frame XLS Devon Clyne W/M 09/09/2007	Comella	No	Yes	
BURGLARY CONVEYANCE										
13	PCSO-240000317	2024-01-03 / 1200hrs	2024-01-03 / 1330hrs	Wed	7701 BERKLEY RD VAN FLEET TRAIL	busted out driver side window; Unk susp entered victs veh & removed a purse which contained several credit cards, \$300 cash, 2 veh keys fobs, Michigan DL, checkbook, and other misc items. No credit cards have attempted to be used. No video in the area.	Knight	No	No	NFL
13	PCSO-240002482	2024-01-18 / 0900hrs	2024-01-18 / 1015hrs	Thur	7683 BERKLEY RD VAN FLEET TRAIL	Door lock on driver side was tampered with; Unk susp entered victs veh removed several credit cards & \$300 / Vict rec'd text alert at 1015Hrs that there was a \$500 charge on her credit card, she then discovered there was a \$500 charge to her Wells Fargo, Discover, transaction of \$300 to Starbucks was in Davenport & Best Buy. Video and receipts were gathered from Best Buy. Subpoena was sent to Apple and Starbucks.	Knight	No	Yes	Ongoing
RETAIL THEFT										
13	PCSO-240000975	2024-01-06 / 2212hrs	2024-01-06 / 2226hrs	Sat	644 COMMONWEALTH AVE SW SUNOCO	Unk susp removed 384 gallons of diesel fuel from unsecured underground fuel tanks / Susp veh was a black minivan which entered the parking lot & is observed parked over the underground fuel tanks for approx 9 minutes & then leaves heading SB on Commonwealth	BSI			
13	PCSO-240002165	2024-01-15 / 1152hrs	2024-01-16 / 1217hrs	Tues	644 COMMONWEALTH AVE SW SUNOCO	Video shows an unk susp driving a red semi tractor with Tizon Auto Transport drove into the parking lot & parked over the ground diesel reservoir & removed 352 gallons of diesel fuel, then at 1/16 at 0010Hrs a black/blue Ford Fdr truck arrives for a short amt of time, the veh appears to be occupied by 2 subjs - back in August 2023 Intel Bulletin #23-163 was completed with what appears to be the same suspect veh	BSI			

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				
	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	2024	2023	2024		
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	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	0	0	0	0	0	
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	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	0	0	0	
Burg Conveyance	0	2	1	0	0	0	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
Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Theft	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pet Theft	1	0	0	0	0	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
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Retail Theft	0	2	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0
Totals	2	6	2	0	0	0	2	0	1	0	3	0	2	0	1	0	3	0	0	0	1	0	3	0	2	6	100%	2.0	6.0	200%	2.0	6.0
% Change	200%		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		300%		4		200%			

Public Works & Utilities Report

January 2024

Public Works Department- Work Orders: Total 149

BUILDING MAINTENANCE: 51
VEHICLE/EQUIPMENT MAINTENANCE: 38
EVENT SET UP- INSPECTION: 19
LANDSCAPING, MOWING: 7
PARKS AND RECREATION: 8
Storm water: 9
TRASH PARKS AND FACILITIES: 7
TRASH ROADS AND STREETS: 10
TECH SUPPORT: 3

Utilities Department- Work Orders: Total 251

TURN ON: 28
TURN OFF: 25
LOCATES: 5
METER MAINTENANCE: 75
LIFT STATION MAINTENANCE AND REPAIR: 23
WWTP REPAIR AND MAINTENANCE: 14
WTP REPAIR AND MAINTENANCE: 34
METERS READ: 3,363
READS: 249
REPLACE FIRE HYDRANT ON SUNAPEE LOOP.
INSTALL NEW SEWER TAP 5237 GOLDEN GATE BLVD.
REPAIR PIPE AT LIFT STATION # 7
WATER LEAK: 5 (353 CLEARWATER LAKE Dr.)
INSTALL NEW WATER SERVICE AT 632 CITRUS GROVE BLVD.
START BACK FLOW TESTING.

Utility Billing Report

January 2024

New Accounts Established: 31
Final/Terminated Service: 24
Bills Processed: 2725
Email/ Bill Customers: 1961
Work Orders Processed: 164
Lock off for Nonpayment: 29
Nonpayment fees (\$50): 30
Billed Consumption: 10,495,000
Billed/Revenue: \$266,266.81
Residential Billing: 2649
Irrigation Billing: 594
Commercial Billing: 95
Building Rentals Activity/Bronson Center/Freedom Park: 11

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

**City Commission Meeting
February 20, 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: 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**

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 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.

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 Suburban-X (RSX) 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 Suburban -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 thirty-one (31) 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 February, 2024.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY:

Patricia R. Jackson, City Manager/Clerk

Thomas A. Cloud, City Attorney

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

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

ORDINANCE NO. 2024-01
EXHIBIT "A"

FUTURE LAND USE MAP - PROPOSED

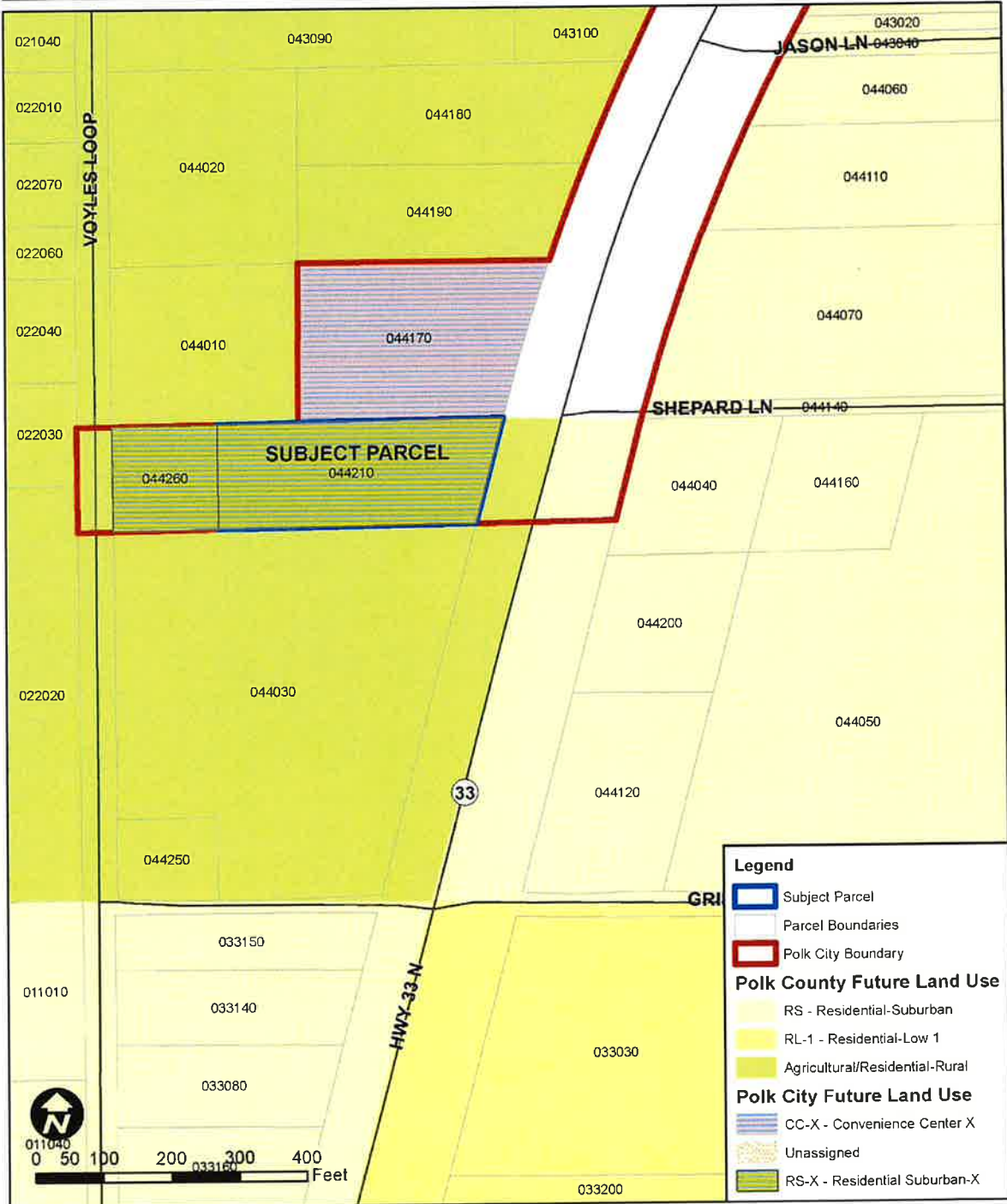


EXHIBIT B



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 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.

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 Suburban-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 & REZONING
OVERVIEW REPORT**

February 20, 2024

TO: POLK CITY 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:** A 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).

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 Residential Suburban-X (RSX) 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)
February 20, 7:00 PM:	Transmittal Hearing
	Transmit to Florida Commerce for 30 Day State review Period
April/May 2023, 7:00 PM:	Second Reading – Adoption Hearing

ATTACHMENTS:

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

PLANNING COMMISSION MOTIONS:

Future Land Use Map Amendment Motion Options:

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 to the City Commission.

Rezoning Motion Options:

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 to the City Commission.

CITY COMMISSION MOTION OPTIONS:

Future Land Use Map Amendment Motion Options:

1. Recommend **approval** of the Future Land Use Map amendment from CCX to RSX to the City Commission.
2. Recommend **denial** of the Future Land Use Map amendment from CCX to RSX to the City Commission.
3. **Continue** to a date and time certain.

Rezoning Motion Options:

1. Recommend **approval** of the Future Land Use Map amendment from CCX to RSX to the City Commission.
2. Recommend **denial** of the Future Land Use Map amendment from CCX to RSX to the City Commission.
3. **Continue** to a date and time certain.

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 Suburban-X (RSX) (Green Swamp)

Existing Zoning	Convenient Center-X (CCX) (Green Swamp)
Proposed Zoning	Residential Suburban-X (RSX) (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) and the zoning of Convenient Center-X (CCX) to Residential Suburban-X (RSX). 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 a 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 existing Future Land Use.

The request is to change the Future Land Use from Polk County Convenience Center (CCX) and the zoning of Polk County CCX to City Future Land Use of Convenience Center X and City Zoning of Convenience Center X. 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.D – Convenience Center:

- d. Residential-Suburban (RSX). The Residential-Suburban classification provides areas for suburban-density residential development to promote the proper transition of land from rural to urban uses. Residential-Suburban areas shall be developed at densities up to and including one dwelling unit per five acres (1 DU/5 AC). Development within designated RSX areas shall be limited to: a) residential development containing single-family dwelling units, duplex units, and family care homes; b) agricultural support uses; c) community facilities; and, d) elementary, middle, and high schools.

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 3.12.02.08(2) – RSX Residential-Suburban (RSX): The Residential-Suburban classification is characterized by single-family dwelling units and duplex units. Residential-Suburban areas shall be developed at densities up to, and including, 1 DU/5 AC. Development within designated RS areas shall be limited to: a) residential development containing single-family dwelling units, duplex units, and family care homes, at a density of up to, and including, one dwelling unit per five acres (1 DU/5 AC); b) elementary schools; c) middle schools with the approval of a Conditional Use or its functional equivalence in accordance with policies of this Plan; and, d) residential infill development that contains single-family or duplex-style development and is located amongst an existing residential community.

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> RSX Zoning: <u>Existing:</u> CCX <u>Proposed:</u> RSX 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 the density for the existing and proposed Zoning designations for the property.

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

	Existing FLU: CCX (1.44 acres)	Proposed FLU: RSX (1.44 acres)
Density/Intensity	0 DU/Acre (FAR 0.25)	1 DU/acre
Density Potential	0 Dus (15,681 sf)	1 DUs
Difference	Decrease of 15,681 sf non-residential and Increase of 1 DU	

**Table 2:
Analysis of Impacts from Proposed Zoning Change**

	Existing Zoning: CCX (1.44 acres)	Proposed Zoning: RSX (1.44 acres)
Density	0 DU/Acre (FAR 0.25)	1 DU/acre
Density Potential	0 Dus (15,681 sf)	1 DUs
Difference	Decrease of 15,681 sf non-residential and Increase of 1 DU	

Development of the site as single-family 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.

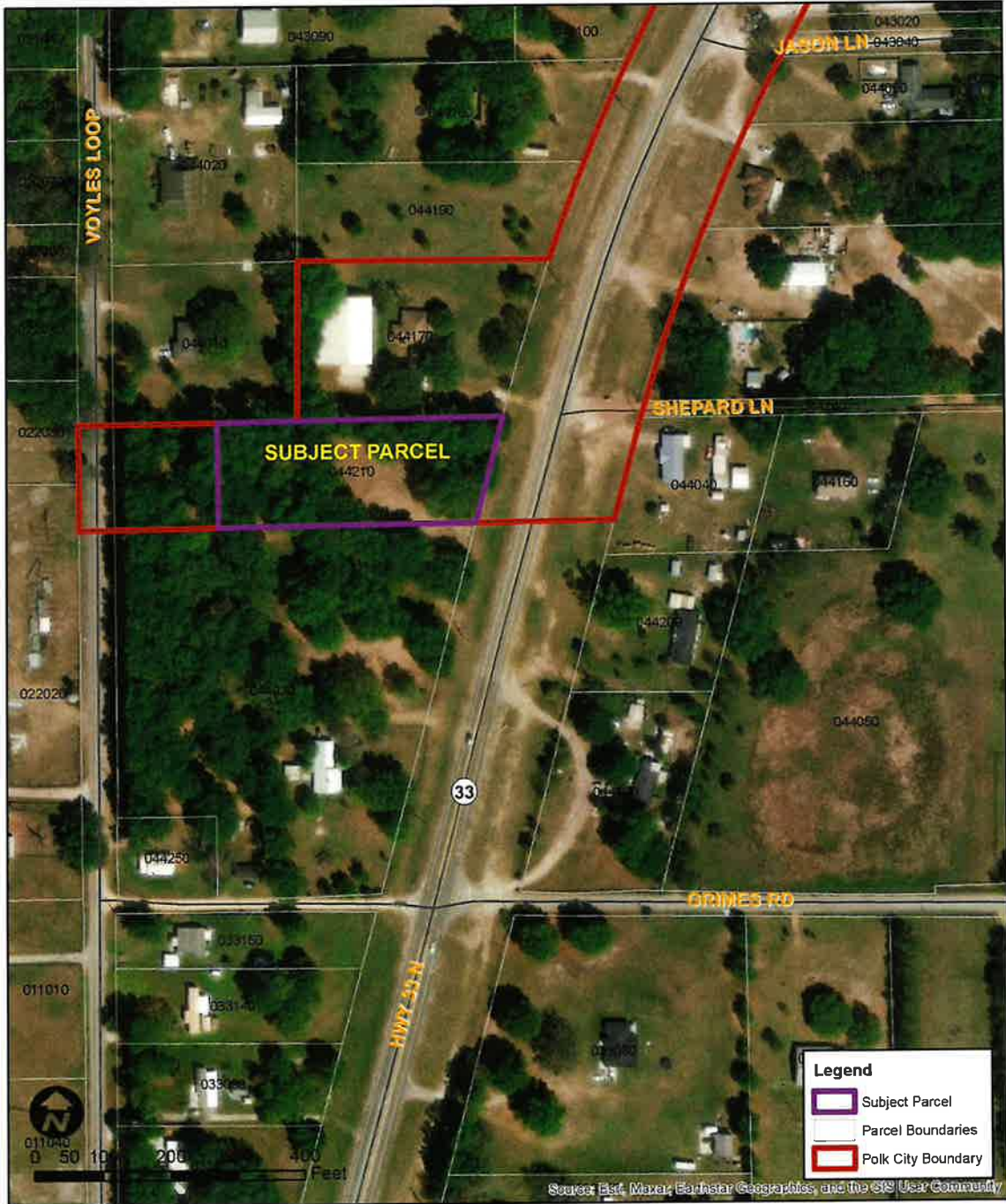
Environmental Impacts

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

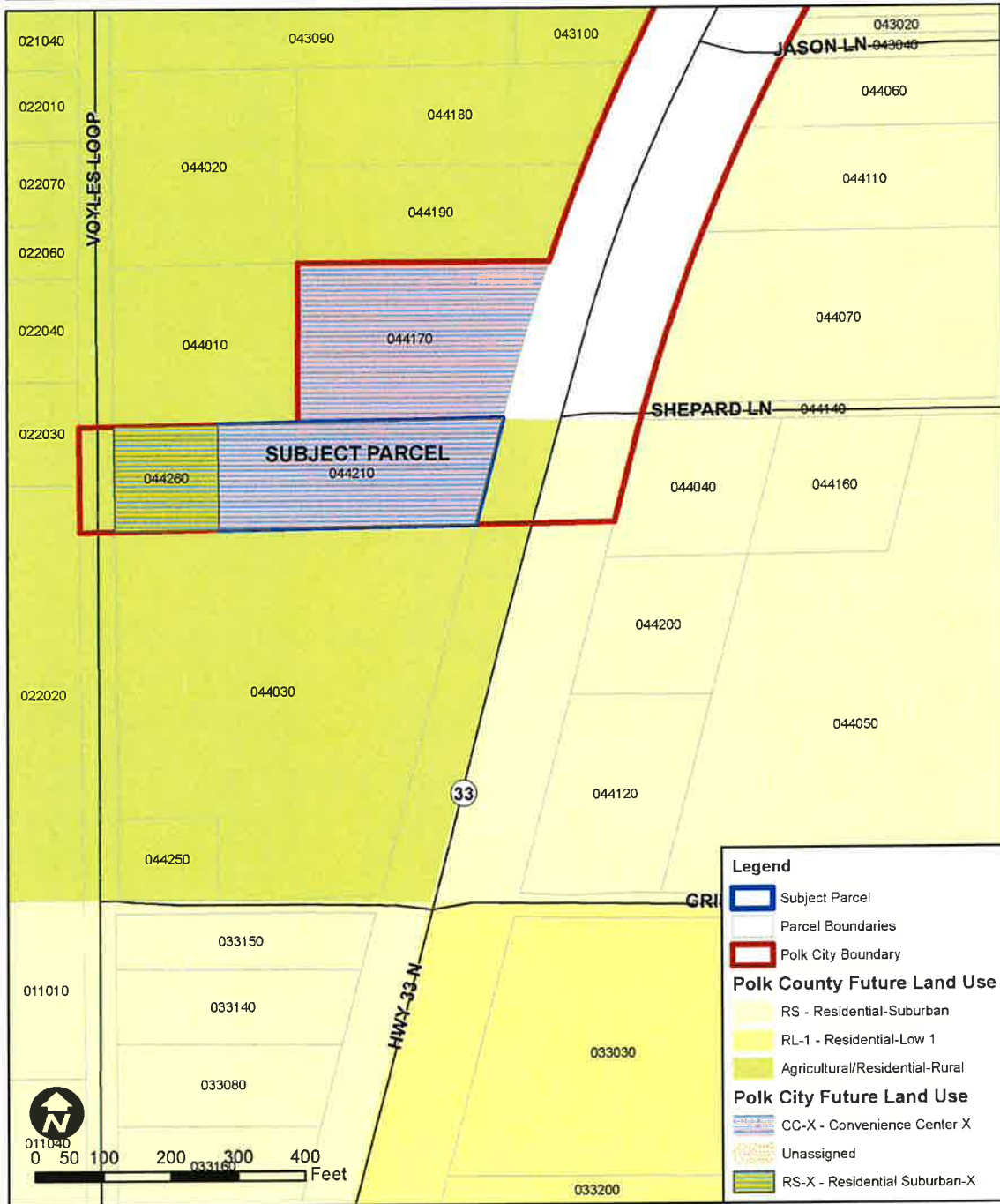
School Impacts

School concurrency will have to be completed with any project review application.

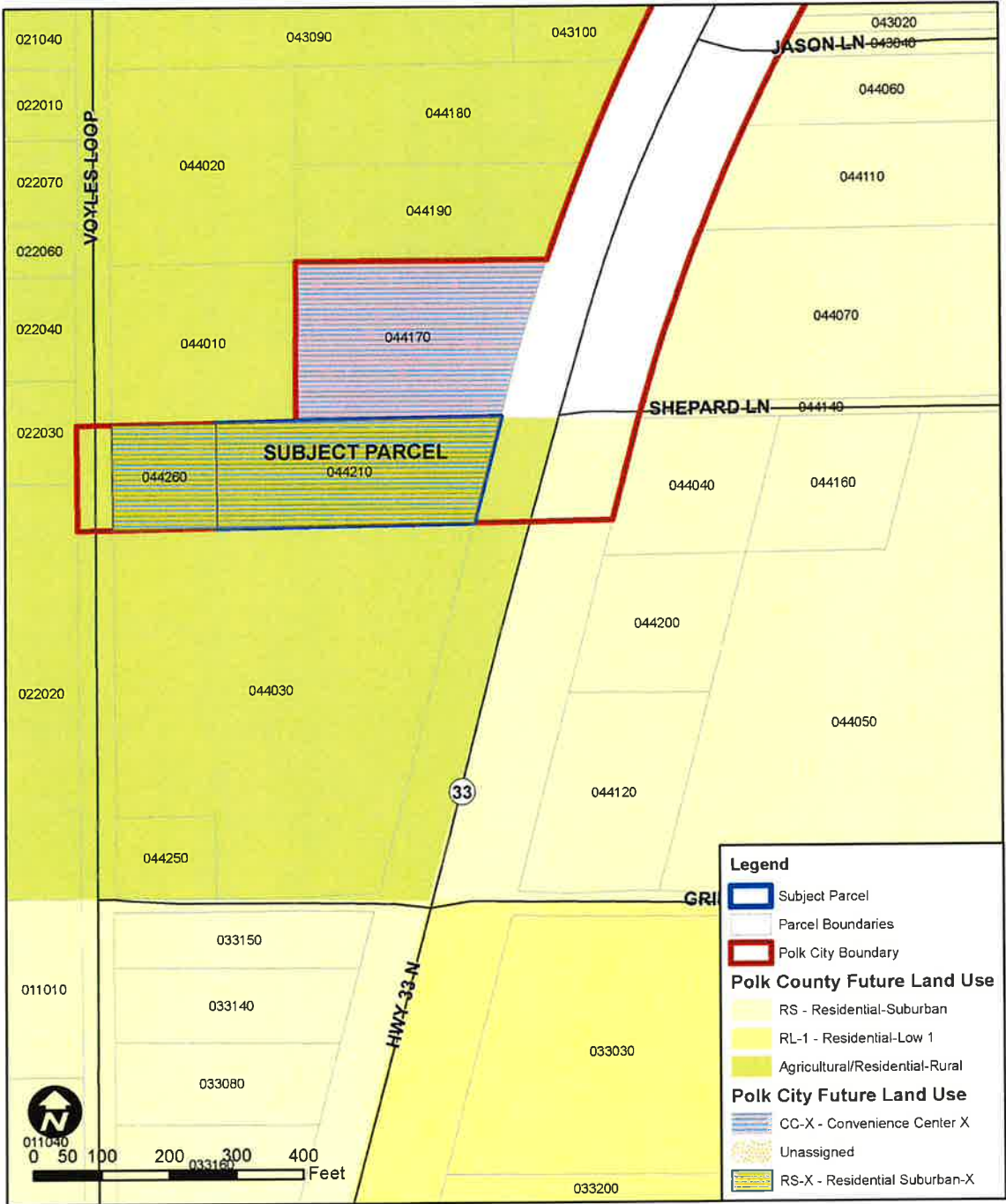
LOCATION MAP



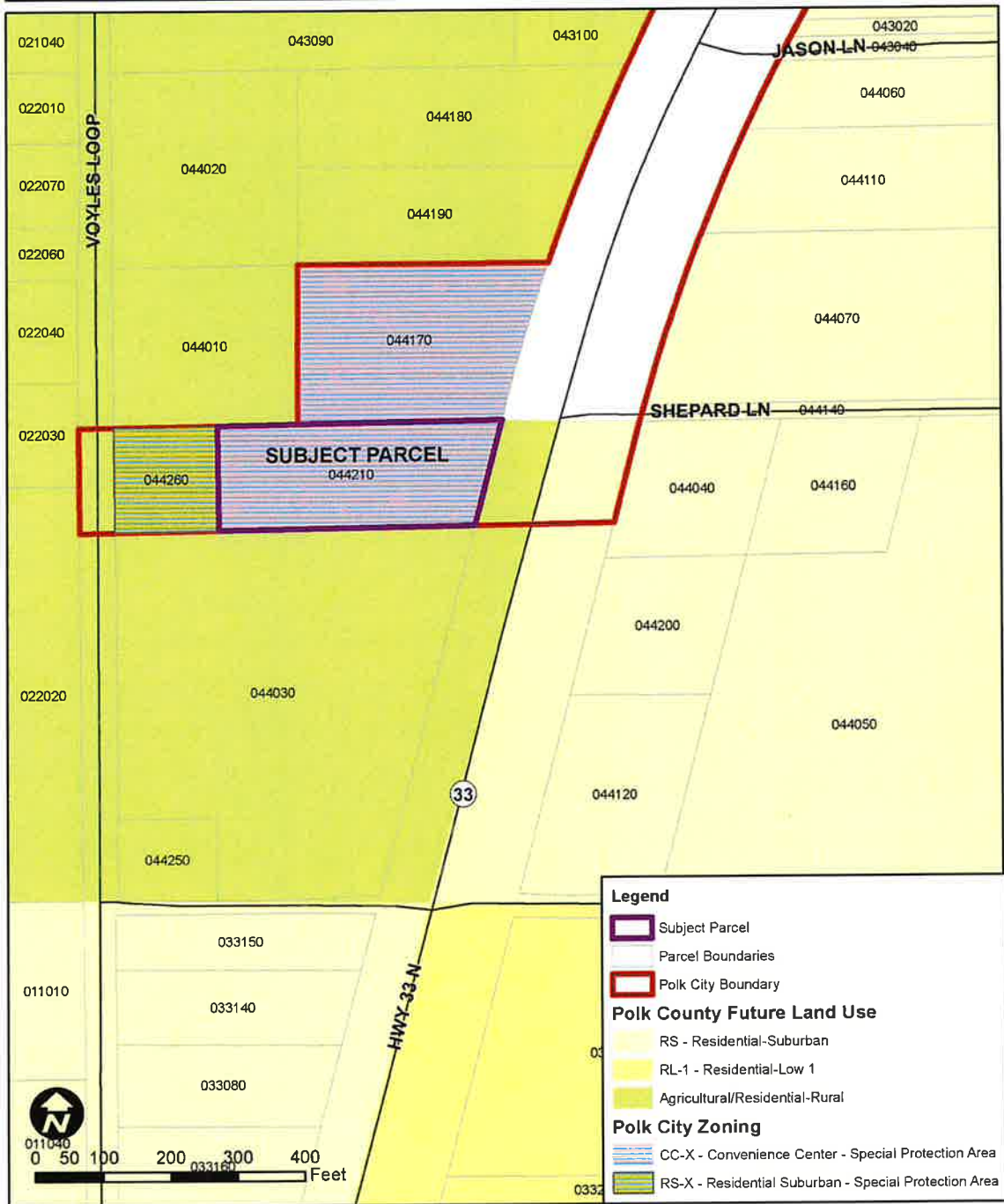
FUTURE LAND USE MAP - EXISTING



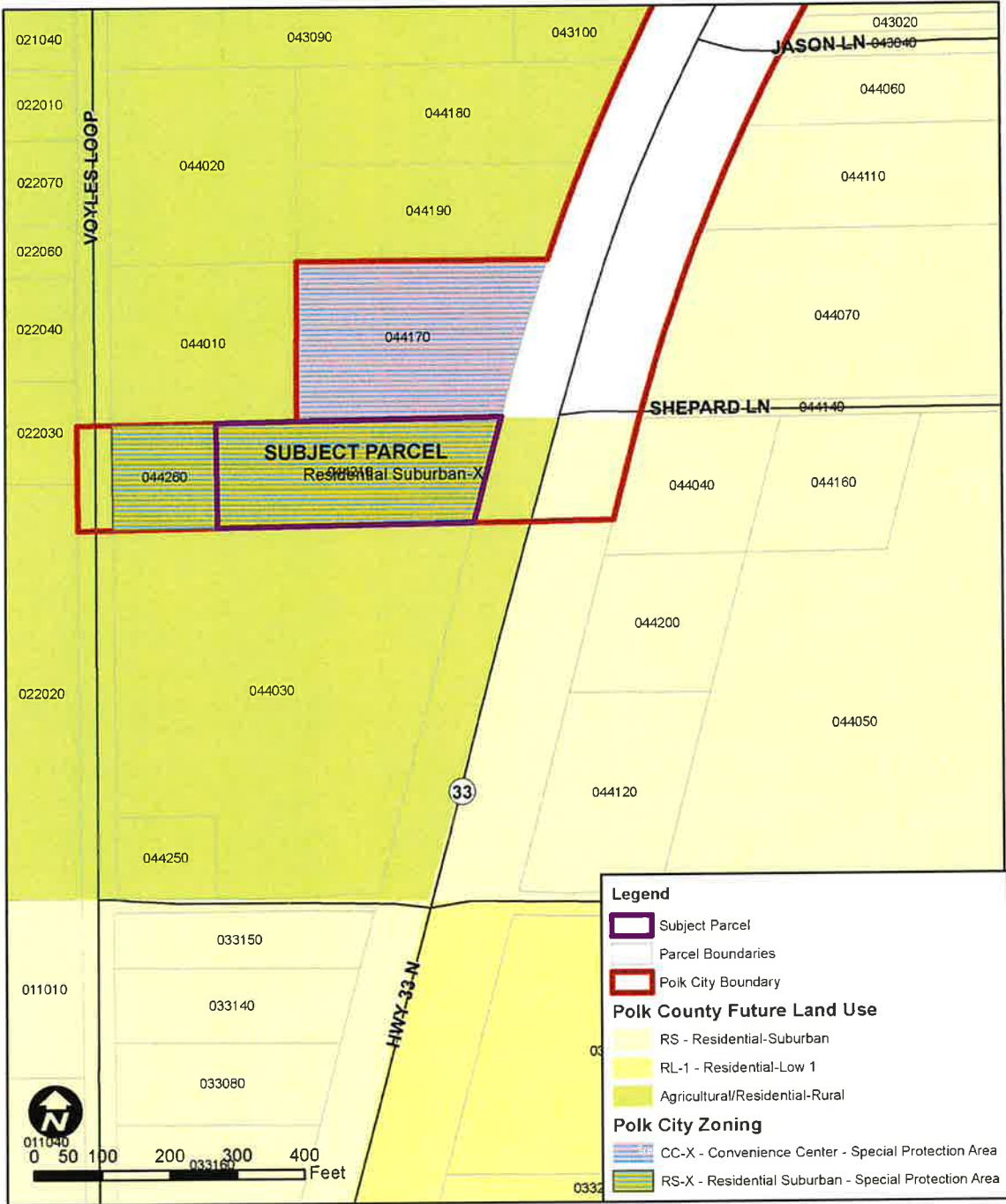
FUTURE LAND USE MAP - PROPOSED



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 PERECTORS, 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):

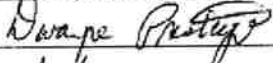
Build a house or setup doublewide mobile home.

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: 
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: S 156 FT OF N 684.66 FT OF SW 1/4 OF SW 1/4 W OF SR 33 & LESS MAINT R/W FOR VOYLES LOOP RD & LESS COM AT SW COR OF SEC RUN N00-12-38E ALG W LINE OF SW 1/4 OF SW 1/4 547.23 FT N89-20-49E 21.40 FT TO E COUNTY MAINTAINED R/W LINE OF VOYLES LOOP RD FOR POB N00-28-37W ALG E R/W LINE 25.90 FT N00-32-04W ALG E R/W LINE 99.97 FT N00-38-56W ALG E R/W LINE 30.13 FT N69-20-49E 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 11/2/2023</u> 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

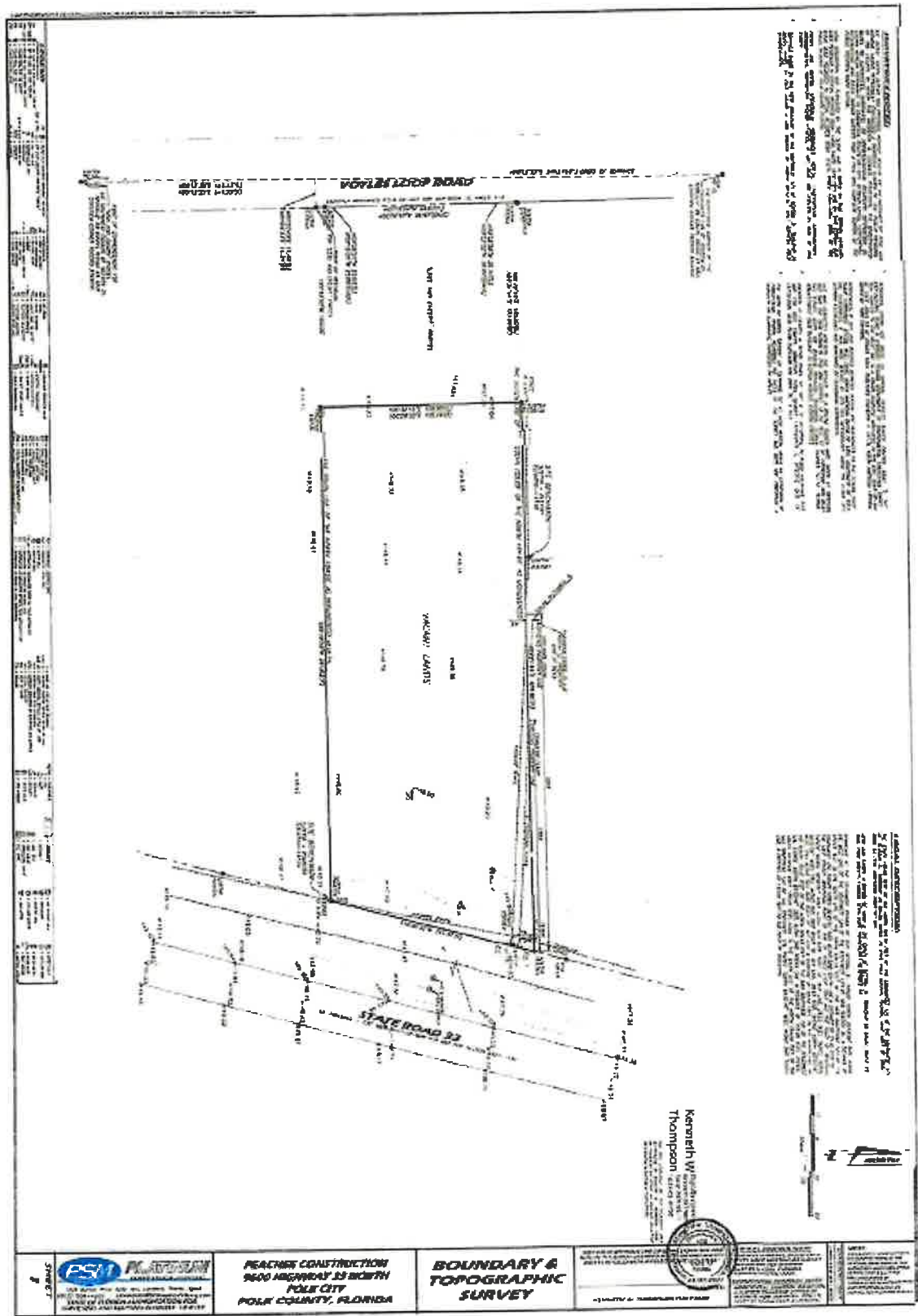
The foregoing instrument was acknowledged before me this 2 day of November, 2023, by Prestage Dwayne, who is personally known to me or who has produced a driver's license as identification and who did not take an oath.

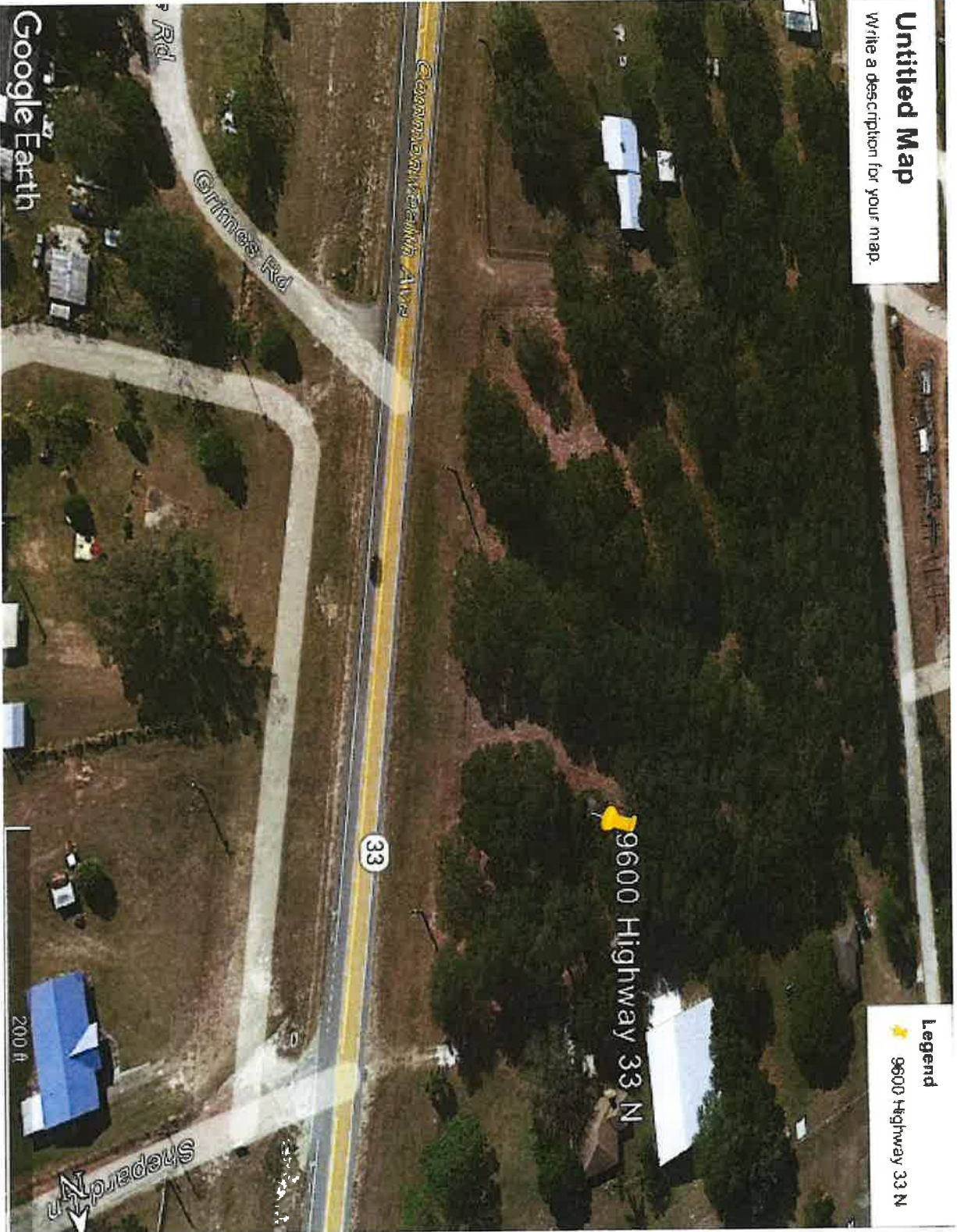


WANDA COLON
Notary Public
State of Florida
Commission # HH334406
Expires 11/21/2026

Wanda Colon
Notary Public
Notarial Seal and Commission
Expiration Date

1/1/2024







**City Commission Meeting
February 20, 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 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 RESIDENTIAL SUBURBAN-X (RSX) 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:

- (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.

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

(5) The City Commission 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 RSX (Residential Suburban-X) 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, as shown on Exhibit "A" attached hereto.

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 rezones property in accordance with the owner's proposed use related to a voluntarily annexation of land into Polk City. 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. 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 6. 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 7. EFFECTIVE DATE: This ordinance shall not take effect unless and until Ordinance 2024-1 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/Clerk

ORDINANCE NO. 2024-02
EXHIBIT "A"

ZONING MAP - PROPOSED

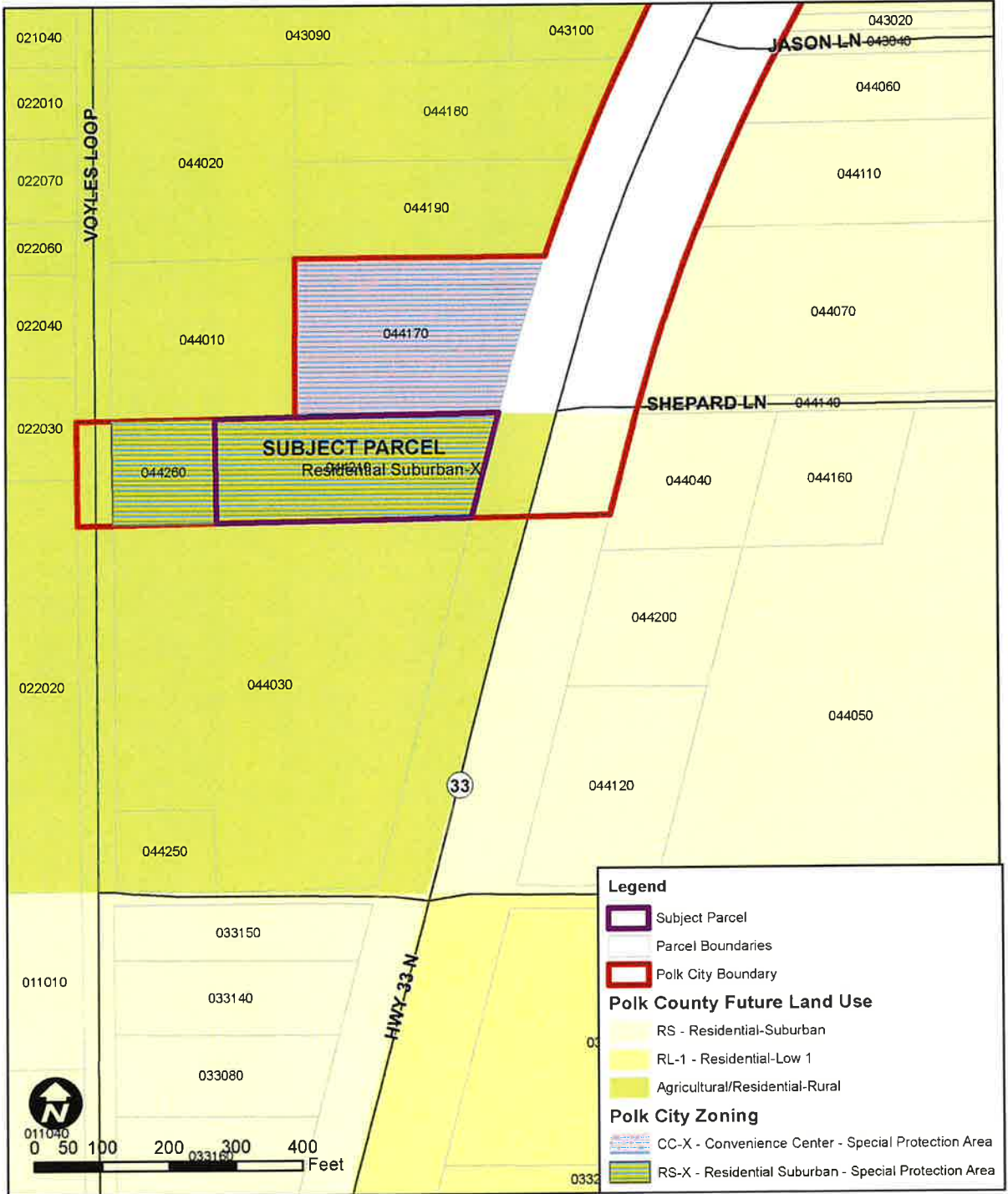


EXHIBIT B



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 RESIDENTIAL SUBURBAN-X (RSX) 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 Residential Suburban-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
FUTURE LAND USE MAP AMENDMENT & REZONING
OVERVIEW REPORT**

February 20, 2024

TO: POLK CITY 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:** A 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).

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 Residential Suburban-X (RSX) 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)
February 20, 7:00 PM:	Transmittal Hearing Transmit to Florida Commerce for 30 Day State review Period
April/May 2023, 7:00 PM:	Second Reading – Adoption Hearing

ATTACHMENTS:

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

PLANNING COMMISSION MOTIONS:

Future Land Use Map Amendment Motion Options:

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 to the City Commission.

Rezoning Motion Options:

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 to the City Commission.

CITY COMMISSION MOTION OPTIONS:

Future Land Use Map Amendment Motion Options:

1. Recommend **approval** of the Future Land Use Map amendment from CCX to RSX to the City Commission.
2. Recommend **denial** of the Future Land Use Map amendment from CCX to RSX to the City Commission.
3. **Continue** to a date and time certain.

Rezoning Motion Options:

1. Recommend **approval** of the Future Land Use Map amendment from CCX to RSX to the City Commission.
2. Recommend **denial** of the Future Land Use Map amendment from CCX to RSX to the City Commission.
3. **Continue** to a date and time certain.

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 Suburban-X (RSX) (Green Swamp)

Existing Zoning	Convenient Center-X (CCX) (Green Swamp)
Proposed Zoning	Residential Suburban-X (RSX) (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) and the zoning of Convenient Center-X (CCX) to Residential Suburban-X (RSX). 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 a 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 existing Future Land Use.

The request is to change the Future Land Use from Polk County Convenience Center (CCX) and the zoning of Polk County CCX to City Future Land Use of Convenience Center X and City Zoning of Convenience Center X. 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.D
– Convenience Center:**

- d. Residential-Suburban (RSX). The Residential-Suburban classification provides areas for suburban-density residential development to promote the proper transition of land from rural to urban uses. Residential-Suburban areas shall be developed at densities up to and including one dwelling unit per five acres (1 DU/5 AC). Development within designated RSX areas shall be limited to: a) residential development containing single-family dwelling units, duplex units, and family care homes; b) agricultural support uses; c) community facilities; and, d) elementary, middle, and high schools.

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 3.12.02.08(2) – RSX Residential-Suburban (RSX): The Residential-Suburban classification is characterized by single-family dwelling units and duplex units. Residential-Suburban areas shall be developed at densities up to, and including, 1 DU/5 AC. Development within designated RS areas shall be limited to: a) residential development containing single-family dwelling units, duplex units, and family care homes, at a density of up to, and including, one dwelling unit per five acres (1 DU/5 AC); b) elementary schools; c) middle schools with the approval of a Conditional Use or its functional equivalence in accordance with policies of this Plan; and, d) residential infill development that contains single-family or duplex-style development and is located amongst an existing residential community.

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

Table 1 includes the density for the existing and proposed Zoning designations for the property.

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

	Existing FLU: CCX (1.44 acres)	Proposed FLU: RSX (1.44 acres)
Density/Intensity	0 DU/Acre (FAR 0.25)	1 DU/acre
Density Potential	0 Dus (15,681 sf)	1 DUs
Difference	Decrease of 15,681 sf non-residential and Increase of 1 DU	

**Table 2:
Analysis of Impacts from Proposed Zoning Change**

	Existing Zoning: CCX (1.44 acres)	Proposed Zoning: RSX (1.44 acres)
Density	0 DU/Acre (FAR 0.25)	1 DU/acre
Density Potential	0 Dus (15,681 sf)	1 DUs
Difference	Decrease of 15,681 sf non-residential and Increase of 1 DU	

Development of the site as single-family 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.

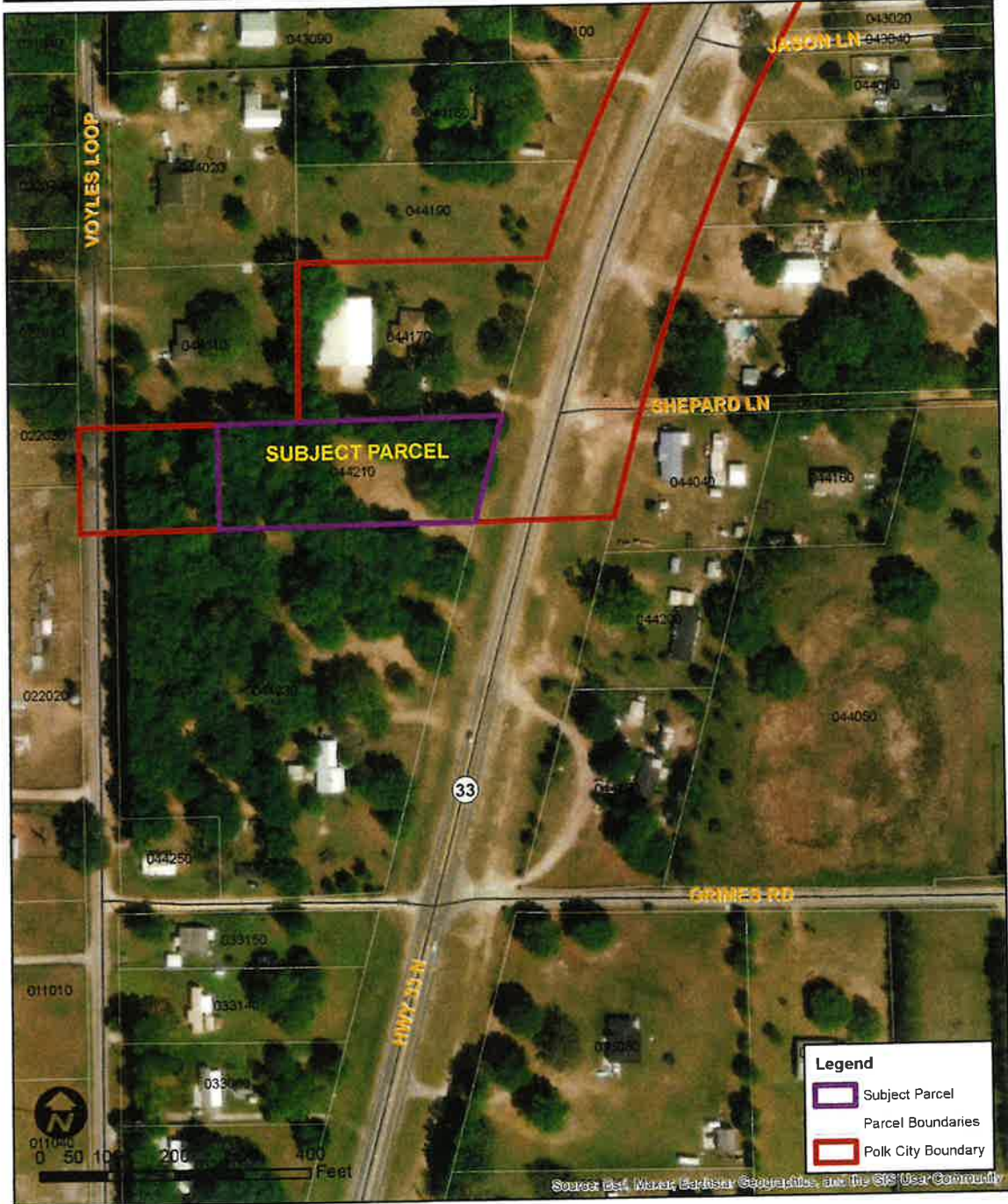
Environmental Impacts

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

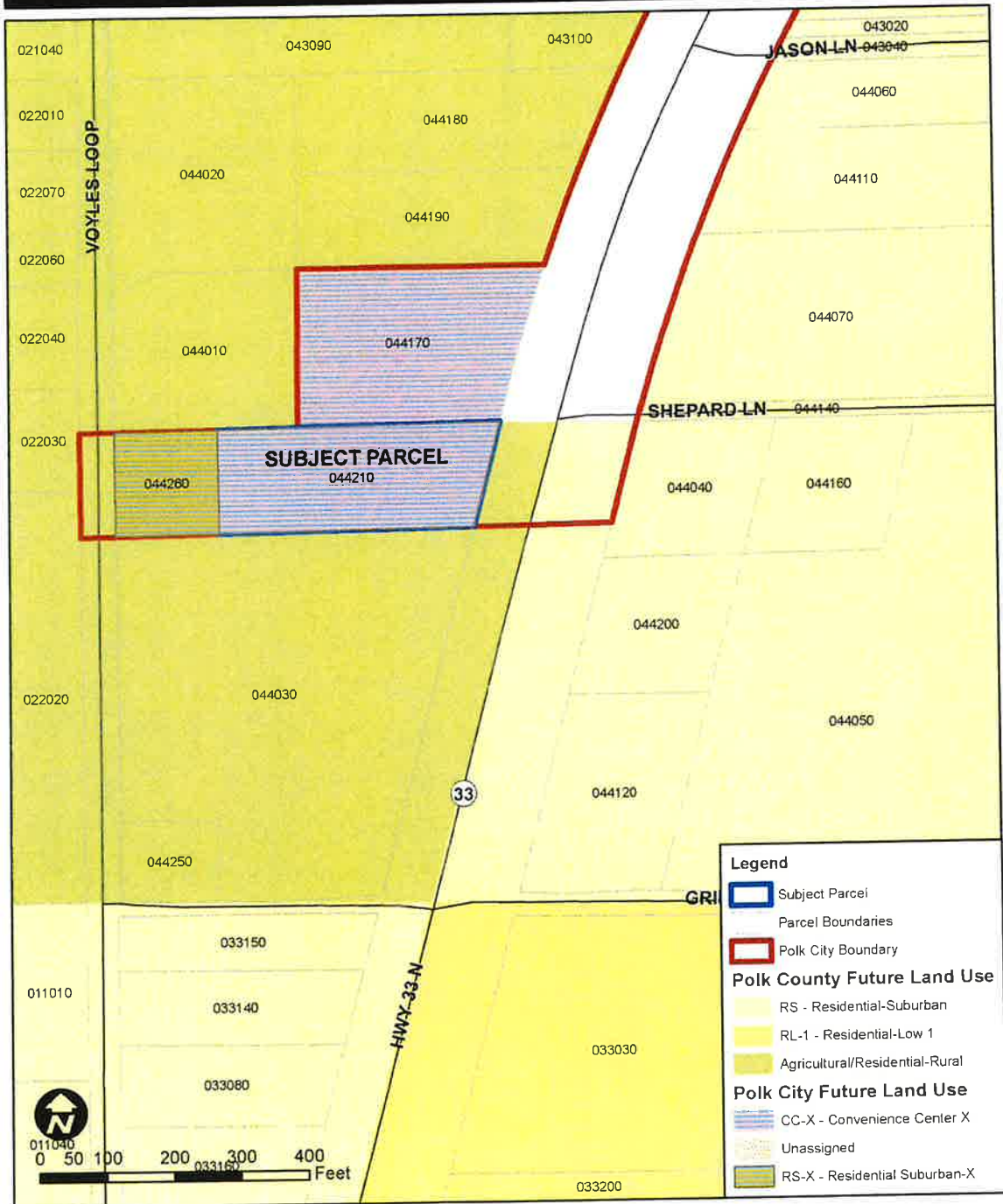
School Impacts

School concurrency will have to be completed with any project review application.

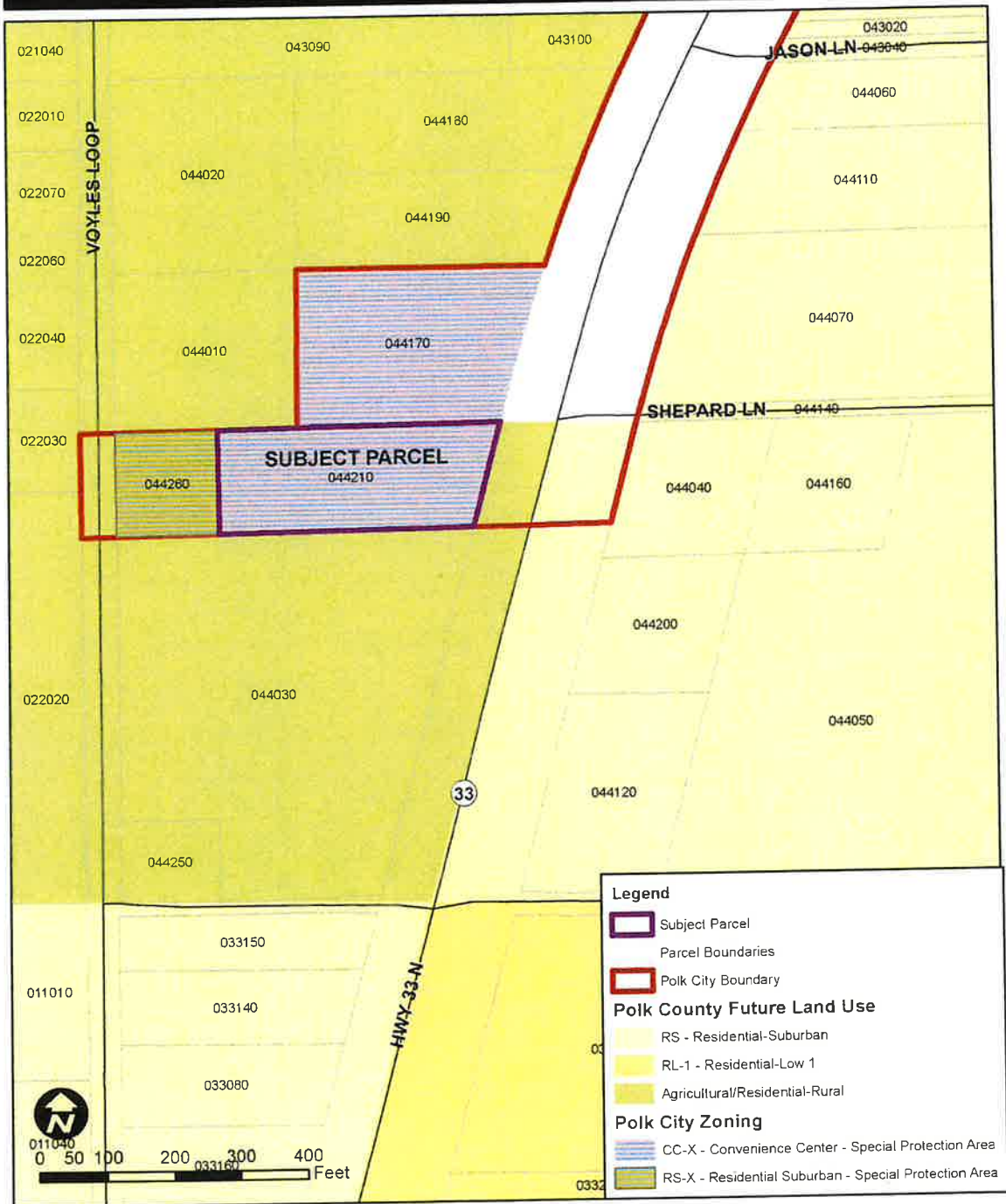
LOCATION MAP



FUTURE LAND USE MAP - EXISTING



ZONING MAP - EXISTING





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	_____
(L.S.) TRANSMITTAL HEARING	_____
(S.S.) 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)

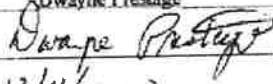
Build a house or setup doublewide mobile home.

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: 
Date: 12/11/2023

If Other Owners:

Name: _____
Signature: _____
Date: _____



City of Polk City

• 123 Broadway Blvd, SE • Polk City, Florida 33968 • (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.#: 252631000000044210
Section: 31 Township: 26 South Range: 25 East
Legal Description of the Property: S 156 FT OF N 884.66 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 SW1/4 507.23 FT N89-20-49E 21.40 FT TO E COUNTY MAINTAINED R/W LINE OF VOYLES LOOP RD FOR POB N00-26-37W ALG E R/W LINE 25.90 FT N00-32-04W ALG E R/W LINE 96.97 FT N00-36-56W ALG E R/W LINE 30.13 FT N89-20-49E 156.00 FT S00-32-49E 156.00 FT S89-20-49W 156.00 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: KUD

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

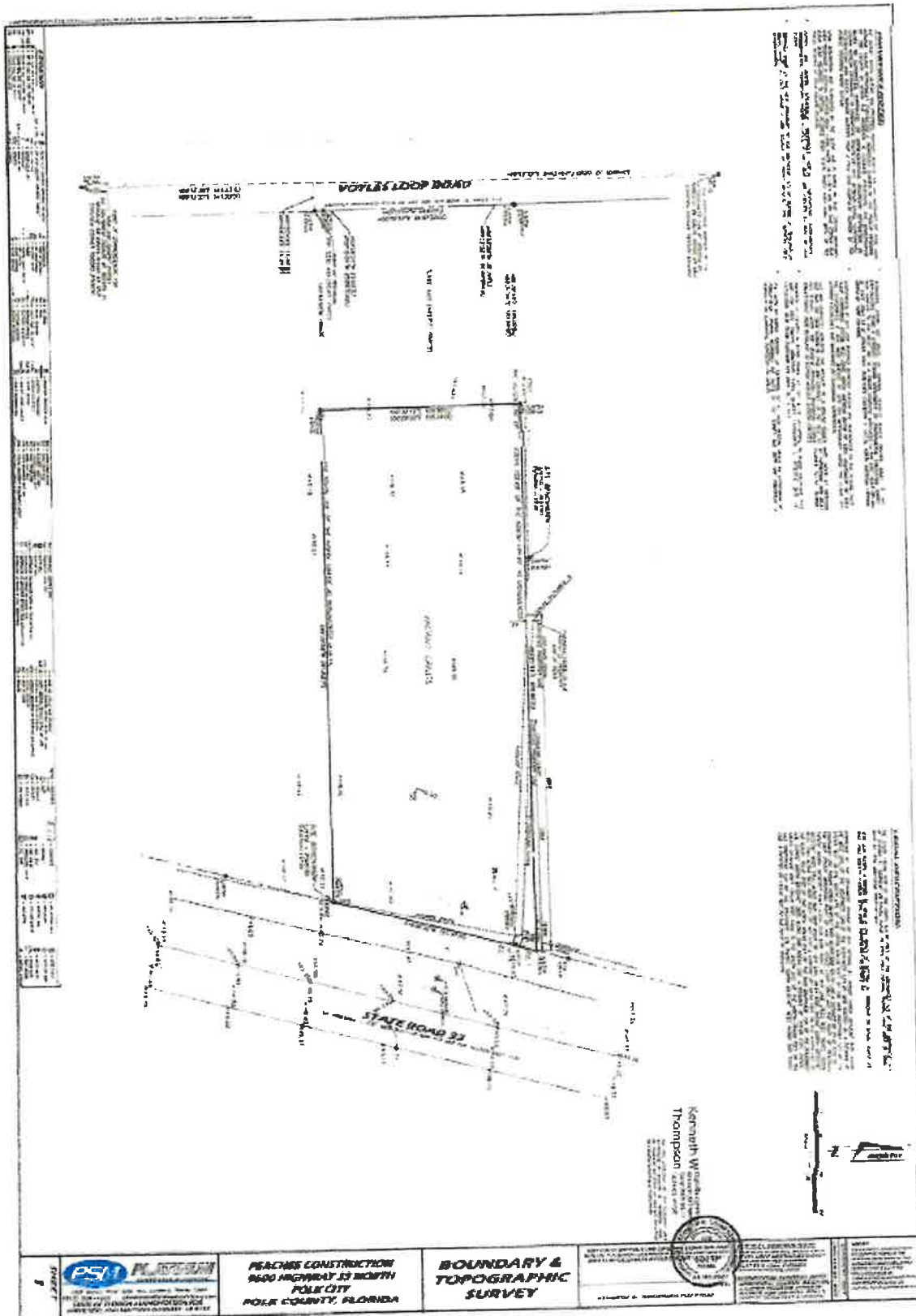
The foregoing instrument was acknowledged before me this 2 day of November, 2023, by Prestage Dunyne, who is personally known to me or who has produced a driver's license as identification and who did not take an oath.



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

Wanda Oolon

Notary Public
Notarial Seal and Commission
Expiration Date





Untitled Map
Write a description for your map.

Legend
9600 Highway 33 N



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 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.

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 Suburban-X (RSX) 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 Suburban -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 thirty-one (31) 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 February, 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.

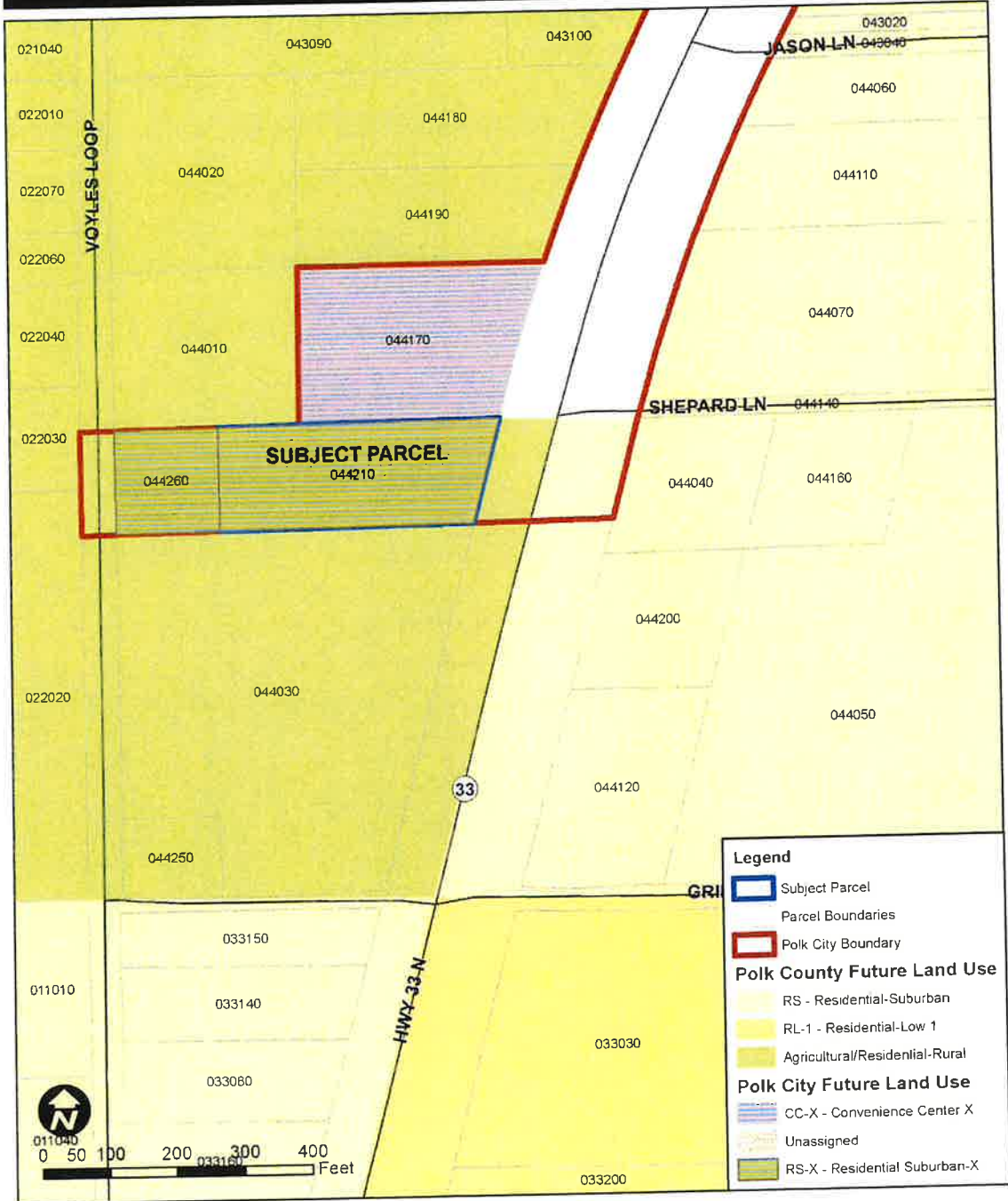
Joseph LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Clerk

ORDINANCE NO. 2024-01
EXHIBIT "A"

FUTURE LAND USE MAP - PROPOSED



**City Commission Meeting
February 20, 2024**

AGENDA ITEM #3:

**ORDINANCE 2024-03 - APPLICANT-INITIATED OFFICIAL ZONING
MAP AMENDMENT**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

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**

ATTACHMENT:

Ordinance 2024-03

ANALYSIS:

The Applicant has submitted preliminary subdivision plans meeting the requirements of Section 7.05.04.01 and staff has completed review. The Master Development Plan as approved through this Planned Unit Development Ordinance shall serve as the Preliminary Subdivision Plans for the Sandy Pointe Phase II subdivision. Consistent with Section 7.05.04.02, the Preliminary Subdivision Plan shall remain valid for one year from the date of approval. The full set of Preliminary Subdivision Plans are on file with the City.

On February 5, 2023, the Planning Commission voted to forward the Rezoning Amendment to the City Commission with recommendations for denial.

The applicant will be at the City Commission Meeting to address the Commission and answer any questions or concerns that are brought forth.

STAFF RECOMMENDATION:

Approve or deny Ordinance 2024-03 on First Reading with conditions as indicated on page 8-9.

ORDINANCE 2024-03

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF POLK CITY, FLORIDA TO CHANGE THE ZONING FROM 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); 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:

- (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.

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

(5) The City Commission 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 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), as shown on Exhibit "A" attached hereto.

SECTION 3. PLANNED UNIT DEVELOPMENT. All property located within the Sandy Pointe Phase II project is hereby zoned Planned Unit Development (PUD) Zoning District and the provisions of the Land Development Code, the Master Development Plan and special conditions attached hereto as Exhibit "c" shall govern further public review and development of the property within this District.

SECTION 4. MASTER DEVELOPMENT PLAN. The Master Development Plan (MDP) for this Planned Unit Development attached hereto as Exhibit "B" is approved in accordance with Article 7.11.03 of the Unified Land Development Code of Polk City for the total property known as the Sandy Pointe Phase II, including development requirements attached hereto as Exhibit "C" and made a part hereof.

SECTION 5. 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 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 or 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. 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 6. 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 7. EFFECTIVE DATE: The effective date of this ordinance shall be immediately upon passage on second reading.

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. 2024-03
Composite Exhibit "A"
Legal Description and Excerpt from the Official Zoning Map
Page 1 of 4

Parcel Numbers: 252632-000000-022020 and 252632-000000-022030

Parcel 1:

A parcel of land being in the SE 1/4 of the SE 1/4 of the SW 1/4 of the SE 1/4 of Section 32, Township 26 South, Range 25 East, Polk County, Florida, being more particularly described as follows: Begin at the Southwest corner of Sandy Pointe as recorded in Plat Book 90, Page 29, Public records of Polk County, Florida; thence Easterly along the South boundary of said Sandy Pointe the following 8 courses; (1) thence N 86°41'03" E 33.00 feet to the Easterly Right of Way line of County Road 655 (Berkley Road) and the Point of Beginning, (2) thence continue N 86°41'03" E 150.00 feet; (3) thence, N 80°39'05" E 60.27 feet; (4) thence S 89°56'17" E 414.80 feet; (5) thence N 21°56'07" E 26.88 feet to a point on a curve concaved to the Westerly having a Radius of 220.00 feet, a Central Angle of 16°53'32", a Chord Bearing of N 13°45'21" E and a Chord Distance of 64.63 feet; (6) thence along said curve 64.86 feet, (7) thence S 70°19'24" E 61.33 feet (8) thence S 81°31'09" E 115.06 feet to appoint on a curve concaved to the Westerly having a Radius of 395.00 feet, a Central Angle of 14°15'51", a Chord Bearing of S 14°57'32" W and a Chord Distance of 98.08 feet; thence along said curve 98.34 feet to the Point of Tangency; thence S 22°05'27" W 264.49 feet; thence N 89°57'22" W 276.09 feet; thence S 00°02'38" W 290.00 feet the South line of the said SE 1/4 of the SE 1/4; thence N 89°57'22" W along said South line and the South line of said SW 1/4 of the SE 1/4 and North line of Citrus Harbor as recorded in Plat Book 66, Page 48, Public Records of Polk County, Florida, a distance of 387.78 feet to the Easterly Right of Way line of County Road 655 (Berkley Road); thence N 03°15'13" W along said Easterly Right of Way line 562.12 feet to the Point of Beginning.

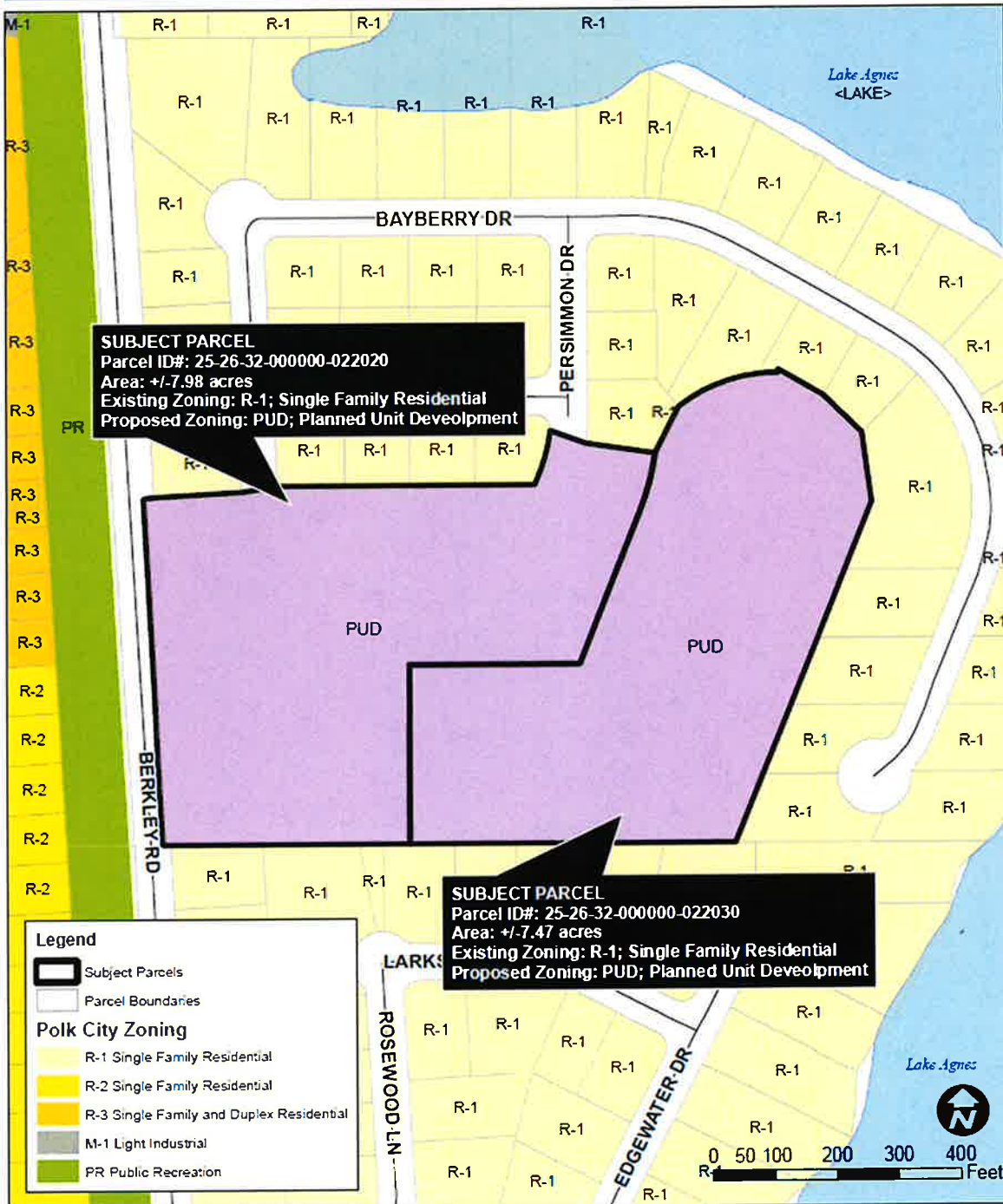
AND

Parcel 2:

A parcel of land lying being in the SE 1/4 of the SE 1/4 of Section 32, Township 26 South, Range 25 East, Polk County, Florida being more particularly described as follows: Begin at the SE corner of Lot 36, Sandy Pointe, as recorded in Plat Book 90, Page 29, public records of Polk County, Florida; thence N 26°53'07" E 84.55 feet to the Southernmost corner of Lot 32 of said Sandy Pointe, said point is a point on a curve concaved to the Southeasterly having a Radius of 245.00 feet, a Central Angle of 40°04'51", a chord bearing of N 71°11'16" E and chord distance of 167.91 feet; thence along said curve and South line of aforesaid Sandy Pointe 171.39 feet; thence along the South line of said Sandy Pointe the following (3) courses, (1) thence N 00°02'29" E 5.42 feet, (2) thence S 60°05'57" E 84.55 feet, (3) thence S 45°45'12" E 87.47 feet; thence S 07°49'17" E 113.21 feet to the NW corner of Lot 28 of said Sandy Pointe; thence S 22°05'27" W along the Westerly line of said Sandy Pointe 593.21 feet to the South line of the SE 1/4 of the SE 1/4 of said Section 32; thence N 89°57'22" W along said South line and the North line of Citrus Harbor as recorded in Plat Book 66, Page 48, of the Public Records of Polk County, Florida, a distance of 526.55 feet; thence N 00°02'38" E 290.00 feet; thence S 89°57'22" E 276.09 feet; thence N 22°05'27" E 264.49 feet to the Point of Curvature of a curve to the left having radius of 395.00 feet and a Central Angle of 14°15'51"; thence along said curve 98.34 feet to the Point of Beginning.

ORDINANCE NO. 2024-03
Composite Exhibit "A"
Legal Description and Excerpt from the Official Zoning Map
Page 2 of 4

POLK CITY
PROPOSED ZONING MAP



ORDINANCE NO. 2024-03
Composite Exhibit "A"
Legal Description and Excerpt from the Official Zoning Map
Page 3 of 4

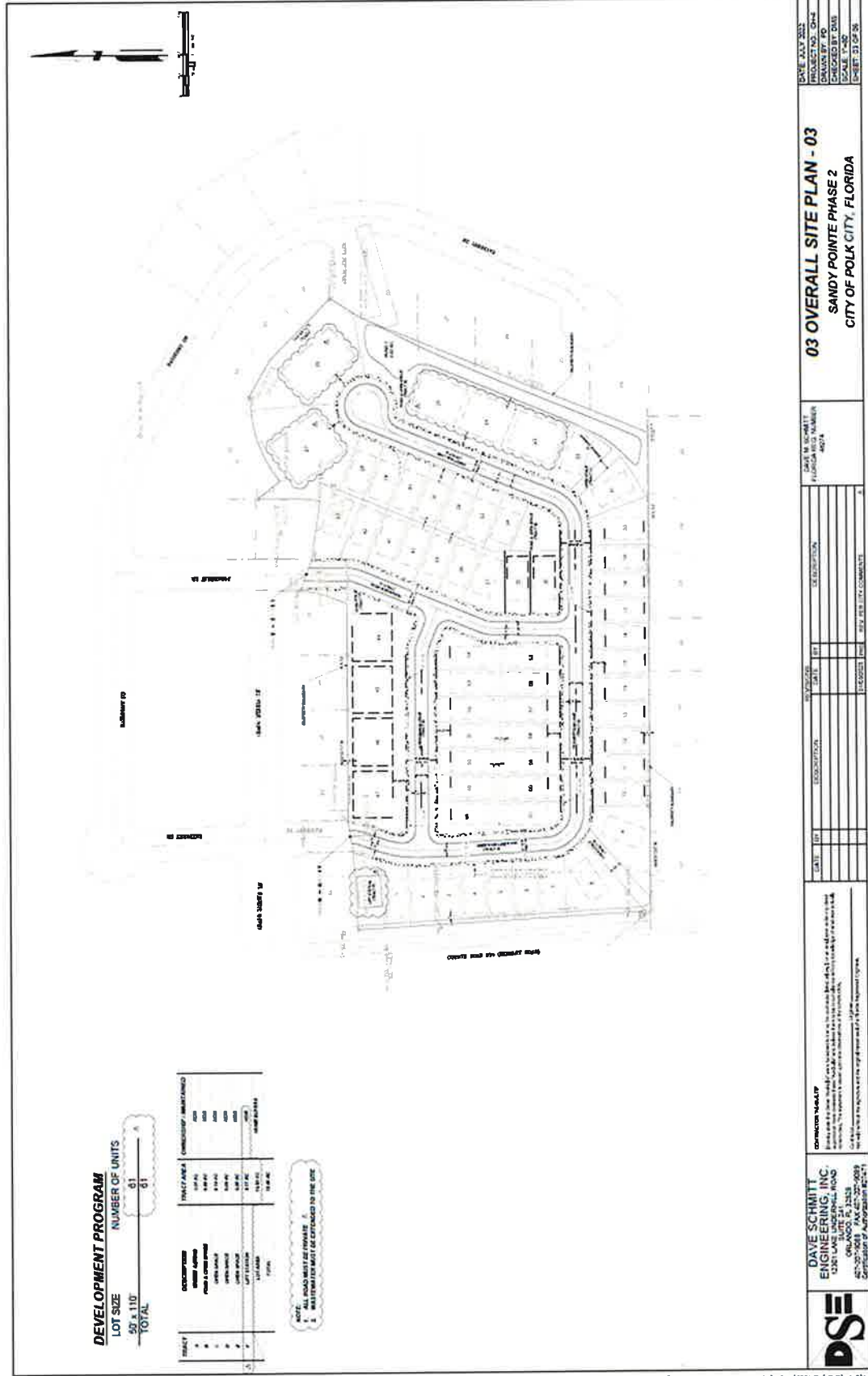


EXHIBIT B



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 2024-03: AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF POLK CITY, FLORIDA TO CHANGE THE ZONING FROM 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); 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 Single Family Residential (R-1) to Planned Unit Development (PUD). 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].

ORDINANCE NO. 2024-03
Exhibit "C"
Conditions of Approval
Page 1 of 2

1. The Sandy Pointe Phase II Planned Unit Development shall consist of 61 single family dwelling units that meet the following requirements for single-family lots.

Min Lot Width	Setbacks			Min Lot Size	Max Lot Coverage	Max Building Height
	Front	Rear	Side			
50'	25'	10' 20' for Lots 22-27 and 44-47	5'	5,500	50%	35'

2. All roads must be privately owned and maintained.
3. Wastewater must be extended to the site.
4. Open Space (Tract D) shall be maintained for use of residents to access the sidewalk adjacent to Berkley Road.
5. The Applicant has submitted preliminary subdivision plans meeting the requirements of Section 7.05.04.01 and staff has completed review. The Master Development Plan as approved through this Planned Unit Development Ordinance shall serve as the Preliminary Subdivision Plans for the Sandy Pointe Phase II subdivision. Consistent with Section 7.05.04.02, the Preliminary Subdivision Plan shall remain valid for one year from the date of approval. The full set of Preliminary Subdivision Plans are on file with the City.
6. The proposed project shall meet all regulations of the City of Polk City, Florida.
7. Proposed developmental area of this site shall be limited to the uses and proposed site design that shall be approved by the Planning Commission and the City Commission.
8. Any modification to the approved Site Plan shall be approved by the Planning Commission and the City Commission unless the proposed modifications are minor and in accordance with the City's ULDC.
9. With the exception of clearing for access roads, survey lines, construction trailers, equipment staging areas, fencing, and specific building sites, construction shall commence within 90 days after completion of clearing and grubbing.
10. The Applicant shall provide discharge control and treatment of the stormwater run-off in accordance with all applicable agency requirements in effect at the time of the permit application. The drainage system shall be maintained in an acceptable condition in accordance with the stormwater management plan.

ORDINANCE NO. 2024-03
Exhibit "C"
Conditions of Approval
Page 2 of 2

11. The Applicant shall enter into a recordable developer's agreement for the provision of water and wastewater service by Polk City. At a minimum, said agreement shall provide for the connection of the Property to the City's water and wastewater system, extension of the City's existing wastewater pipeline to the Property at the expense of the Applicant, construction and installation of all onsite and proximate offsite improvements necessary for the City to provide water and wastewater service to the Property, and for payment of applicable water and wastewater capital charges to the City for water and wastewater service capacity adequate to service the development within the Property.

12. If it is determined there is sufficient right-of-way and the Polk City Commission approves the construction of the sidewalks, the applicant shall install sidewalks in the right-of-way of Persimmon Drive, Bayberry Drive, and Crape Myrtle Lane to connect the project to Berkley Road.

**City Commission Meeting
February 20, 2024**

AGENDA ITEM #4: Kipe Academy Letter of Request

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Letter of Request to rent the old Public Works Facility

ATTACHMENT:

Email from City Attorney Cloud

ANALYSIS:

During the January 20, 2024 City Commission Meeting, the Kipe Academy, Inc. item was tabled until further research was done. City Attorney Cloud has provided his findings via the email attached. Also, please refer back to the Kipe item backup documentation from the January meeting.

STAFF RECOMMENDATION:

No staff recommendation

Sheandolen Dunn

From: Patricia Jackson
Sent: Wednesday, February 14, 2024 1:05 PM
To: Sheandolen Dunn
Subject: Fw: Kipe Academy using Old Public Works Facility

See email below for agenda backup

Patricia R. Jackson
City Manager
Polk City, FL
863-984-1375, extension 237

Please Note: Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications may therefore be subject to public disclosure.

From: Thomas A. Cloud, Esquire <Thomas.Cloud@gray-robinson.com>
Sent: Tuesday, February 13, 2024 3:07 PM
To: Patricia Jackson <patricia.jackson@mypolkcity.org>
Cc: Joe Lacascia <joe.lacascia@mypolkcity.org>
Subject: RE: Kipe Academy using Old Public Works Facility

Patricia,

You have asked that I follow up on the research which the city commission authorized me to complete at the last meeting regarding the advisability of the City leasing a city building and underlying property to the relative of a city employee for the operation of a business (in this case, a school). Such research is consistent with both the spirit and intent of the State Code of Ethics contained in Chapter 112, Florida Statutes, as well as in the City Charter Section C-10, the City's own Ethics Code adopted by authority of the Charter contained in Article II, Division 2, of the Code of Ordinances of Polk City, Florida, and the Polk City Employee Handbook recently updated in the fall of 2023.

After a thorough search and analysis of the State Ethics Code, I cannot find a specific prohibition against the city entering such a lease per se, but there is one section in the State Ethics Code which required further inquiry. That statute is § 112.313(6), Florida Statutes. This statute provides that public officers and public employees may not corruptly use or attempt to use their official position or any property or resources within their trust, or perform their official duties, to secure a special privilege, benefit, or exemption for themselves or another. "Corruptly" is defined in § 112.312(9), Florida Statutes, as "done with a wrongful intent and for the purpose of obtaining, or compensating, or receiving compensation for, any benefit resulting from some act or omission of a public servant which is inconsistent with the proper performance of his or her public duties." In order to have acted "corruptly," one must have acted "with reasonable notice that conduct was inconsistent with the proper performance of

her public duties and would be a violation of the law or the code of ethics.” *Blackburn v. Commission on Ethics*, 589 So.2d 431 (Fla. 1st DCA 1991). This violation can also include the violation of a local code of ethics.

Polk City’s Charter *mandates* certain ethical standards and restrictions. See § C-10, *generally*. Section C-10.D, specifically provides that:

“D. *City officers and employees shall not have interest in City contracts.* No official or any employee of the City shall have any personal interest in any contract of the City if he/she thereby directly or indirectly gains a profit in money, property or otherwise; and any such contract in which a City official or employee may be or become interested shall be voidable by the City and shall be voided without delay by the City Commission.”

The Charter also provides for a more stringent Ethics Code than the state code by mandating adoption of no less than the state code of ethics:

“E. *Standard of ethics.* The State of Florida statute defining the Code of Ethics for public officers and employees shall be adopted by a Commission approved ordinance and shall apply as provided therein.”

Polk City’s Code of Ordinances has contained an “Ethics Code” since at least 1991. See *Article II, Division 2, Code of Ordinances*. The Ordinance contains legislative intent that states:

“Sec. 2-21. - Purpose; objectives. The purpose of this division is to promote the welfare of the citizens of the city through the adoption of a code of ethics to govern all city officers and employees who are employed on a part-time or full-time basis by the city. Within this framework, the general objectives of this division are to:

(1) Facilitate the proper operation of municipal government by providing officers and employees who are independent, impartial and responsible to the people and able to make governmental decisions and formulate policy within the established channels of governmental structure.

(2) Ensure that public office or employment is not used for unwarranted personal gain.

(3) Ensure that the financial interests of employees and public officeholders present neither a conflict nor the appearance of a conflict with the public trust.

(4) Foster continued recognition of the concept that public employees and officeholders are agents of the public and hold office or employment for the benefit of the public.

(5) Enhance public confidence in the integrity of its municipal government.

(6) Promote a recommitment to the concept that public employees and officeholders are required to uphold the United States Constitution, the state constitution, and the Charter of the city, and are required to impartially carry out and enforce the laws of the nation, state and city.

(7) Continue high moral standards in government.

(8) Reaffirm the policy of the city to adhere not only to the letter, but to the intent of the Sunshine Law, F.S. ch. 286, and the Public Records Law, F.S. ch. 119.

To this end, there is established a code of ethics for the city.”

Section 2-24 clarifies that the standards set forth “are intended to be in addition to those set forth by state statute.”

Regardless of terms and conditions that might be included, the lease raises the possibility of a violation of one of the standards. Section 2-24(6) prohibits any employee from requesting, using, or permitting the “use of any city-owned or city-supported property, vehicle, equipment, labor or service for the personal convenience or private advantage of himself, a business entity or any other person. This subsection shall not be deemed to prohibit a city officer or employee from requesting, using or permitting the use of such city-owned or city-supported property, vehicle, equipment, material, labor or service which it is the general practice to make available to the public at-large or which is provided as a matter of stated public policy for the use of city officers and employees in the conduct of official business.” Leasing a city building for the exclusive use of a school is not a general practice of the City.

The City’s Employee Handbook is also implicated in the consideration of the lease both generally and specifically. First, § 107 of the Handbook compliance with the spirit and letter of ethical standards:

“ 107 Business Ethics and Conduct--The successful business operation and reputation of the City is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the City is dependent upon our citizen's trust and we are dedicated to preserving that trust. Employees owe a duty to the City, its customers, and its citizen shareholders to conduct themselves in a way that will merit the continued trust and confidence of the public. The City will comply with all applicable laws and regulations and expects all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your department director and, if necessary, with the City Manager for advice and consultation. Compliance with this policy of business ethics and conduct is the responsibility of every City employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment as well as criminal charges.”

In addition, the section on Conflicts specifically addresses the proposed lease:

“111 Conflict of Interest--To avoid any misunderstandings and/or conflicts of interest that may arise, this policy must be followed by employees in addition to the provisions of applicable state law that govern the code of ethics for public employees (Chapter 112, Part III, Florida Statutes). In the event of any conflict between this policy and state law requirements, which are applicable to the City, the state law requirements must be followed. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the City Manager for more information or questions about conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is

similar to that of persons who are related by blood or marriage. ... Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City.

The potential for this prohibited conflict to arise is, in my opinion, likely to occur particularly considering any special lease provisions that might be included. Even if there are no special provisions, the fact that the lease would be entered into with the child of a city employee responsible for receiving lease payments raises significant concerns even if leasing city buildings for schools was an everyday occurrence.

Because the question asked involves the lease of city-owned property, another section of the Charter is also relevant. Section C-2 of the City Charter limits the duration of any lease of “any real estate owned by Polk City”... . A majority vote of the city commission is required before a lease of less than 5 years may be signed. Each extension must be separately voted upon by the city commission. A lease with a 5-to-10-year term must be approved by at least 4 commissioners before it takes effect. No lease may have a term exceeding 10 years. There has also been concerns raised over the cost of bringing the building up to standards appropriate to serving as an educational facility estimated to be \$50,000 to \$80,000. This provision alone would clearly place the lease in a special (as opposed to general) category of leases done by the City.

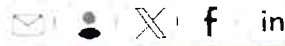
To sum up, the likely violations of the City Ethics Code and Employee Handbook provisions would prohibit the City’s consideration of the lease. In addition, these violations would also give rise to the “misuse of public office” state law contained in § 112.313(6), Florida Statutes. Under these circumstances, I cannot recommend that the City entertain such a lease.

Sincerely Yours,

Thomas A. Cloud, City Attorney

Thomas A. Cloud, Esquire
Of Counsel
Florida Bar Board Certified in City, County & Local Government Law

T 407.843.8880
D 407.244.5624
F 407.244.5690



GrayRobinson, P.A. • 301 East Pine Street, Suite 1400, Orlando, Florida 32801

GRAY ROBINSON
ATTORNEYS | ADVISORS | CONSULTANTS

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Privacy Act, 18 U.S.C. section 2510-2521. If this communication was received in error we apologize for the intrusion. Please notify us by reply e-mail and delete the original message without reading same. Nothing in this e-mail message shall, in and of itself, create an attorney-client relationship with the sender.

From: Patricia Jackson <patricia.jackson@mypolkcitey.org>
Sent: Monday, February 12, 2024 3:16 PM
To: Thomas A. Cloud, Esquire <Thomas.Cloud@gray-robinson.com>
Cc: Joe Lacascia <joe.lacascia@mypolkcitey.org>
Subject: Kipe Academy using Old Public Works Facility

This message originated outside of GrayRobinson.

Good afternoon, Tom:

Just a reminder to please get in touch with Mayor LaCascia near the beginning of the this week regarding Kipe Academy and possible conflict of interest with employee of city being a relative to the person wanting to lease the building.

Patricia R. Jackson
City Manager
Polk City, FL
863-984-1375, extension 237

Please Note: Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications may therefore be subject to public disclosure.

**City Commission Meeting
February 20, 2024**

AGENDA ITEM #5:

Petrotech Southeast Inc.

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Petrotech Southeast Inc. Annual Services Agreement

ATTACHMENT:

Petrotech Agreement Letters

ANALYSIS:

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. This contract does not include the polymer system.

As the current Agreement does not include Maintenance of the Polymer System, Staff is requesting to amend the Agreement to include the Maintenance of the Polymer System to the contract beginning February 1, 2024 – December 31, 2027.

STAFF RECOMMENDATION:

Approve the Petrotech Annual Services Agreement to include the Maintenance of the Polymer System beginning 2/1/2024 – 12/31/2027.

"EXHIBIT A"



May 25, 2022

**Polk City and City Representaitves
9835 North State Rd.
Polk City, FL 33868**

RE: Annual Services Agreement

All concerned,

Petrotech Southeast Inc (PSI) offers the following annual service agreement as outlined in "EXHIBIT A" based on Fiscal Year(s) OCT1 – SEPT 30. Contract to begin JUN 1, 2022 or as approved as follows:

EXHIBIT A			
Monthly Services/Products:			
JUN1, 2022 – SEPT30, 2022 = \$2,410.00 per month			
OCT1, 2022 – SEPT30, 2023 = \$2,410.00 per month			
OCT1, 2023 – SEPT30, 2024 = \$2,482.00 per month			
OCT1, 2024 – SEPT30, 2025 = \$2,556.00 per month			
Monthly Services and Products as follows:			
1) Polymer – The polymer will be provided in 5 gallon containers and tested on a annual basis to assure proper product selection.			
2) 20 yard roll-off containers with fitted Geo-textile bags			
3) Transportation and disposal of geotextile bags. Exchanges to be determined by Polk City Staff.			
4) Monthly service visit to perform basic preventive maintenance, provide polymer dose adjustments and offer basic training to Polk City staff as necessary for operation of polymer system.			
Monthly pricing is based on historical usage over the last 5 years with PSI offering a 5% discount from current individual pricing. Each element of service represented within this Services Agreement has a maximum amount that is based on the amounts of products and services provided historically over the prior three years as outlined in TABLE1.			
If demand exceeds limits outlined for each component shown in TABLE 1, Petrotech Southeast Inc. will bill each additional item separately based on the respective amounts outlined in TABLE 1.			
TABLE 1			
	Up to	Item	Price
Polymer	7	5-Gallon Bucket	\$ 128.25
Geo Bags	12	Geo Bags	\$ 484.50
T&D	12	13-Ton Loads	\$1,186.55
Additional Roll-off	12	Per Month	\$ 395.00
Repairs to the Polymer system as requested by Polk City will be billed @ \$95hr for tech/tools + parts.			

Thank You,

Mike Chancey
PSI Environmental Services
863-224-7096
Mike.chancey@petrotechse.com

**Petrotech Southeast, Inc.
TERMS AND CONDITIONS**

BILLING AND PAYMENT: Unless otherwise indicated in the proposal, Petrotech Southeast, Inc. billing will be based on accrued time, test costs and expenses. Client agrees to pay invoice upon receipt. Should payment not be received within 10 days, the amount due shall bear a service charge of 1½ per cent per month or 18 percent per year and the cost of collection, including reasonable attorneys' fees, if collected by law through an attorney. If the Client has any objection to any invoice or part thereof submitted by Petrotech Southeast, Inc., he shall so advise us in writing giving his reasons within 14 days of receipt of such invoice. If the project is terminated in whole or in part then Petrotech Southeast, Inc. shall be paid for services performed prior to receiving notice of such termination, in addition to Petrotech Southeast, Inc. reimbursable expenses and any shut down costs incurred. Shut down costs may, at Petrotech Southeast, Inc.'s sole discretion, include completion of analyses and records necessary to document our files and protect our professional reputation. In the event that Petrotech Southeast, Inc. agrees to pay for a recyclable product, the price paid for that product shall be based on current market conditions and may be subject to change.

LIABILITY: Petrotech Southeast, Inc. maintains worker's compensation and employer's liability insurance for our employees as required by state laws. In addition we maintain comprehensive general liability, pollution liability, and vehicle liability insurance with limits of \$1,000,000.00. A certificate of insurance can be supplied evidencing such coverage. We will not be liable or responsible for any loss, damage or liability beyond amounts limits, coverage or conditions of such insurance specified above.

HAZARDOUS SUBSTANCES AND CONSTITUENTS: Client agrees to advise Petrotech Southeast, Inc. upon execution of this agreement of any hazardous substances or any condition existing in, on or near the site presenting a potential danger to human health, the environment or equipment. Client agrees to provide continuing information, as it becomes available to the attention of the Client in the future.

EXCLUSIVITY: Upon execution of this agreement, Client agrees to exclusively use Petrotech Southeast, Inc. for all services and products described in this agreement

UNFORESEEN OCCURRENCES: If during the performance of services, any unforeseen hazardous substances or constituents or other unforeseen conditions or occurrences are encountered which, in Petrotech Southeast, Inc.'s judgment significantly affect or may affect the services, the risk involved in providing the services or the recommended scope of services, we will promptly notify the Client thereof. Subsequent to that notification, Petrotech Southeast, Inc. may: (a) If practicable, in Petrotech Southeast, Inc. sole judgment, complete the original scope of services in accordance with the procedures originally intended in this proposal; (b) Agree with the Client to modify the scope of services and the estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein; or (c) Terminate the services effective on the date specified by us in writing.

TAXES AND SURCHARGES: Any applicable taxes and surcharges shall be invoiced accordingly.

CLAIMS: in the event that Client makes claim against Petrotech Southeast, Inc. for any alleged error, omission, or act arising out of the performance of Petrotech Southeast, Inc. that cannot be mutually resolved without litigation, and Client fails to prove such claim, then Client shall pay all costs incurred by Petrotech Southeast, Inc. in defending itself against the claim, including, without limitation our personnel related costs, attorney's fees, court costs and other claim related expenses, including without limitation, costs, fees, and expenses of experts.

SEVERABILITY: in the event that any provision herein shall be deemed invalid or unenforceable, the other provisions herein shall remain in full force and effect, and binding to the parties hereto.

SURVIVAL: All obligations arising prior to termination of the agreement and all provisions of this agreement allocation responsibility or liability between Client and Petrotech Southeast, Inc. shall survive the completion of the services and the termination of this agreement.

INTEGRATION: This agreement and the documents attached hereto and which are incorporated herein constitute the entire agreement between the parties and cannot be changed except by written instrument signed by both parties.

GOVERNING LAW: This agreement shall be governed in all respects by the laws of the State of Florida.

ACCEPTANCE: This proposal, when accepted by Client and final approval of proposal by a Petrotech Southeast, Inc. officer will constitute a bona fide contract between us, subject to terms and conditions. It is expressly agreed that there are no promises, agreements, oral or written, not specified in this proposal.

By signing you acknowledge acceptance of Petrotech Southeast, Inc.'s terms and conditions.



Signature

Patricia Jackson City Manager
Printed Name Title Date

6/24/22

If this proposal meets with your approval, please sign all pages and return Petrotech Southeast, Inc.



Jan 18, 2024

Polk City and City Representatives
9835 North State Rd.
Polk City, FL 33868

RE: Annual Services Agreement

All concerned,

Petrotech Southeast Inc (PSI) offers the following annual service agreement as outlined in "EXHIBIT A" Contract to begin FEB 1, 2024 or as approved as follows:

EXHIBIT A
Monthly Services/Products:
FEB 1, 2024 – DEC 31, 2024 = \$2,790.00 per month
JAN 1, 2025 – DEC 31, 2025 = \$2,880.00 per month
JAN 1, 2026 – DEC 31, 2026 = \$2,970.00 per month
JAN 1, 2027 – DEC 31, 2027 = \$3,060.00 per month
Monthly Services and Products as follows:
1) Polymer – The polymer will be provided in 5-gallon containers and tested on a annual basis to assure proper product selection.
2) 20-yard roll-off containers with fitted Geo-textile bags
3) Transportation and disposal of geotextile bags. Exchanges to be determined by Polk City Staff.
4) Installation of new polymer make-down unit with new unit covered under revised services agreement to include polymer system.
Monthly pricing is based on historical usage over the last 5 years with PSI offering a 5% discount from current individual pricing. Each element of service represented within this Services Agreement has a maximum amount that is based on the amounts of products and services provided historically.

Thank You,

Mike Chancey
PSI Environmental Services
863-224-7096
Mike.chancey@petrotechse.com

**Petrotech Southeast, Inc.
TERMS AND CONDITIONS**

BILLING AND PAYMENT: Unless otherwise indicated in the proposal, Petrotech Southeast, Inc. billing will be based on accrued time, test costs and expenses. Client agrees to pay invoice upon receipt. Should payment not be received within 10 days, the amount due shall bear a service charge of 1½ per cent per month or 18 percent per year and the cost of collection, including reasonable attorneys' fees, if collected by law through an attorney. If the Client has any objection to any invoice or part thereof submitted by Petrotech Southeast, Inc., he shall so advise us in writing giving his reasons within 14 days of receipt of such invoice. If the project is terminated in whole or in part then Petrotech Southeast, Inc. shall be paid for services performed prior to receiving notice of such termination, in addition to Petrotech Southeast, Inc. reimbursable expenses and any shut down costs incurred. Shut down costs may, at Petrotech Southeast, Inc.'s sole discretion, include completion of analyses and records necessary to document our files and protect our professional reputation. In the event that Petrotech Southeast, Inc. agrees to pay for a recyclable product, the price paid for that product shall be based on current market conditions and may be subject to change.

LIABILITY: Petrotech Southeast, Inc. maintains worker's compensation and employer's liability insurance for our employees as required by state laws. In addition we maintain comprehensive general liability, pollution liability, and vehicle liability insurance with limits of \$1,000,000.00. A certificate of insurance can be supplied evidencing such coverage. We will not be liable or responsible for any loss, damage or liability beyond amounts limits, coverage or conditions of such insurance specified above.

HAZARDOUS SUBSTANCES AND CONSTITUENTS: Client agrees to advise Petrotech Southeast, Inc. upon execution of this agreement of any hazardous substances or any condition existing in, on or near the site presenting a potential danger to human health, the environment or equipment. Client agrees to provide continuing information, as it becomes available to the attention of the Client in the future.

EXCLUSIVITY: Upon execution of this agreement, Client agrees to exclusively use Petrotech Southeast, Inc. for all services and products described in this agreement

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TAXES AND SURCHARGES: Any applicable taxes and surcharges shall be invoiced accordingly.

CLAIMS: in the event that Client makes claim against Petrotech Southeast, Inc. for any alleged error, omission, or act arising out of the performance of Petrotech Southeast, Inc. that cannot be mutually resolved without litigation, and Client fails to prove such claim, then Client shall pay all costs incurred by Petrotech Southeast, Inc. in defending itself against the claim, including, without limitation our personnel related costs, attorney's fees, court costs and other claim related expenses, including without limitation, costs, fees, and expenses of experts.

SEVERABILITY: in the event that any provision herein shall be deemed invalid or unenforceable, the other provisions herein shall remain in full force and effect, and binding to the parties hereto.

SURVIVAL: All obligations arising prior to termination of the agreement and all provisions of this agreement allocation responsibility or liability between Client and Petrotech Southeast, Inc. shall survive the completion of the services and the termination of this agreement.

INTEGRATION: This agreement and the documents attached hereto and which are incorporated herein constitute the entire agreement between the parties and cannot be changed except by written instrument signed by both parties.

GOVERNING LAW: This agreement shall be governed in all respects by the laws of the State of Florida.

ACCEPTANCE: This proposal, when accepted by Client and final approval of proposal by a Petrotech Southeast, Inc. officer will constitute a bona fide contract between us, subject to terms and conditions. It is expressly agreed that there are no promises, agreements, oral or written, not specified in this proposal.

By signing you acknowledge acceptance of Petrotech Southeast, Inc.'s terms and conditions.

Signature
If this proposal meets with your approval, please sign all pages and return Petrotech Southeast, Inc.

Printed Name Title Date