

POLK CITY

**City Commission Workshop (6:00 pm)
City Commission Meeting (7pm)**

April 16, 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

ELECT MAYOR

ELECT VICE MAYOR

APPROVE CONSENT AGENDA

PRESENTATIONS AND RECOGNITIONS

1. Proclamation for Water Conservation Month

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

AGENDA

1. **PUBLIC HEARING - ORDINANCE 2024-03** - AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.01, “ZONING DISTRICT SUMMARY TABLES” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING MINIMUM DEVELOPMENT STANDARDS IN TABLE 5 FOR THE R-1 SINGLE FAMILY ZONING DISTRICT & REDUCING THE MINIMUM REQUIRED LOT SIZE, LOT WIDTH AND SIDE YARD SETBACK REQUIREMENTS WITHIN THE POLK CITY EXEMPTION AREA OF THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION AN EFFECTIVE DATE. **First Reading**
2. **PUBLIC HEARING - ORDINANCE 2024-04** – AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.01, “ZONING DISTRICT SUMMARY TABLES” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING MINIMUM DEVELOPMENT STANDARDS IN TABLE 5 FOR THE R-2 SINGLE FAMILY ZONING DISTRICT & REDUCING THE MINIMUM REQUIRED LOT SIZE WITHIN THE POLK CITY EXEMPTION AREA OF THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION AN EFFECTIVE DATE. **First Reading**

3. **RESOLUTION 2024-03 - A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR A SPECIAL EVENTS FACILITY ON APPROXIMATELY 2.5 ACRES AT 545 ORANGE BOULEVARD (PARCEL ID 252633-296500-045020); PROVIDING CONDITIONS OF APPROVAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**
4. **Raffelis Rate Study – Proposed Agreement for Utility Rate Study and Capital Connection Charge Study for Polk City**
5. **Polk County Library Cooperative Interlocal Agreement with Polk City**

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

COMMISSIONER ITEMS

Commissioner Nichols
Commissioner Blethen
Mayor LaCascia

ANNOUNCEMENTS

ADJOURNMENT

CONSENT AGENDA
April 16, 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. March 26, 2024 – Special City Commission Meeting

B. REPORTS

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

C. OTHER

**City Commission Meeting
April 16, 2024**

CONSENT AGENDA ITEM: Accept minutes for:

1. March 26, 2024 – Special City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

2. March 26, 2024 – Special City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION MINUTES

March 26, 2024

Mayor LaCascia called the meeting to order at 6:00 pm.

Bob Baker, Planning Commission Chairman gave the invocation.

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

ROLL CALL – Assistant City Manager Sheandolen Dunn

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

APPROVE CONSENT AGENDA

Motion by Commissioner Nichols to approve the **February 20, 2024** (Regular City Commission Meeting and Workshop) and the reports and other items on the Consent Agenda; this motion was seconded by Commissioner Blethen.

Motion carried 3/0 by Voice Vote.

PRESENTATIONS/PROCLAMATIONS - None

PUBLIC COMMENTS

Bob Baker (525 Orange Boulevard) – discussed the Mock Planning Commission Meeting held by Polk County. Key factors taken away from the meeting were *Consistency and Compatible*. He will attend the April 12 Mock Planning Commission Meeting as well as another on April 19.

ORDER OF BUSINESS

ORDINANCE 2024-01

Jennifer Codo-Salisbury presented a PowerPoint and discussion regarding the 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**

City Attorney Cloud Read the short title only. Mayor LaCascia opened the Public Hearing. No one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

Motion by Commissioner Nichols to approve Ordinance 2024-01 Applicant Initiated Future Land Use Map Amendment; this motion was seconded by Mayor LaCascia.

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

Motion carried 2/1.

ORDINANCE 2024-02

Jennifer Codo-Salisbury discussed 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**

City Attorney Cloud Read the short title only. Mayor LaCascia opened the Public Hearing. No one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

No Discussion.

Motion by Commissioner Nichols to approve Ordinance 2024-02 on First Reading; this Ordinance was seconded by Commissioner Blethen.

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

Motion carried 3/0.

RESOLUTION 2024-02

Jennifer Codo-Salisbury (CFRPC) discussed a Resolution of the City Commission of Polk City, Florida; approving a Preliminary Site Plan for 9,720 square foot Retail Plaza located on approximately 1.37 Acres in Polk City, at 0 SR 33 (Parcel Number 242701-000000-021020) in the Green Swamp Area of Critical State Concern; providing a condition of approval; providing an effective date.

City Attorney Cloud Read the short title only.

Commissioner Blethen inquired about flooding in that area. Has all due diligence been done?

Mrs. Codo-Salisbury responded this is a Preliminary and in the green Swamp there are much more strict guidelines.

City Attorney Cloud also responded with Stormwater and Drainage Plans must be submitted. This Preliminary Site Plan will go to Florida Commerce for a 60-90 day Review. The Preliminary Site Plan comes before the Engineer.

Additional condition stated that Engineering Plans shall be submitted and reviewed prior to the Construction Plan approval.

Lynn Newman inquired about the community having any recourse if the drainage is not maintained.

City Attorney Cloud responded that SWFWMD issues the permit. Therefore, that matter would have to be taken up with them.

Motion by Commissioner Nichols to adopt Resolution 2024-02 Preliminary Site Plan for 9,720 Square Foot Retail Plaza; this motion was seconded by Commissioner Blethen.

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

Motion carried 3/0.

CITY MANAGER ITEMS

Letters of Interest – A notice will be placed on the website for residents interested in serving on the City Commission, as Polk City still needs to fill the District #2 Seat as well as the At-Large Seat.

Vacation – City Manager Jackson will be out of the office on April 4, April 8 and April 11.

CITY ATTORNEY ITEMS

City Attorney Cloud briefly discussed a new start time for the City Commission Meetings. Recommended 6pm. Motion by Commissioner Nichols to approve the start time of 6pm; this motion was seconded by Commissioner Blethen. **Motion carried by Voice Vote.**

COMMISSIONER ITEMS

Commissioner Nichols – None

Commissioner Blethen – Discussed Berkley Road signs will be removed as well as traffic enforcement. City Manager Jackson responded Polk County has gone to FDOT to get permanent signs.

Mayor LaCascia – Discussed the need for a new Sound System for the Commission Chamber.

City Manager Jackson and Rick Jiles responded that Carlton Music will be coming out to survey what can be done.

City Commission Vacancies – are being advertised on Polk City's website, newsletter and emailed to the Water customers. Commissioner Blethen would like staff to research utilizing text messaging to share items of great importance to the residents. Chasity Guinn mentioned that we are currently utilizing Twillo. She will investigate using Twillo for texting information out to the Public.

Mayor LaCascia briefly discussed the homeless population on public property.

City Attorney Cloud responded that Polk City does not own any type of camping facility. The bill that Governor DeSantis recently passed protects us for the Van Fleet Trail as it is a State Park.

ANNOUNCEMENTS – None

ADJOURNMENT – 6:55 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
April 16, 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 – February/March 2024
2. Code Enforcement Report – March 2024
3. Financial Report – March 2024
4. Library Report – March 2024
5. Polk Sheriff's Report – March 2024
6. Public Works/Utilities Report – March 2024
7. Utility Billing Report – March 2024

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Polk City Permits Added

From: 02/01/24 To: 02/29/2024

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-1774	123 SE BROADWAY BLVD, POLK CITY, FL 33868	4,930.91	02/01/2024
BT-2024-2730	220 PINE AVE, POLK CITY, FL 33868	1,500.00	02/20/2024
BT-2024-2800	5420 ANIMOSH CT, POLK CITY, FL 33868	14,000.00	02/21/2024
BT-2024-2976	8750 CONOY AVE, POLK CITY, FL 33868	28,875.00	02/23/2024
Subtotal:		\$49,305.91	

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-2701	220 PINE AVE, POLK CITY, FL 33868	4,000.00	02/19/2024
Subtotal:		\$4,000.00	

PLUMBING

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-3298	632 N CITRUS GROVE BLVD, POLK CITY, FL 33868	1,500.00	02/29/2024
Subtotal:		\$1,500.00	

PRE-PERMIT

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BP-2024-49	220 PINE AVE, POLK CITY, FL 33868	1,500.00	02/19/2024
Subtotal:		\$1,500.00	

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-1972	329 HONEY BEE LN, POLK CITY, FL 33868	6,720.00	02/06/2024
BT-2024-2056	548 NARROW POND LN, POLK CITY, FL 33868	14,975.00	02/07/2024
BT-2024-2091	411 SUNRISE BLVD, POLK CITY, FL 33868	19,352.51	02/07/2024
BT-2024-2922	245 BAYBERRY DR, POLK CITY, FL 33868	16,800.00	02/22/2024
BT-2024-3287	323 LAKESHORE CT, POLK CITY, FL 33868	16,480.34	02/28/2024
Subtotal:		\$74,327.85	

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2024-1487	8507 RINDGE RD, POLK CITY, FL 33868	18,201.00	02/27/2024
BR-2024-1489	303 NOLANE LN, POLK CITY, FL 33868	1,000.00	02/27/2024
BR-2024-824	627 2ND ST, POLK CITY, FL 33868	2,500.00	02/04/2024
BR-2024-825	627 2ND ST, POLK CITY, FL 33868	9,000.00	02/04/2024

BR-2024-957

532 MARKLEN LOOP, POLK CITY, FL 33868

5,800.00

02/07/2024

Subtotal: \$36,501.00

Grand Total: \$167,134.76

0 SFR to Date
Kathy Selp

Polk City Permits Added
From: 03/01/24 To: 03/31/2024

ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-4015	8722 RINDGE RD, POLK CITY, FL 33868	56,000.00	03/12/2024
BT-2024-5032	188 SUNSHINE BLVD, POLK CITY, FL 33868	26,565.00	03/27/2024
		Subtotal:	\$82,565.00

MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-4851	538 MARKLEN LOOP, POLK CITY, FL 33868	9,055.88	03/25/2024
		Subtotal:	\$9,055.88

POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-3709	8750 CONOY AVE, POLK CITY, FL 33868	54,000.00	03/07/2024
		Subtotal:	\$54,000.00

RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2024-3644	627 2ND ST, POLK CITY, FL 33868	5,000.00	03/06/2024
BT-2024-4489	334 BAYBERRY DR, POLK CITY, FL 33868-9344	18,000.00	03/19/2024
		Subtotal:	\$23,000.00

RESIDENTIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2024-1745	303 NOLANE LN, POLK CITY, FL 33868	1,000.00	03/05/2024
BR-2024-1782	627 2ND ST, POLK CITY, FL 33868	4,500.00	03/06/2024
BR-2024-1783	627 2ND ST, POLK CITY, FL 33868	7,500.00	03/06/2024
BR-2024-1823	303 NOLANE LN, POLK CITY, FL 33868	1,000.00	03/07/2024
BR-2024-1848	784 TEABERRY TRL, POLK CITY, FL 33868	0.00	03/08/2024
BR-2024-1893	512 EDGEWATER DR, POLK CITY, FL 33868	15,155.00	03/11/2024
BR-2024-1927	604 Meandering Way, Polk City, FL 33868	528,337.00	03/12/2024
BR-2024-1993	303 NOLANE LN, POLK CITY, FL 33868	1,000.00	03/14/2024
BR-2024-2081	510 N CITRUS GROVE BLVD, POLK CITY, FL 33868	0.00	03/17/2024
BR-2024-2154	329 HONEY BEE LN, POLK CITY, FL 33868	3,720.00	03/19/2024
BR-2024-2203	427 SUNRISE BLVD, POLK CITY, FL 33868	13,000.00	03/21/2024
BR-2024-2278	221 S HYDRANGEA AVE, POLK CITY, FL 33868	1,500.00	03/24/2024

BR-2024-2369

221 S HYDRANGEA AVE, POLK CITY, FL 33868

1,500.00

03/26/2024

Subtotal: \$578,212.00

Grand Total: \$746,832.88

*1 SFE to Date
Kathy Delp*

Code Enforcement Report

MARCH 2024

SNIPES SIGNS REMOVED	24	
LIEN SEARCHES	19	
INSPECTIONS	42	
CLOSED OUT CASES	21	
SPECIAL MAGISTRATE CASES	6	
CLOSED OUT SPECIAL MAGISTRATE CASES	3	
CASE SUBJECTS		
REFERRED TO COUNTY/OTHER	3	
DISABLE VEHICLES	6	
BUILDING WITHOUT PERMIT	1	
OVERGROWTH	6	
HOUSE NUMBERS	1	
FENCE/INSPECTIONS	4	
JUNK AND DEBRIS	6	
RV/TRAILER PARKING	3	
OPEN STRUCTURE	0	
MET WITH CITIZEN	6	
NOISE	0	
PLACE LIEN	1	
CLOSE OUT LIEN	0	
YARD SALE	0	
ANIMAL	0	
POSTINGS	6	
EXTENDED CASES	7	
ACCESSORY USE	1	
POOLS	1	
BUSINESS LICENSE	1	
MINIMUM STANDARD HOUSING	1	

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	3,678,393.61	
01-101-990	Library Van Fleet Cycling Challenge	31,195.62-	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	46,337.55	
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	1,192,790.91	
01-151-902	Investments - FL SAFE GF Reserves	84,323.83	
01-153-302	Restricted Cash - New Local Opt Gas Tax	332,692.65	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		5,352,531.81
01-202-100	Accounts Payable	19,800.29-	
01-202-200	Accounts Payable - Year End	10,258.34-	
01-202-900	Customer Deposits	7,960.00	
01-202-950	Other Deposits	150,000.00	
01-208-300	Due to County - Impact Fees	21,277.92	
01-208-310	Due to DCA - Bldg Permit Surcharge	61.64	
01-208-320	Due to Dept of Business - License Fees	34.25-	
01-208-330	Due to PCSO - Police Education Revenue	1,383.95	
01-216-100	Accrued Payroll	28,486.41-	
01-217-200	Accrued Sales Tax	208.76	
01-218-100	Payroll Taxes Payable	9,507.95	
01-218-200	FRS Retirement Payable	528.00	
01-218-300	Health Plan Payable	3,018.21	
01-218-320	Supplemental Insurance Payable	5,280.38	
01-218-400	Dental Plan Payable	1,185.22-	
01-218-410	Vision Plan Payable	615.55	
01-218-700	ICMA-RC	120.00	
	** TOTAL LIABILITY**		140,197.85
01-243-100	Encumbrances Placed	5,077.33	
01-245-100	Reserved for Encumbrances	5,077.33-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	4,473,458.35	
	** TOTAL EQUITY**		4,473,458.35
	** TOTAL REVENUE**		2,122,024.68
	** TOTAL EXPENSE**		1,383,149.07
	TOTAL LIABILITY AND EQUITY		5,352,531.81

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

GENERAL FUND REVENUES
50.00 % Yr Complete For Fiscal Year: 2024 / 3

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	15,044.76	1,278,561.10	41,375.90	96.87 %
01-312-300	9th Cent Gas Tax	5,161.96	18,801.00	18,801.00	1,495.47	6,424.12	12,376.88	34.17 %
01-312-400	Local Option Gas Tax	105,866.01	108,748.00	108,748.00	7,636.20	43,253.18	65,494.82	39.77 %
01-312-410	New Local Option Gas Tax	67,120.31	69,118.00	69,118.00	5,530.96	27,749.00	41,369.00	40.15 %
01-314-100	Electric - Utility Tax	150,391.83	129,331.00	129,331.00	10,204.69	52,908.08	76,422.92	40.91 %
01-314-300	Water - Utility Tax	55,470.46	65,399.00	65,399.00	6,344.44	25,698.51	39,700.49	39.29 %
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	2,577.85	12,149.76	11,798.24	50.73 %
01-315-100	Communications Services Tax	231,405.75	228,111.00	228,111.00	10,997.36	63,264.41	164,846.59	27.73 %
01-316-100	Local Business Licenses	13,161.76	7,100.00	7,100.00	60.00	4,761.00	2,339.00	67.06 %
01-316-102	County Business Tax	1,439.41	775.00	775.00	130.52	505.52	269.48	65.23 %
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	369.03	5,296.31	29,703.69	15.13 %
01-322-101	Bldg Permit - Plan Checking	62,772.08	15,000.00	15,000.00	220.00	1,579.00	13,421.00	10.53 %
01-322-102	Bldg Permit - Admin Fee	3,880.00	4,000.00	4,000.00	180.00	1,500.00	2,500.00	37.50 %
01-322-103	Bldg Permit - Electrical	4,350.00	5,000.00	5,000.00	125.00	2,200.00	2,800.00	44.00 %
01-322-104	Bldg Permit - Plumbing	3,525.00	3,700.00	3,700.00	0.00	625.00	3,075.00	16.89 %
01-322-105	Bldg Permit - Mechanical	4,025.00	4,700.00	4,700.00	250.00	1,250.00	3,450.00	26.60 %
01-322-107	Bldg Permit - Cert of Occupancy	630.00	480.00	480.00	60.00	450.00	30.00	93.75 %
01-322-108	Bldg Permit - Inspections	25,565.00	212,170.00	212,170.00	1,600.00	17,991.59	194,178.41	8.48 %
01-323-100	Electric	113,213.22	58,000.00	58,000.00	0.00	17,238.75	40,761.25	29.72 %
01-323-300	Solid Waste	71,393.75	56,699.00	56,699.00	0.00	15,017.09	41,681.91	26.49 %
01-329-200	Other Lic./Fees/Permits	25.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-329-200	Site Plan Reviews	7,364.70	2,500.00	2,500.00	0.00	1,650.00	850.00	66.00 %
01-329-300	Permit - Alcohol Use	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-401	FEMA Federal Reimb. - Ian 2022	5,790.75	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-500	CDBG - Community Development Block Gr	0.00	625,000.00	625,000.00	0.00	0.00	625,000.00	0.00 %
01-334-401	FEMA State Reimb. - Ian 2022	965.13	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-120	MRS - State Sales Tax	106,070.48	102,655.00	102,655.00	8,376.45	50,258.71	52,396.29	48.96 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	25,174.53	22,534.00	22,534.00	1,813.87	10,883.18	11,650.82	48.30 %
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	143.75	4,681.05	954.95	83.06 %
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	19,163.33	97,776.37	133,497.63	42.28 %
01-337-100	Library Coop Funding	47,147.33	50,567.00	50,567.00	24,080.55	24,080.55	26,486.45	47.62 %
01-340-400	Solid Waste	488,903.64	485,397.00	485,397.00	47,467.37	269,431.20	215,965.80	55.51 %
01-340-700	Stormwater Utility Fees	36,297.92	36,177.00	36,177.00	3,086.16	18,464.46	17,712.54	51.04 %
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
MARCH 2024 MONTHLY FINANCIALS

GENERAL FUND REVENUES
50.00 % Yr Complete For Fiscal Year: 2024 / 3

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUES	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
01-347-100	Library Income	10,134.56	5,500.00	5,500.00	189.70	1,560.40	3,939.60	28.37 %
01-351-200	Police Fines, Penalties, and Forfeitu	9,762.04	8,000.00	8,000.00	0.00	4,051.51	3,948.49	50.64 %
01-351-300	Code Enforcement Fines	17,026.35	0.00	0.00	409.79	458.11	(458.11)	0.00 %
01-359-100	Other Fines and/or Forfeitures	31.00	0.00	0.00	0.00	70.00	(70.00)	0.00 %
01-359-300	Late Fees	394.10	250.00	250.00	0.00	123.00	127.00	49.20 %
01-361-100	Interest Income	2,091.14	7,450.00	7,450.00	0.00	3,198.06	4,251.94	42.93 %
01-361-200	Interest/Dividends - FL SAFE	56,515.15	30,000.00	30,000.00	5,806.26	34,147.95	(4,147.95)	113.83 %
01-362-100	Activity Center Rentals	5,800.00	4,400.00	4,400.00	250.00	2,150.00	2,250.00	48.86 %
01-362-200	Donald Bronson Community Center Renta	8,350.00	5,350.00	5,350.00	1,150.00	4,150.00	1,200.00	77.57 %
01-365-100	Sales of Surplus Property	0.00	0.00	0.00	0.00	2,280.35	(2,280.35)	0.00 %
01-366-101	Private Donations - Christmas	2,125.00	1,000.00	1,000.00	0.00	250.00	750.00	25.00 %
01-366-102	Private Donations - Halloween	1,875.00	1,000.00	1,000.00	0.00	250.00	750.00	25.00 %
01-366-110	Private Donations - Library	181.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-100	Misc. Income	962.54	500.00	500.00	0.00	736.61	(236.61)	147.32 %
01-369-101	Misc Income - Copies and Faxes	3.57	0.00	0.00	0.00	0.64	(0.64)	0.00 %
01-369-102	Misc Income - Collection Allowance	3,318.48	1,800.00	1,800.00	40.36	(2,040.50)	3,840.50	113.36 %
01-369-120	Misc Income - Christmas	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-130	Misc Income - Halloween	100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-160	Misc Income - Deputy Rental Coverage	2,205.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-400	Insurance Proceeds	4,795.00	0.00	0.00	0.00	5,741.00	(5,741.00)	0.00 %
01-369-500	Refund of State Gas Tax	1,498.42	1,000.00	1,000.00	0.00	231.46	768.54	23.15 %
01-381-400	Transfer From Enterprise Fund	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTALS		3,394,454.33	4,017,648.00	4,017,648.00	174,803.87	2,122,024.68	1,895,623.32	52.82 %

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

General Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2024 / 3

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	10,500.00	10,800.00	10,800.00	600.00	4,500.00	6,300.00	41.67 %
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	551.34	689.66	44.43 %
01-511-240	Worker's Compensation - Legislati	10.94	20.00	20.00	0.00	12.12	7.88	60.60 %
01-511-400	Travel and Training - Legislative	1,072.27	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-511-405	TRAINING - LEGISLATIVE	575.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	812.45	1,000.00	1,000.00	60.00	120.00	880.00	12.00 %
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 - Legis	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	705.91	11,696.52	20,964.48	35.81 %
=====								
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	214,389.88	231,588.00	231,588.00	16,814.42	104,701.95	126,886.05	45.21 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	2,400.06	2,399.94	50.00 %
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	1,376.34	11,784.57	12,047.43	49.45 %
01-512-220	Retirement Contribution - Executive	55,270.61	62,258.00	62,258.00	4,789.08	30,979.90	31,278.10	49.76 %
01-512-230	Life & Health Insurance - Executive	25,855.68	13,986.00	13,986.00	1,187.53	6,025.59	7,960.41	43.08 %
01-512-240	Worker's Compensation - Executive	266.44	371.00	371.00	0.00	257.06	113.94	69.29 %
01-512-400	Travel Expenses - Executive	3,325.32	5,000.00	5,000.00	0.00	153.27	4,846.73	3.07 %
01-512-405	Training - Executive	2,026.44	4,000.00	4,000.00	75.00	574.00	3,426.00	14.35 %
01-512-408	Meeting Expense Allowance - Executive	446.30	1,500.00	1,500.00	94.98	273.75	1,226.25	18.25 %
01-512-410	Communication Services - Executive	1,174.38	1,400.00	1,400.00	0.00	348.70	1,051.30	24.91 %
01-512-470	Printing and reproduction - Executive	1,175.00	4,000.00	4,000.00	0.00	4,527.49	(527.49)	113.19 %
01-512-480	Promo Activities & Legal Ads - Execut	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-512-490	Other Current Charges - Executive	72.17	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-492	Recording & Other Fees - City Clerk	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

General Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2024 / 3

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	66.86	102.31	1,897.69	5.12 %
01-512-520	Operating Supplies - Executive	233.46	2,000.00	2,000.00	0.00	182.92	1,817.08	9.15 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,501.60	3,500.00	3,500.00	7.14	807.10	2,692.90	23.06 %
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	24,780.59	201,017.99	200,417.01	50.07 %
CITY CLERK								
DEPARTMENT TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	44,411.52	65,000.00	65,000.00	5,907.53	26,553.90	38,446.10	40.85 %
01-514-480	Promo Activities & Legal Ads - Legal	7,860.40	11,000.00	11,000.00	65.55	4,513.30	6,486.70	41.03 %
DEPARTMENT TOTAL		52,271.92	76,000.00	76,000.00	5,973.08	31,067.20	44,932.80	40.88 %
COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	30,000.00	30,000.00	35,000.00	0.00	17,500.00	17,500.00	58.33 %
DEPARTMENT TOTAL		30,000.00	30,000.00	35,000.00	0.00	17,500.00	17,500.00	58.33 %
FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	104,281.75	112,545.00	112,545.00	8,610.02	50,562.87	61,982.13	44.93 %
01-516-140	Overtime - Fin & Acctng	2,194.88	615.00	615.00	0.00	374.62	240.38	60.91 %
01-516-210	Fica Taxes - Fin & Acctng	5,834.74	8,523.00	8,523.00	459.73	2,931.21	5,591.79	34.39 %
01-516-220	Retirement Contribution - Fin & Acctng	13,302.72	15,272.00	15,272.00	1,168.38	7,493.35	7,778.65	49.07 %

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

General Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2024 / 3

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
01-516-230	Life & Health Insurance - Fin & Acctn	25,286.38	26,935.00	26,935.00	2,244.57	13,467.42	13,467.58	50.00 %
01-516-240	Worker's Compensation - Fin & Acc	129.55	181.00	181.00	0.00	123.69	57.31	68.34 %
01-516-310	Professional Services - Fin & Acctng	3,780.00	4,500.00	4,500.00	0.00	2,000.00	2,500.00	44.44 %
01-516-400	Travel Expenses - Fin & Acctng	607.43	2,500.00	2,500.00	0.00	28.04	2,471.96	1.12 %
01-516-405	Training - Finance	0.00	3,000.00	3,000.00	0.00	499.00	2,501.00	16.63 %
01-516-410	Communication Services - Fin & Acctng	663.71	850.00	850.00	0.00	183.17	666.83	21.55 %
01-516-470	Printing and Reproduction - Fin & Acc	78.12	750.00	750.00	0.00	125.72	624.28	16.76 %
01-516-510	Office Supplies - Fin & Acctng	725.79	2,000.00	2,000.00	27.86	644.97	1,355.03	32.25 %
01-516-520	Operating Supplies - Fin & Acctng	2,264.61	3,000.00	3,000.00	0.00	31.76	2,968.24	1.06 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	855.71	700.00	700.00	0.00	239.88	460.12	34.27 %
01-516-630	Improvements Other than Building - Fi	3,490.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		163,495.39	181,371.00	181,371.00	12,510.56	78,705.70	102,665.30	43.39 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	85,299.49	88,076.00	88,076.00	0.00	36,337.09	51,738.91	41.26 %
01-517-720	Interest - CB&T Debt Service Pmts	34,511.03	31,735.00	31,735.00	0.00	13,583.96	18,151.04	42.80 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	0.00	49,921.05	69,889.95	41.67 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	107,497.00	109,647.00	109,647.00	0.00	54,823.50	54,823.50	50.00 %
01-521-310	Professional Services - Law Enf	83,460.50	108,000.00	108,000.00	3,528.00	40,033.00	67,967.00	37.07 %
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	3,528.00	94,856.50	123,290.50	43.48 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	106,159.48	110,812.00	110,812.00	8,543.96	51,158.94	59,653.06	46.17 %

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

General Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2024 / 3

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MYD 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	67.37	531.63	11.25 %
01-524-210	Fica Taxes - Bldg & Zoning	8,263.75	8,523.00	8,523.00	642.43	4,164.21	4,358.79	48.86 %
01-524-220	Retirement Contribution - Bldg & Zoni	13,567.15	15,118.00	15,118.00	1,159.41	7,515.67	7,602.33	49.71 %
01-524-230	Life & Health Insurance - Bldg & Zoni	25,466.29	26,937.00	26,937.00	2,258.42	13,550.52	13,386.48	50.30 %
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	0.00	21,658.25	190,511.75	10.21 %
01-524-311	Engineering Services - Bldg & Zoning	1,475.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-400	Travel Expenses - Bldg & Zoning	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	164.24	200.00	200.00	0.00	127.83	72.17	63.92 %
01-524-520	Operating Supplies - Bldg & Zoning	1,247.62	300.00	300.00	0.00	381.99	(81.99)	127.33 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	579.88	0.00	0.00	3.29	123.23	(123.23)	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	12,607.51	100,045.20	278,339.80	26.44 %
CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	28,107.33	30,443.00	30,443.00	2,400.00	14,541.00	15,902.00	47.76 %
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	1,175.87	1,153.13	50.49 %
01-529-220	Retirement Contribution - Code Enf	3,574.91	4,131.00	4,131.00	325.68	2,116.78	2,014.22	51.24 %
01-529-230	Life & Health Insurance - Code Enf	12,544.95	13,351.00	13,351.00	14.24	(1,014.16)	14,365.16	(7.60) %
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	3,550.00	4,450.00	44.38 %
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	0.00	172.35	627.65	21.54 %
01-529-510	Office Supplies - Code Enf	225.85	200.00	200.00	0.00	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	3.29	38.29	61.71	38.29 %
DEPARTMENT TOTAL		66,148.70	61,849.00	61,849.00	3,424.13	21,755.77	40,093.23	35.18 %
REFUSE/SANITATION								

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

General Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2024 / 3

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	23,037.18	132,540.75	129,655.25	50.55 %
01-534-342	Refuse Disposal - Commercial - Refuse	138,955.95	130,366.00	130,366.00	0.00	61,154.23	69,211.77	46.91 %
DEPARTMENT TOTAL								
		364,310.15	392,562.00	392,562.00	23,037.18	193,694.98	198,867.02	49.34 %
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	0.00	10,975.00	(10,975.00)	0.00 %
01-538-400	Travel Expenses - Stormwater	42.46	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-538-405	Training - Stormwater	0.00	1,000.00	1,000.00	0.00	876.00	124.00	87.60 %
01-538-460	Repairs and Maintenance - Stormwater	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
01-538-492	Recording & Other Fees - Stormwater	0.00	250.00	250.00	0.00	0.00	250.00	0.00 %
01-538-540	Books, Pub., Sub., & Memberships - St	100.00	100.00	100.00	0.00	500.00	(400.00)	500.00 %
DEPARTMENT TOTAL								
		11,637.46	35,350.00	35,350.00	0.00	12,351.00	22,999.00	34.94 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov't	23,963.92	10,000.00	10,000.00	1,528.34	17,658.83	(7,658.83)	176.59 %
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	0.00	5,170.61	7,329.39	41.36 %
01-539-413	Public Works - Communication - Gen Go	2,706.62	0.00	0.00	0.00	1,132.09	(1,132.09)	0.00 %
01-539-414	Community Center-Communication-Gen Go	1,659.36	2,000.00	2,000.00	0.00	829.68	1,170.32	41.48 %
01-539-431	City Hall - Utilities - Gen Gov't	19,282.25	21,000.00	21,000.00	748.10	9,188.95	11,811.05	43.76 %
01-539-432	Activity Center - Utilities - Gen Gov	2,207.41	2,500.00	2,500.00	89.80	1,219.88	1,280.12	48.80 %
01-539-433	MULTI-PURPOSE BUILD - UTILITIES - GEN	2,802.95	2,500.00	2,500.00	73.60	1,325.26	1,174.74	53.01 %
01-539-434	Community Center-Utilities-Gen Gov	6,361.66	7,500.00	7,500.00	245.08	2,519.89	4,980.11	33.60 %
01-539-440	Rentals and Leases - Gen Gov't Bl	9,831.97	5,000.00	5,000.00	744.90	4,611.12	388.88	92.22 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	4,650.29	6,000.00	6,000.00	329.09	9,578.82	(8,656.15)	159.65 %
01-539-462	Activity Center - Repairs & Maint - G	490.79	3,000.00	3,000.00	0.00	2,350.00	650.00	78.33 %
01-539-463	MUTIL-PURPOSE BUILD- REPAIRS & MAINT	518.35	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-539-464	Community Center-Repairs & Maint-Gen	2,337.11	4,500.00	4,500.00	0.00	3,904.02	595.98	86.76 %
01-539-490	Other Current Charges - Gen Gov't	93.98	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

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General Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2024 / 3

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	603.62	7,291.12	(2,291.12)	145.82 %
01-539-522	Activity Center - Operating Supplies	1,144.07	1,000.00	1,000.00	695.59	1,211.92	(211.92)	121.19 %
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	34.78	1,126.36	1,273.64	46.93 %
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	5,092.90	69,357.98	74,064.69	46.71 %
ROADS AND STREETS								
01-541-120	Regular Salary - Wages - Roads & Stre	176,454.86	236,388.00	236,388.00	17,328.57	90,985.22	145,402.78	38.49 %
01-541-130	Other Salaries and Wages - Roads & St	105.00	0.00	0.00	40.66	205.66	(205.66)	0.00 %
01-541-140	Overtime - Roads & Streets	7,788.09	5,145.00	5,145.00	163.05	2,323.06	2,821.94	45.15 %
01-541-210	Fica Taxes - Roads & Streets	14,277.27	18,477.00	18,477.00	1,244.70	6,993.10	11,483.90	37.85 %
01-541-220	Retirement Contribution - Roads & Str	23,537.89	31,288.00	31,288.00	2,375.05	13,620.76	17,667.24	43.53 %
01-541-230	Life & Health Insurance - Roads & Str	49,030.65	67,346.00	67,346.00	6,131.38	26,342.17	41,003.83	39.11 %
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	125.00	5,281.35	34,718.65	13.20 %
01-541-311	Engineering Services - Roads & Street	33,385.77	95,000.00	95,000.00	0.00	0.00	95,000.00	0.00 %
01-541-400	Travel Expenses - Roads & Streets	80.00	500.00	500.00	0.00	50.00	450.00	10.00 %
01-541-405	Training - Streets	438.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-410	Communication Services - Roads & Stre	3,385.33	10,000.00	10,000.00	0.00	830.82	9,169.18	8.31 %
01-541-430	Utilities - Roads & Streets	26,322.51	40,000.00	40,000.00	1,701.06	13,295.65	26,704.35	33.24 %
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	23.73	2,273.73	12,726.27	15.16 %
01-541-461	Repairs & Maintenance-Equipment - Roa	14,377.72	10,000.00	10,000.00	0.00	2,486.34	7,513.66	24.86 %
01-541-464	Vehicle Fuel - Roads & Streets	7,600.82	10,000.00	10,000.00	0.00	5,828.82	4,171.18	58.29 %
01-541-465	Vehicle Maintenance - Roads & Streets	8,935.33	12,000.00	12,000.00	0.00	2,661.32	9,338.68	22.18 %
01-541-466	Public Works/Utilities Facility - Rep	1,977.95	5,000.00	5,000.00	0.00	461.69	4,538.31	9.23 %
01-541-470	Printing and Reproduction - Streets	43.63	200.00	200.00	0.00	0.00	200.00	0.00 %
01-541-493	Equipment Rental - Roads & Streets	1,013.56	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	254.12	500.00	500.00	44.42	194.79	305.21	38.96 %
01-541-520	Operating Supplies - Roads & Streets	7,684.70	10,000.00	10,000.00	155.65	3,286.99	6,713.01	32.87 %
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
MARCH 2024 MONTHLY FINANCIALS

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General Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2024 / 3

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	300.00	200.00	60.00 %
01-541-630	Improvements Other than Building - Ro	39,802.00	0.00	0.00	0.00	1,139.78	(1,139.78)	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	64,026.37	53,050.00	53,050.00	0.00	49.71	53,000.29	0.09 %
01-541-650	Construction in Progress - Roads & St	0.00	650,000.00	650,000.00	0.00	450.00	649,550.00	0.07 %
01-541-660	Books, Pub. & Library Materials - Road	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		533,890.43	1,411,259.00	1,411,259.00	29,333.27	198,644.49	1,212,614.51	14.08 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	83,407.86	83,765.00	83,765.00	6,806.00	40,836.02	42,928.98	48.75 %
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	510.61	3,321.42	3,126.58	51.51 %
01-571-220	Retirement Contribution - Library	10,232.95	11,437.00	11,437.00	923.58	5,992.00	5,445.00	52.39 %
01-571-230	Life & Health Insurance - Library	25,465.27	26,910.00	26,910.00	48.84	11,288.94	15,621.06	41.95 %
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	197.50	4,079.71	(1,279.71)	145.70 %
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	176.40	2,103.20	4,396.80	32.36 %
01-571-430	Utilities - Library	2,990.04	5,700.00	5,700.00	129.73	1,619.37	4,080.63	28.41 %
01-571-460	Repairs and Maintenance - Library	468.54	550.00	550.00	0.00	1,888.85	(1,338.85)	343.43 %
01-571-470	Printing and Reproduction - Library	0.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-571-480	Promo Activities & Legal Ads - Librar	566.80	2,600.00	2,600.00	0.00	42.00	2,558.00	1.62 %
01-571-490	Other Current Charges - Library	662.05	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-510	Office Supplies - Library	1,927.67	1,600.00	1,600.00	0.00	175.50	1,424.50	10.97 %
01-571-520	Operating Supplies - Library	28.36	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-531	Landscape Materials & Supplies - Libr	1,267.08	2,700.00	2,700.00	0.00	269.88	2,430.12	10.00 %
01-571-540	Books, Pub., Sub., & Memberships - Li	18,161.53	18,600.00	18,600.00	359.30	5,370.42	13,229.58	28.87 %
DEPARTMENT TOTAL		159,937.97	180,711.00	180,711.00	9,170.10	79,011.11	101,699.89	43.72 %

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

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General Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2024 / 3

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	262.50	5,983.67	9,016.33	39.89 %
01-572-430	Utilities - Parks	12,007.01	17,000.00	17,000.00	151.18	7,433.50	9,566.50	43.73 %
01-572-460	Repairs and Maintenance - Parks	6,915.69	5,000.00	5,000.00	0.00	3,532.20	1,467.80	70.64 %
01-572-493	Equipment Rental - Parks	401.38	750.00	750.00	0.00	0.00	750.00	0.00 %
01-572-520	Operating Supplies - Parks	970.86	1,000.00	1,000.00	358.79	1,984.06	(984.06)	198.41 %
DEPARTMENT TOTAL		32,195.64	38,750.00	38,750.00	772.47	18,933.43	19,816.57	48.86 %
SPECIAL EVENTS								
01-574-310	Professional Services - Spec Events	2,119.00	2,500.00	2,500.00	0.00	200.00	2,300.00	8.00 %
01-574-440	Rentals and Leases - Spec Events	32,885.80	34,000.00	34,000.00	0.00	50,311.30	(16,311.30)	147.97 %
01-574-480	Promo Activities & Legal Ads - Spec E	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-574-490	Other Current Charges - Spec Events	0.00	800.00	800.00	0.00	228.50	571.50	28.56 %
01-574-520	Operating Supplies - Spec Events	4,392.47	7,000.00	7,000.00	0.00	5,647.74	1,352.26	80.68 %
DEPARTMENT TOTAL		39,397.27	45,300.00	45,300.00	0.00	56,387.54	(11,087.54)	124.48 %
NON-DEPARTMENTAL								
01-590-310	Professional Services - Non-Dept	18,301.25	35,000.00	35,000.00	1,025.00	15,118.15	19,881.85	43.19 %
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	0.00	6,543.09	13,456.91	32.72 %
01-590-440	Rentals and Leases - Non-Dept	0.00	5,500.00	5,500.00	88.73	443.69	5,056.31	8.07 %
01-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	0.00	106,078.50	(9,078.50)	109.36 %
01-590-464	Vehicle Fuel - Non-Departmental	658.39	550.00	550.00	0.00	417.61	132.39	75.93 %
01-590-465	Vehicle Maintenance - Non-Departmenta	1,097.10	2,000.00	2,000.00	317.04	321.03	1,678.97	16.05 %
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	132.22	544.61	455.39	54.46 %
01-590-520	Operating Supplies - Non-Dept	1,417.83	3,000.00	3,000.00	120.52	4,112.49	(1,112.49)	137.08 %
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	560.84	2,022.56	2,477.44	44.95 %
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
MARCH 2024 MONTHLY FINANCIALS

General Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2024 / 3

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	818.86	5,698.98	3,301.02	63.32 %
01-590-550	Pre-Employment Exam/Drug Test	69.50	500.00	500.00	0.00	0.00	500.00	0.00 %
01-590-551	Immunizations - Employees	408.00	600.00	600.00	0.00	418.00	182.00	69.67 %
01-590-552	DOT Testing	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-590-553	Employee Meeting/Awards	717.88	1,000.00	1,000.00	0.00	116.23	883.77	11.62 %
01-590-554	Employee Holiday Dinner	1,076.61	1,500.00	1,500.00	0.00	1,320.72	179.28	88.05 %
01-590-940	Reserves - Unrestricted Reserves - No	0.00	37,409.00	32,409.00	0.00	0.00	32,409.00	0.00 %
01-590-991	Aids to Private Organizations - Non-D	1,000.00	3,500.00	3,500.00	500.00	1,000.00	2,500.00	28.57 %
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	0.00	(289.11)	289.11	0.00 %
01-590-999	Other - Non-Operating Charges - Non-D	2,746.35	10,000.00	10,000.00	255.22	2,097.26	7,902.74	20.97 %
DEPARTMENT TOTAL		156,649.94	265,559.00	260,559.00	3,818.43	148,202.61	112,356.39	55.81 %

General Fund Revenues Total	3,394,454.33	4,017,648.00	4,017,648.00	174,803.87	2,122,024.68	1,895,623.32	47.18%
General Fund Expenditures Total	2,675,916.47	4,017,648.00	4,017,648.00	134,754.13	1,383,149.07	2,634,500.93	65.57%
Total Revenue vs. Expenditures	718,537.86	0.00	0.00	40,049.74	738,875.61	-738,877.61	

CITY OF POLK CITY
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	3,014,827.96	
05-101-900	Cash - Water Impact Fee Account	150.00	
05-101-913	DEP Loan - Sinking Fund	87,104.04	
05-101-916	US Bank - Sink Fund	801,012.56	
05-101-917	US Bank - Renewal & Replacement Series	200,994.11	
05-101-918	DEP Loan WW531400 - Sink Fund	985.06	
05-101-919	DEP Loan WW531402 - Sink Fund	28,629.89	
05-101-920	Cash - Customer Deposits	366,180.00	
05-101-936	FDEP 531402 Sinking Fund	11,931.67	
05-115-100	Accounts Receivable - Utilities	256,442.86	
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	647,825.65	
05-151-902	Investments - FL SAFE EF Reserves	135,969.48	
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**		21,207,790.30
05-202-100	Accounts Payable	84,008.18	
05-202-200	Accounts Payable - Year End	89,579.00	
05-202-900	Customer Deposits	362,780.00	
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	19,502.85	
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**		12,681,559.71
05-243-100	Encumbrances Placed	51,113.25	
05-245-100	Reserved for Encumbrances	51,113.25-	
	** 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: Mar
 Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-271-100	Fund Balance Unreserved	6,797,039.09	
05-271-150	Fund Balance - Restatement	12,428.57-	
05-271-200	Net Asset Adjustment Account	10,071.23-	
05-272-100	Retained Earnings	734,552.82	
	** TOTAL EQUITY**		8,144,321.71
	** TOTAL REVENUE**		1,374,998.35
	** TOTAL EXPENSE**		993,089.47
	TOTAL LIABILITY AND EQUITY		21,207,790.30

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE
50.00 % Yr Complete For Fiscal Year: 2024 / 3

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	(EXCESS)/DEFICIT	2024 PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	1,404.93	195.00	195.00	0.00	(15.38)	210.38	7.89-%
05-325-111	Connection Fees - Water - Cash Basis	19,389.60	10,000.00	10,000.00	555.96	3,842.88	6,157.12	36.43 %
05-325-210	Readiness to Serve Charge - Sewer	14,726.81	4,282.00	4,282.00	0.00	(312.30)	4,594.30	7.29-%
05-325-211	Readiness to Serve Charge - Water	14,047.98	1,948.00	1,948.00	0.00	(153.81)	2,101.81	7.90-%
05-329-200	Other Lic./Fees/Permits	1,503.69	600.00	600.00	0.00	600.00	0.00	100.00 %
05-340-300	Water Utility Revenue	1,318,141.76	1,314,799.00	1,314,799.00	113,764.97	654,498.68	660,300.32	49.78 %
05-340-500	Sewer Utility Revenue	1,299,451.90	1,316,249.00	1,316,249.00	116,004.09	663,918.34	652,330.66	50.44 %
05-359-100	Other Fines and/or Forfeitures	32,345.00	33,960.00	33,960.00	2,435.00	13,525.00	20,435.00	39.83 %
05-359-200	Non Sufficient Funds	2,640.00	2,340.00	2,340.00	160.00	905.00	1,435.00	38.68 %
05-359-300	Late Fees	26,344.50	26,348.00	26,348.00	2,068.50	12,558.00	13,790.00	47.66 %
05-361-200	Interest/Dividends - FL SAFE	34,808.00	32,637.00	32,637.00	3,576.12	21,031.94	11,605.06	64.44 %
05-369-100	Misc. Income	0.00	0.00	0.00	2,000.00	4,600.00	(4,600.00)	0.00 %
05-369-112	Cash Drawer Overage - Bank Rec	11,163.93	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-401	Insurance - Claims	529.58	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	70.44	0.00	0.00	0.00	0.00	0.00	0.00 %
05-381-900	Cash Carry Forward	0.00	972,744.00	972,744.00	0.00	0.00	972,744.00	0.00 %
DEPARTMENT TOTALS		2,776,568.12	3,716,102.00	3,716,102.00	240,564.64	1,374,998.35	2,341,103.65	37.00 %

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

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Enterprise Fund Expenditures
50.00 % Yr Complete For Fiscal Year: 2024 / 3

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MYD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
Water								
05-518-120	Regular Salary - Wages - Water Admin	72,433.52	124,610.00	124,610.00	5,297.40	29,418.35	95,191.65	23.61 %
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	399.33	2,872.34	6,736.66	29.89 %
05-518-220	Retirement Contribution - Water Admin	26,326.33	17,045.00	17,045.00	718.86	5,084.90	11,960.10	29.83 %
05-518-230	Life & Health Insurance - Water Admin	32,832.34	40,325.00	40,325.00	3,372.28	19,111.88	21,213.12	47.39 %
05-518-240	Worker's Compensation - Water Adm	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	3,878.46	11,996.60	(11,996.60)	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	499.00	251.00	66.53 %
05-518-470	Printing and Reproduction - Water Adm	0.00	400.00	400.00	0.00	0.00	400.00	0.00 %
05-518-490	Other Current Charges - Water Admin	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-518-510	Office Supplies - Water Admin	493.64	600.00	600.00	84.79	206.57	393.43	34.43 %
05-518-520	Operating Supplies - Water Admin	2,325.13	1,500.00	1,500.00	22.20	970.83	529.17	64.72 %
05-518-540	Books, Pub., Sub., & Memberships - Wa	239.88	300.00	300.00	0.00	0.00	300.00	0.00 %
05-518-630	Improvements Other than Building - Wa	6,980.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		173,104.74	221,988.00	221,988.00	13,773.32	70,230.47	151,757.53	31.64 %
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05-533-120	Regular Salary - Wages - Water Oper	164,863.62	149,442.00	149,442.00	15,425.59	92,989.82	56,452.18	62.22 %
05-533-130	Other Salaries and Wages - Water Oper	52.50	0.00	0.00	20.33	102.83	(102.83)	0.00 %
05-533-140	Overtime - Water Oper	8,268.65	7,133.00	7,133.00	786.38	3,290.81	3,842.19	46.14 %
05-533-210	Fica Taxes - Water Oper	13,505.79	11,978.00	11,978.00	1,221.29	7,622.77	4,355.23	63.64 %
05-533-220	Retirement Contribution - Water Oper	75,157.96	16,165.00	16,165.00	2,200.69	13,839.37	2,325.63	85.61 %
05-533-230	Life & Health Insurance - Water Oper	33,571.24	40,640.00	40,640.00	3,096.76	19,180.96	21,459.04	47.20 %
05-533-240	Worker's Compensation - Water Ope	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	112.50	6,133.20	8,866.80	40.89 %
05-533-311	Engineering Services - Water Oper	51,273.75	100,000.00	100,000.00	0.00	18,963.75	81,036.25	18.96 %
05-533-312	Professional Services - Other - Water	9,332.12	20,000.00	20,000.00	838.33	8,329.85	11,670.15	41.65 %
05-533-313	Professional Services - Polk Regional	1,196.03	2,000.00	2,000.00	0.00	990.70	1,009.30	49.54 %
05-533-314	Professional Services - Samples	2,441.00	5,000.00	5,000.00	0.00	1,241.00	3,759.00	24.82 %
05-533-400	Travel Expenses - Water Oper	1,190.58	1,250.00	1,250.00	0.00	869.16	380.84	69.53 %
05-533-405	Training - Water Oper	1,306.50	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00 %
05-533-410	Communication Services - Water Oper	5,260.50	8,000.00	8,000.00	0.00	1,685.30	6,314.70	21.07 %

CITY OF POLK CITY
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Enterprise Fund Expenditures

50.00 % Yr Complete For Fiscal Year: 2024 / 3

G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
05-533-430	Utilities - PW/Utilities Facility Wat	1,285.49	2,500.00	2,500.00	32.64	677.74	1,822.26	27.11 %
05-533-431	Mt. Olive WTP - Utilities - Water Ope	6,301.43	7,000.00	7,000.00	366.70	3,850.13	3,149.87	55.00 %
05-533-432	Commonwealth WTP - Utilities - Water	1,146.69	1,500.00	1,500.00	107.96	670.28	829.72	44.69 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	10,950.47	12,000.00	12,000.00	807.91	5,121.89	6,878.11	42.68 %
05-533-460	Repairs and Maintenance - Water Oper	2,648.11	115,000.00	115,000.00	2,301.65	17,415.71	89,784.29	15.14 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	1,952.37	5,000.00	5,000.00	0.00	1,561.29	3,438.71	31.23 %
05-533-462	Commonwealth WTP - Repairs and Maint	1,507.46	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	291.89	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00 %
05-533-464	Vehicle Fuel - Water Oper	12,681.44	15,000.00	15,000.00	0.00	4,365.40	10,634.60	29.10 %
05-533-465	Vehicle Maintenance - Water Oper	4,353.15	7,000.00	7,000.00	40.78	6,880.03	119.97	98.29 %
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	1,104.11	2,395.89	31.55 %
05-533-470	Printing and Reproduction - Water Ope	21.82	400.00	400.00	0.00	0.00	400.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	4,300.00	4,440.00	4,440.00	0.00	0.00	4,440.00	0.00 %
05-533-510	Office Supplies - Water Oper	226.26	500.00	500.00	40.37	241.63	258.37	48.33 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	26,511.47	17,500.00	17,500.00	666.38	9,201.83	8,298.17	52.58 %
05-533-522	Commonwealth WTP - Operating Supplies	1,140.12	2,000.00	2,000.00	0.00	0.00	2,000.00	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	423.58	1,000.00	1,000.00	0.00	21.97	978.03	2.20 %
05-533-526	Meter Supplies - New Installs - Water	11,607.78	9,000.00	9,000.00	847.80	6,836.30	2,163.70	75.96 %
05-533-527	Meter Supplies - Repairs & Maintenanc	130,965.58	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	122,698.00	100,000.00	100,000.00	2,242.51	2,242.51	97,757.49	2.24 %
05-533-630	Improvements Other than Building - Wa	458.73	750.00	750.00	0.00	20.00	730.00	2.67 %
05-533-640	Machinery & Equipment - Water Oper	1,125.00	0.00	0.00	0.00	4,250.00	0.00	0.00 %
05-533-660	Other Capital Assets - Water Operatio	14,316.55	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-710	Principal - Water Oper	510.00	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	31,156.57	388,315.84	448,249.16	45.99 %

Sewer

05-535-120	Regular Salary - Wages - Sewer Oper	104,880.86	152,126.00	152,126.00	8,416.36	49,665.93	102,440.07	32.66 %
05-535-130	Other Salaries and Wages - Sewer Oper	52.50	0.00	0.00	20.32	102.82	(102.82)	0.00 %
05-535-140	Overtime - Sewer Oper	6,641.94	7,288.00	7,288.00	630.06	3,169.17	4,118.83	43.48 %

CITY OF POLK COUNTY
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Enterprise Fund Expenditures
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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	688.07	4,349.62	7,845.38	35.67 %
05-535-220	Retirement Contribution - Sewer Oper	31,667.54	16,550.00	16,550.00	1,228.32	7,886.19	8,661.81	47.66 %
05-535-230	Life & Health Insurance - Sewer Oper	24,746.32	40,672.00	40,672.00	1,976.45	12,958.29	27,713.71	31.86 %
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	112.50	1,722.55	8,277.45	17.23 %
05-535-311	Engineering Services - Sewer Oper	500.00	180,000.00	180,000.00	0.00	35,843.75	144,156.25	19.91 %
05-535-312	Professional Services - Other - Sewer	35,800.56	35,000.00	35,000.00	3,363.33	26,317.25	8,682.75	75.19 %
05-535-314	Professional Services - Samples	8,346.00	11,000.00	11,000.00	230.00	5,004.00	5,996.00	45.49 %
05-535-400	Travel Expenses - Sewer Oper	896.67	1,500.00	1,500.00	0.00	21.95	1,478.05	1.46 %
05-535-405	Training - Sewer Oper	536.50	2,000.00	2,000.00	0.00	20.00	1,980.00	1.00 %
05-535-410	Communication Services - Sewer Oper	5,259.93	5,500.00	5,500.00	0.00	2,223.20	3,276.80	40.42 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	2,890.27	3,200.00	3,200.00	0.00	770.35	2,429.65	24.07 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,053.80	2,500.00	2,500.00	0.00	1,026.90	1,473.10	41.08 %
05-535-430	Utilities - PW/Utilities Facility Sew	5,913.03	5,500.00	5,500.00	269.05	5,449.48	50.52	99.08 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	42,105.00	39,700.00	39,700.00	2,556.89	20,706.84	18,993.16	52.16 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,447.14	9,000.00	9,000.00	535.64	4,433.88	4,566.12	49.27 %
05-535-460	Repairs and Maintenance - Sewer Oper	85,342.06	130,000.00	130,000.00	79.44	25,876.55	61,663.45	19.91 %
05-535-461	Cardinal Hill - Repairs and Maint - S	18,242.03	390,000.00	390,000.00	0.00	41,915.10	347,231.65	10.75 %
05-535-464	Vehicle Fuel - Sewer Oper	7,191.99	7,000.00	7,000.00	0.00	4,447.59	2,552.41	63.54 %
05-535-465	Vehicle Maintenance - Sewer Oper	4,821.31	6,000.00	6,000.00	411.84	6,729.31	(729.31)	112.16 %
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	2,795.56	(295.56)	111.82 %
05-535-470	Printing and Reproduction - Sewer Ope	21.81	100.00	100.00	0.00	0.00	100.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-535-492	Recording & Other Fees - Sewer Oper	0.00	0.00	0.00	0.00	500.00	(500.00)	0.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	531.30	300.00	300.00	40.37	53.08	246.92	17.69 %
05-535-520	Operating Supplies - Sewer Oper	15,947.59	20,000.00	20,000.00	229.00	4,737.07	15,262.93	23.69 %
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	0.00	12,973.00	22,027.00	37.07 %
05-535-524	Chemicals - Sewer Oper	29,370.40	10,000.00	10,000.00	2,714.60	16,755.40	(6,755.40)	167.55 %
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	1,139.78	(1,139.78)	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	18,394.54	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	45,684.10	639,719.00	639,719.00	0.00	19,509.77	620,209.23	3.05 %
05-535-660	Other Capital Assets - Sewer Operatio	510.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-710	Principal - Sewer Oper	0.00	355,782.00	355,782.00	69,424.40	69,424.40	286,357.60	19.51 %
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	18,664.64	18,664.64	239,901.36	7.22 %

CITY OF POLK CITY
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G/L ACCOUNT	DESCRIPTION	2023 ACTUALS	2024 ADOPTED BUDGET	2024 ADJ BUDGET	2024 MTD EXPENSES	2024 YTD EXPENSES	2024 AVAIL BUDGET	2024 PERCENTAGE REALIZED
05-535-722	Interest - DEP Effluent Disposal Loan	1,608.06	1,554.00	1,554.00	0.00	0.00	1,554.00	0.00 %

DEPARTMENT TOTAL		853,830.49	2,441,765.00	2,441,765.00	111,591.28	407,315.42	1,991,136.33	16.68 %
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EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	17,363.26	25,000.00	25,000.00	1,025.00	6,122.45	18,877.55	24.49 %
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	0.00	13,284.41	14,715.59	47.44 %
05-590-440	Rentals and Leases - Non-Dept	4,960.22	5,500.00	5,500.00	522.24	3,081.60	2,418.40	56.03 %
05-590-450	Liability Insurance - Non-Dept	80,758.50	97,000.00	97,000.00	0.00	89,529.50	7,470.50	92.30 %
05-590-510	Office Supplies - Non-Departmental	1,063.55	750.00	750.00	132.22	349.31	400.69	46.57 %
05-590-520	Operating Supplies - Non-Dept	1,094.57	1,000.00	1,000.00	118.48	5,222.00	(4,222.00)	522.20 %
05-590-521	Emergencies & Contingencies - Operati	9,797.03	0.00	0.00	0.00	1,869.29	(1,869.29)	0.00 %
05-590-525	Uniforms - Non Dept	4,416.82	3,000.00	3,000.00	133.82	1,886.94	1,113.06	62.90 %
05-590-528	Postage - Non-Dept	2,141.59	1,000.00	1,000.00	12.85	20.10	979.90	2.01 %
05-590-540	Books, Pub., Sub., & Memberships -NON	342.67	750.00	750.00	0.00	4,340.12	(3,590.12)	578.68 %
05-590-550	Pre-Employment Exam/Drug Test	183.50	400.00	400.00	0.00	0.00	400.00	0.00 %
05-590-551	Immunizations - Employees	1,509.00	1,000.00	1,000.00	0.00	61.00	939.00	6.10 %
05-590-552	DOT Testing	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-553	Employee Meeting/Awards	375.43	1,000.00	1,000.00	0.00	449.07	550.93	44.91 %
05-590-554	Employee Holiday Dinner	922.14	1,500.00	1,500.00	0.00	944.81	555.19	62.99 %
05-590-720	Interest - Bond 2017 Issue	(39,358.04)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	56,381.91	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-920	Transfer to General Fund - Non-Dept	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	27,214.00	27,214.00	0.00	0.00	27,214.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	190.55	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	540.01	1,372.00	1,372.00	0.00	0.00	1,372.00	0.00 %
05-590-995	Refund of Overpayments - Non-Dept	870.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-996	Bad Debt - Non-Dept	21,224.47	5,000.00	5,000.00	0.00	(388.17)	5,388.17	(7.76) %
05-590-999	Other - Non-Operating Charges - Non-D	(14.54)	5,000.00	5,000.00	85.67	434.34	4,565.66	8.69 %
DEPARTMENT TOTAL		302,625.59	207,986.00	207,986.00	2,030.28	127,206.77	80,779.23	61.16 %

Enterprise Fund Revenues Total		2,776,568.12	3,716,102.00	3,716,102.00	240,564.64	1,374,998.35	2,341,103.65	37.00 %
Enterprise Fund Expenditures Total		-2,142,693.66	-3,716,102.00	-3,716,102.00	-159,551.45	-953,063.50	-2,723,035.50	26.72 %
Total Revenue vs. Expenditures		633,884.46	0.00	0.00	82,013.19	381,929.85	-381,931.85	

CITY OF POLK CITY
Simple Balance Sheet

For Fiscal Year: 2024 thru Month: Mar
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	231,299.57	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	146,189.50	
08-151-102	Investments - FL SAFE GF Recreation	437,157.87	
08-151-103	Investments - FL SAFE GF Facilities	483,400.87	
	** TOTAL ASSET**		1,412,927.53
	** 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**		38,542.75
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,412,927.53

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

GFIF Special Revenues
Budget Revenues
50.00 % Yr Complete For Fiscal Year: 2024 / 3

G/L ACCOUNT	DESCRIPTION	2023 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	ADJ ANTICIPATED	2024 CURRENT REVENUE	2024 YTD REVENUE	2024 (EXCESS)/DEFICIT	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 Fee	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	5,911.10	34,764.48	(19,764.48)	231.76 %
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	5,911.10	38,542.75	194,240.25	16.56 %
EXPENDITURES								
08-521-529	Permit Customer Refund - Police Public	644.99	0.00	0.00	0.00	0.00	0.00	0.00 %
08-521-930	Reserves - Police Public Safety Impact	0.00	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 %
08-522-529	Permit Customer Refund - Fire Public	345.11	0.00	0.00	0.00	0.00	0.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	0.00	183,106.00	183,106.00	0.00	0.00	183,106.00	0.00 %
08-522-931	Reserves - Fire Public Safety Int/Div	1,748.01	750.00	750.00	0.00	0.00	750.00	0.00 %
08-539-529	Permit Customer Refund - Public Facil	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
08-539-930	Reserves - Public Facility Impact Fee	0.00	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 %
08-572-529	Permit Customer Refund - Parks & Rec	1,040.16	0.00	0.00	0.00	0.00	0.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	0.00	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	5,911.10	38,542.75	194,240.25	16.56 %
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	5,911.10	38,542.75	427,023.25	

CITY OF POLK CITY
 Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	454,525.04	
09-101-900	EF Water Impact Fee Account	127,240.57	
09-151-800	Investements - Sewer Impact	1,770,091.99	
09-151-900	Investements - Water Impact	287,816.07	
09-169-900	CIP - Construction Costs	28,872.10	
	** TOTAL ASSET**		2,668,545.77
	** 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**		77,605.09
	** TOTAL EXPENSE**		91,133.57
	TOTAL LIABILITY AND EQUITY		2,668,545.77

CITY OF POLK CITY
MARCH 2024 MONTHLY FINANCIALS

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EFIF Special Revenues
50.00 % Yr Complete For Fiscal Year: 2024 / 3

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	1,747.00	9,335.00	27,352.00	25.44 %
09-361-200	Interest/Dividends - FL SAFE	79,470.00	66,225.00	66,225.00	0.00	13,245.00	52,980.00	20.00 %
09-381-900	CASH Carry Forward EF Impact Fees	91,066.92	15,000.00	15,000.00	9,356.07	55,025.09	(40,025.09)	366.83 %
DEPARTMENT TOTALS								
		215,958.92	209,456.00	209,456.00	11,103.07	77,605.09	131,850.91	37.05 %
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	Permit Customer Refund - Water Impact	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 %
09-535-529	Permit Customer Refund - Sewer Impact	4,415.00	1,725.00	1,725.00	0.00	0.00	1,725.00	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	11,103.07	77,605.09	131,850.91	37.05%
EF Impact Fee Fund Expenditures Total	-13,149.50	-209,456.00	-209,456.00	0.00	-51,133.57	-118,322.43	43.51%
Total Revenue vs. Expenditures	202,809.42	0.00	0.00	11,103.07	-13,528.48	13,528.48	

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

STATISTICAL DATA

West Division

Date: April 8, 2024 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for March 2024

ACTIVITY	
FELONY ARREST	5
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	2
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	7
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	5
TRAFFIC CITATIONS	9
INTELLIGENCE REPORTS	1
STOLEN PROPERTY RECOVERED	\$17,000 stolen trailer located for Orange Co.
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	30
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	2
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	344
TRAFFIC STOPS	15
TOTAL DISPATCHED CALLS FOR SERVICE	86



In March 2024, there was one (1) PROCAP captured crimes as compared to zero (0) in March 2023. There was one incident of a reported catalytic converter theft reported 815 Lakeshore Dr. During the investigation, video surveillance from neighbors was obtained and determined the theft did not happen at the reported address. This case was closed due to it did not occur in our jurisdiction as reported. A stolen dump trailer from Orange County was located and recovered from Sandy Pointe Subdivision. The \$17,000.00 dump trailer was later returned to the registered owner. So in March we are sitting at 0 Pro-Cap crimes. In all for 2024 we are sitting at 7 Pro-Cap related crimes compared to 4 Pro-Cap crimes reported by this time in 2023. In an attempt to eliminate ny further increase in crimes, myself and the Detail Deputies are showing extra attention to the trend related crime areas such as Van Fleet Trail Head, and Gas Stations. Several traffic stops are being conducted on Berkley Rd., due to “No Thru Trucks” sign recently installed.

Sector	CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
UNFOUNDED										
13	PCSO-240009302	2024-03-04 / 0104hrs	2024-03-04 / 0222hrs	Mon	815 LAKESHORE DR	Unk susp attempted to cut the catalytic converter off the victs Chevy truck which was found to be hanging from the bottom of the truck / no entry was made to the veh / further investigation revealed that the exhaust pipe was cut, but possibly at a different time frame that what the vict thought due to no video of incident, the cut in the exhaust pipe was a few inches from the pipe with a slight amount of rusting, the catalytic converter was not damaged Unfounded	Brandt	no	yes	closed

Department of Law Enforcement																														
Polk City - 2023 - 2024																														
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly Change	YTD Average		
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	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	
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	
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	
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	
Burg Conveyance	0	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3	-100%	0.3	1.0
Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Grand Theft	0	0	1	0	0	0	0	0	0	0	1	0	1	0	1	0	0	0	0	0	0	0	0	3	0	1	0	0%	0.3	0.0
Petit Theft	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	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
Retail Theft	0	2	0	0	0	0	0	0	1	0	1	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	2	0%	0.0	0.7
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	1	0	0%	0.3	0.0
Totals	2	6	2	1	0	0	2	0	1	0	4	0	2	0	1	0	3	0	0	0	1	0	3	0	4	7	-100%	1.3	2.3	
% Change	200%		-50%		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		75%		3		75%	
FIR's	4	1	1	3	0	5	0	0	0	0	1	0	4	0	0	0	3	0	0	0	1	0	0	0	5	9	4	YTD FIR		

Public Works & Utilities Report

March 2024

Public Works Department- Work Orders: Total 237

BUILDING MAINTENANCE: 68

Custodial services A/C: 2

Custodial services Freedom Park: 2

Custodial services utilities dept.: 1

VEHICLE/EQUIPMENT MAINTENANCE: 56

EVENT SET UP- INSPECTION: 5

LANDSCAPING, MOWING: 39

PARKS AND RECREATION: 11

procurement: **3**

Stormwater: **8**

Street signs: **11**

Repairs: 1

TRASH PARKS AND FACILITIES: 11

TRASH ROADS AND STREES: 14

Streets Rep and maintenance: 2

Utilities Department- Work Orders: Total 190

TURN ON: 28

Temporary TURN OFF: 16

TURN OFF: 40

Turn back on from shut off list: 13

Install water: 2

LOCATES: 1

METER MAINTENANCE: 66

LIFT STATION MAITENANCE: 17

LIFT STATION REPAIR: 3

WWTP REPAIR AND MAINTENANCE: 1

METERS READ: 3,363

MISREADS: 139.

WATER LEAK: 5 (4935 Northshore DR.125 Sunset Dr. 5153 Island view Cir. 9107 Golden Gate Blvd)

Sewer Manhole Backup Rindge Rd.

BACK FLOW TESTING & Repair.

Utility Billing Report

March 2024

New Accounts Established: 17
Final/Terminated Service: 19
Bills Processed: 2726
Email/ Bill Customers: 2005
Work Orders Processed: 131
Lock off for Nonpayment: 19
Nonpayment fees (\$50): 42
Billed Consumption: 12,790,000
Billed/Revenue: \$289,792.27
Residential Billing: 2617
Irrigation Billing: 585
Commercial Billing: 93
Building Rentals Activity/Bronson Center/Freedom Park: 15

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
April 16, 2024**

PRESENTATIONS:

Proclamation for Water Conservation Month

INFORMATION ONLY
 ACTION REQUESTED

ISSUE: This proclamation is in recognition of Water Conservation Month

ATTACHMENTS: Yes

ANALYSIS: N/A

STAFF RECOMMENDATION: Recognize April 2024 as Water Conservation Month



Proclamation

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, The State of Florida, Water Management Districts and Polk City are working together to increase awareness about the importance of water conservation; and

WHEREAS, Polk City and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, Polk City has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water; and

WHEREAS, every business, industry, school and citizen can help by saving water and thus promote a healthy economy and community; and

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me, Joe LaCascia, Mayor of Polk City do hereby proclaim the month of April as

Water Conservation Month

Polk City, Florida is calling upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

Polk City

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

**City Commission Meeting
April 16, 2024**

AGENDA ITEM #1:

ORDINANCE 2024-03 – City-Initiated Text Amendment to the Land Development Code

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

ORDINANCE 2024-03 – AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.01, “ZONING DISTRICT SUMMARY TABLES” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING MINIMUM DEVELOPMENT STANDARDS IN TABLE 5 FOR THE R-1 SINGLE FAMILY ZONING DISTRICT & REDUCING THE MINIMUM REQUIRED LOT SIZE, LOT WIDTH AND SIDE YARD SETBACK REQUIREMENTS WITHIN THE POLK CITY EXEMPTION AREA OF THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION AN EFFECTIVE DATE. **First Reading**

ATTACHMENTS:

Ordinance 2024-03
CFRPC Staff Report

ANALYSIS:

City staff has identified the need for a City-initiated text amendment to the Polk City Land Development Code (LDC) to reduce inconsistencies between the R-1 Zoning District Minimum Development Standards and the lots developed in the R-1 Zoning District. See full CFRPC Staff Report attached.

On Monday, April 8, 2024, the Planning Commission voted to forward the proposed Text Amendments to the City’s Land Development Code to the City Commission for approval.

Polk City’s Business Impact Statement is attached.

STAFF RECOMMENDATION:

Approve Ordinance 2024-03 on First Reading.

ORDINANCE 2024-03

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.01, “ZONING DISTRICT SUMMARY TABLES” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING MINIMUM DEVELOPMENT STANDARDS IN TABLE 5 FOR THE R-1 SINGLE FAMILY ZONING DISTRICT & REDUCING THE MINIMUM REQUIRED LOT SIZE, LOT WIDTH AND SIDE YARD SETBACK REQUIREMENTS WITHIN THE POLK CITY EXEMPTION AREA OF THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION AN EFFECTIVE DATE.

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

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

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

(2) The Act authorizes a local government desiring to revise its Unified Land Development code to prepare and adopt amendments.

(3) The City has prepared a text amendment to the Polk City Land Development Code to amend the development standards in Table 5 for the R-1 zoning district in the Polk City Green Swamp Exemption Area. The proposed amendments reduce the minimum lot size from 15,000 square feet to 12,000 square feet, the minimum lot width from 100 feet to 80 feet, and the minimum side setback requirement from 15 feet to 12 feet. These amendments are proposed to lessen nonconformities of existing lots within the R-1 zoning district. The amendments will reduce the number of non-conforming lots due to lot size from 43 percent to 7 percent and non-conforming lots due to lot width from 21 percent to 12 percent.

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

(a) serves a public purpose by serving the public health, safety, morals, and welfare of the City,

(b) has no direct negative economic impact on private, for-profit businesses in the city,

- (c) will not result in direct compliance costs by businesses,
- (d) does not impose any new charge or fee on businesses for which businesses will be financially responsible,
- (e) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City.

(5) Pursuant to Section 163.3187, Florida Statutes, the City Commission held a meeting and hearing on this Unified Land Development Code change, 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) The meetings were advertised and held with due public notice, to obtain public comment; and having considered written and oral comments received during public hearings, find the changes necessary and appropriate to the needs of the City.

SECTION 2. AMENDMENT TO ARTICLE 2, REGULATIONS FOR SPECIFIC DISTRICTS. Article 2, Section 2.04.01 Zoning District Summary Table is hereby amended to read as follows:

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

2.04.00 Establishment of Districts

2.04.01 Zoning District Summary Tables

Table 1 - Table of Development StandardsError! Bookmark not defined.

Zone	Max. Density (units/ac)	Min. Lot Size (sq.ft.)	Min. Lot Width (feet)	Min. s.f. of dwelling unit	Setbacks (feet)			Max. Lot Covg. (%)	Max. Bldg. Height (feet)
					Front	Rear	Sides		
AG-1	1/10 acres	10 acres	250 width 400 depth		40	50	30	5%	45 (3 stories)
AG-2	1/1 acre	1 acre	150		30	20	15	30%	40
R-1	2.5	15,000 12,000	100 80	1,200	30	20	45 12	45%	40
R-2	3.67	10,000	75	1,000	30	20	10	45 %	40
R-3	4.65 8.7	7,500 SF 8,000 Duplex	75 80	950 750/unit	30 30	20 20	10 10	45%	40
R-4:									
SF Mobile Home Duplex MF 3+	5.8 8.7 10	6,000 6,000 8,000 13,000	60 50 80 100	950 750 750/unit 450/unit	30 30 30 30	20 20 20 20	10 10 10 20	45% 45%	50** 40
R-5:									
SF	10	6,500	65	950	20	10	7.5	55%	40
MF 3+ units	10	13,000	100	450/unit	30	20	20	45%	50**
MH:									
MH Park MH Park RV Park RV Camp RV Camp	10 10 10 10 10	4,000 single wide 5,500 dbl wide 3,000 for MH 2,500 pull-thru RV 3,000 Park Model RV	40 55 30 25 30	14 x 60 28 x 60 N/A N/A 500 sf	20	20	7.5	45%	40

SECTION 3. BUSINESS IMPACT ESTIMATE. Pursuant to Section 166.041(4), Florida Statutes, the City is required to prepare a business impact estimate for certain proposed ordinances. This proposed ordinance amends the City's Unified Land Development Code as to certain performance criteria. Such an minor amendment to the City's Unified Land Development Code (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 as it will be applied to all similarly situated applicants, (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. CODIFICATION OF ORDINANCE. This Ordinance shall be codified in the Code of Ordinances of Polk City, Florida, and incorporated into the Unified Land Development Code which is a part thereof. A certified copy of this enacting ordinance shall be located in the Office of the City Clerk of Polk City. The City Clerk shall also make copies available to the public for a reasonable publication charge.

SECTION 5. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 6. CONFLICTING ORDINANCES AND RESOLUTIONS. All existing ordinances and resolutions of Polk City in conflict with this ordinance are repealed to the extent necessary to give this Ordinance full force and effect.

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

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



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 NO. 2024-03

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE POLK CITY LAND DEVELOPMENT CODE BY AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.01, “ZONING DISTRICT SUMMARY TABLES” TO CHANGE THE MINIMUM DEVELOPMENT STANDARDS IN TABLE 5 FOR THE R-1 SINGLE FAMILY ZONING DISTRICT REDUCING THE MINIMUM REQUIRED LOT SIZE, LOT WIDTH AND SIDE YARD SETBACKS WITHIN THE POLK CITY EXEMPTION AREA OF THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING 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): **There are three proposed text amendments to the Development Requirements for the R-1 Zoning District.**

- **Amending the required minimum lot size from 15,000 sf to 12,000 square feet.**
- **Amending the required minimum lot width requirement from 100 feet to 80 feet.**
- **Amending the required minimum side setback from 15 feet to 12 feet.**

These amendments are proposed to help lessen the non-conforming of existing lots within the R-1 zoning district.

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.**

This change is for residential land uses only and will not affect any business.

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

None, this change will only affect land within the R-1, low-density residential, district.

4. Additional information the governing body deems useful (if any): **The proposed change will impact non-conforming lots by amending the required minimum lot size from 15,000 sf to 12,000 square feet and bring them into conformance with the Code. The number of non-conforming lots for lot size would be reduced from 43 percent to 7 percent.**



**POLK CITY CITY COMMISSION
TEXT AMENDMENT TO POLK CITY LAND DEVELOPMENT CODE
MINIMUM DEVELOPMENT STANDARDS IN THE R-1 ZONING DISTRICT**

OVERVIEW

April 16, 2024

TO: Polk City City Commission

FROM: Central Florida Regional Planning Council

SUBJECT: **Text Amendment to the Land Development Code:**
City-initiated text amendment to the Polk City Land Development Code Article 2- Regulations for Specific Districts, Section 2.04.01 "Zoning District Summary Table" Table 5 to reduce the minimum lot size, lot width and side yard setbacks for the R-1 Single Family Zoning District. This change reflects existing conditions of past development in the R-1 Zoning District.

ORDINANCE NO. 2024-03

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE POLK CITY LAND DEVELOPMENT CODE BY AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.01, "ZONING DISTRICT SUMMARY TABLES" TO CHANGE THE MINIMUM DEVELOPMENT STANDARDS IN TABLE 5 FOR THE R-1 SINGLE FAMILY ZONING DISTRICT, REDUCING THE MINIMUM REQUIRED LOT SIZE, LOT WIDTH AND SIDE YARD SETBACKS WITHIN THE POLK CITY EXEMPTION AREA OF THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

AGENDA DATE:

Planning Commission Meeting: April 8, 2024, at 6:00 PM

City Commission Meeting (First Reading): April 16, 2024, at 7:00 PM

City Commission Meeting (Second Reading): May 21, 2024, at 7:00 PM

POLK CITY PLANNING COMMISSION ACTION:

On Monday, April 8, 2024, the Polk City Planning Commission **voted unanimously** to forward the proposed text amendments to the City's Land Development Code to the City Commission with **recommendations of approval**.

CITY COMMISSION MOTION OPTIONS:

1. Approve Ordinance 2024-03 on First Reading
2. Approve Ordinance 2024-03 with changes on First Reading
3. Deny Ordinance 2024-03 on First Reading

ATTACHMENTS:

- Map: R-1 Properties in Polk City Exemption Area of Green Swamp Area of Critical State Concern
- Map: R-1 Properties in Polk City Exemption Area of Green Swamp Area of Critical State Concern – **Lot Area Less Than 15,000 SF**
- Map: R-1 Properties in Polk City Exemption Area of Green Swamp Area of Critical State Concern – **Lot Width Less Than 100 Feet**

OVERVIEW:

City staff has identified the need for a City-initiated text amendment to the Polk City Land Development Code (LDC) to reduce inconsistencies between the R-1 Zoning District Minimum Development Standards and the lots developed in the R-1 Zoning District.

Per Section 2.04.02.03(B) of the LDC, the purpose of the **Single- Family (R-1) Zoning District** is:

To establish areas which are uniquely appropriate for low density residential neighborhoods with ample open space and outdoor living areas; and to establish development standards appropriate to ensure proper development and a low-density residential environment.

As shown below, the R-1 Zoning District requires a minimum 15,000 square foot lot size with a minimum 100-foot lot width and 15' side yard setbacks. The R-1 Zoning District requirements are included in the table below.

Polk City Land Development Code – Table 5: Table of Development Standards

Zone	Max. Density (units/acre)	Min. Lot Size (sq.ft.)	Min. Lot Width (feet)	Min. s.f. of dwelling unit	Setbacks (feet)			Max. Lot Covg. (%)	Max. Bldg. Height (feet)
					Front	Rear	Sides		
R-1	2.5	15,000	100	1,200	30	20	15	45%	40

Staff performed an analysis of all parcels located within the R-1 zoning district within the Green Swamp Area of Critical State Concern Exemption Area to see how many parcels meet the minimum lot size requirement and the minimum lot width requirement. As shown on the attached map series, approximately 43 percent of the lots do not meet the minimum 15,000 square foot lot size requirement and approximately 21 percent of the lots do not meet the minimum 100-foot lot size requirement.

PROPOSED TEXT AMENDMENTS:

There are three (3) proposed text amendments to the Development Requirements for the R-1 Zoning District.

- **Amending the required minimum lot size from 15,000 square feet to 12,000 square feet.**
- **Amending the required minimum lot width requirement from 100 feet to 80 feet.**
- **Amending the required minimum side setback from 15 feet to 12 feet.**

These amendments are proposed to help lessen the non-conformity of existing lots within the R-1 zoning district.

The attached map series shows the impact to non-conforming lots by amending the required minimum lot size from 15,000 sf to 12,000 square feet. The number of non-conforming lots for lot size would be reduced from 43 percent to 7 percent.

The attached map series shows the impact to non-conforming lots by amending the required minimum lot width from 100 feet to 80 feet. The number of non-conforming lots for lot width would be reduced from 21 percent to 12 percent.

The amendment to the side yard setback requirement from 15 feet to 12 feet is proposed because the change is proportional to the change in lot width requirements. A 15-foot side setback requirement for a 100-foot-wide lot provides 70 percent of the property frontage in the building envelope. A 12-foot side setback requirement for an 80-foot-wide lot provides 70 percent of the property frontage in the building envelope.

- 100 feet – 15 feet – 15 feet = 70 feet; 70 feet/100 feet = 70% front building envelope
- 80 feet – 12 feet – 12 feet = 56 feet; 56 feet/80 feet = 70% front building envelope.

The proposed amendments to the Land Development Code (LDC) are provided below.

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

Article 2 Regulations for Specific Districts

2.04.00 Establishment of Districts

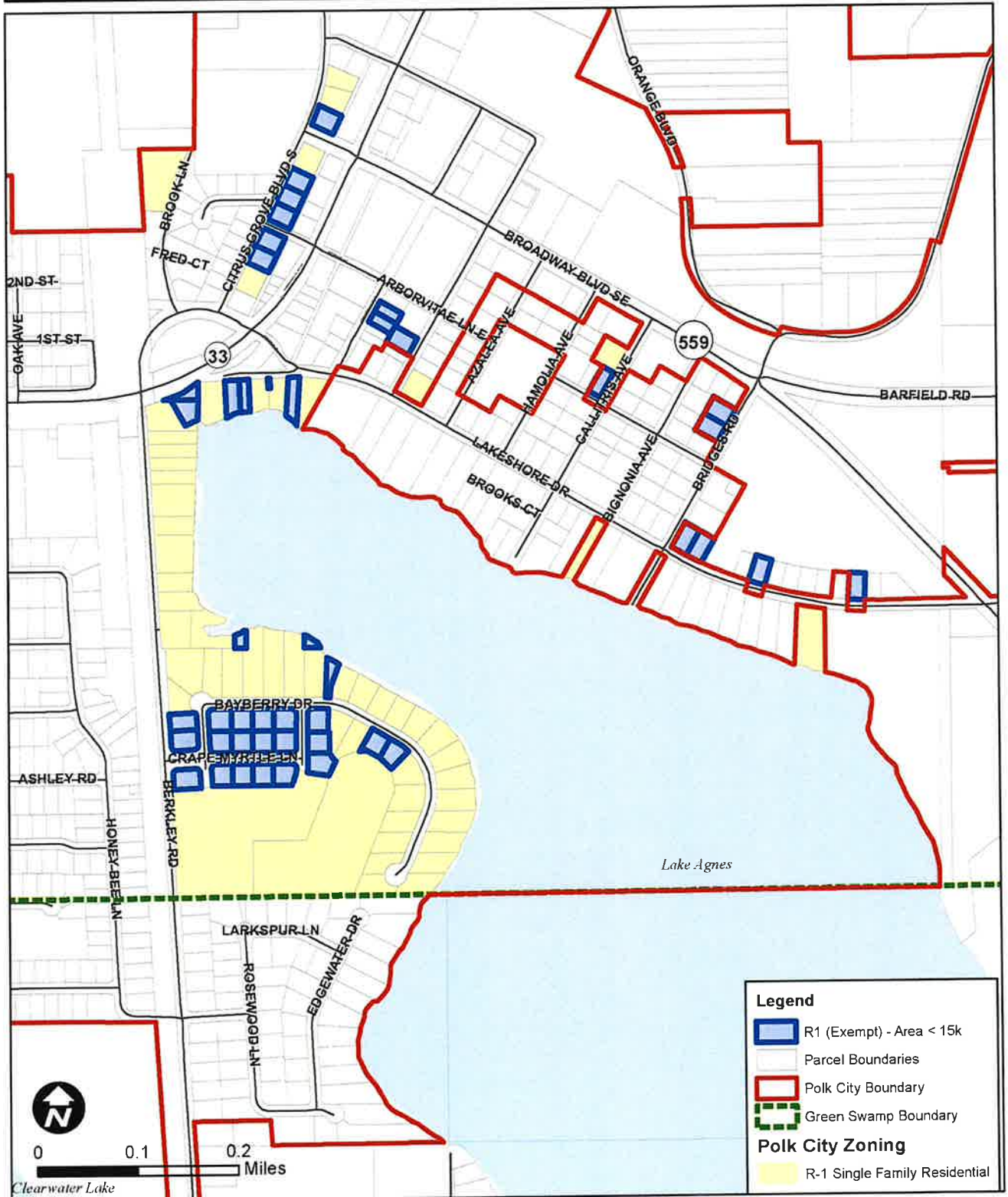
2.04.01 Zoning District Summary Tables

Table 5 - Table of Development Standards

Zone	Max. Density (units/acre)	Min. Lot Size (sq.ft.)	Min. Lot Width (feet)	Min. s.f. of dwelling unit	Setbacks (feet)			Max. Lot Covg. (%)	Max. Bldg. Height (feet)
					Front	Rear	Sides		
AG-1	1/10 acres	10 acres	250 width 400 depth		40	50	30	5%	45 (3 stories)
AG-2	1/1 acre	1 acre	150		30	20	15	30%	40
R-1	2.5	15,000 <u>12,000</u>	100 <u>80</u>	1,200	30	20	15 <u>12</u>	45%	40
R-2	3.67	10,000	75	1,000	30	20	10	45 %	40
R-3	4.65 8.7	7,500 SF 8,000 Duplex	75 80	950 750/unit	30 30	20 20	10 10	45%	40
R-4:									
SF <u>Mobile Home</u> Duplex MF 3+	5.8 8.7 10	6,000 <u>6,000</u> 8,000 13,000	60 <u>50</u> 80 100	950 <u>750</u> 750/unit 450/unit	30 <u>30</u> 30 30	20 <u>20</u> 20 20	10 <u>10</u> 10 20	45% 45%	50** <u>40</u>
R-5:									
SF	10	6,500	65	950	20	10	7.5	55%	40
MF 3+ units	10	13,000	100	450/unit	30	20	20	45%	50**
MH:									
MH Park MH Park RV Park RV Camp RV Camp	10 10 10 10 10	4,000 single wide 5,500 dbl wide 3,000 for MH 2,500 pull-thru RV 3,000 Park Model RV	40 55 30 25 30	14 x 60 28 x 60 N/A N/A 500 sf	20	20	7.5	45%	40

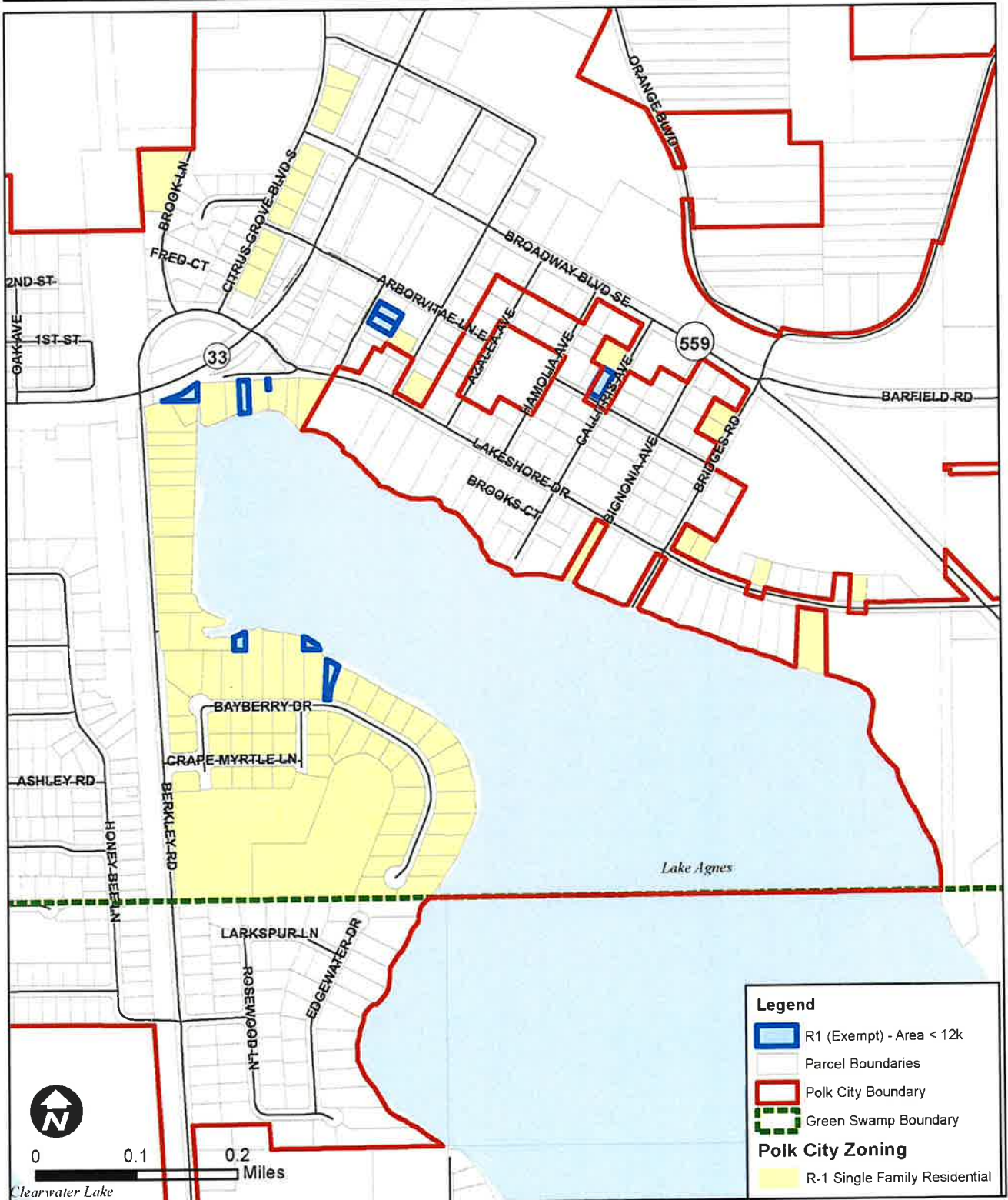
ZONING MAP

R-1 Properties - Exempt Zone - Area Less Than 15k Sq. Ft.



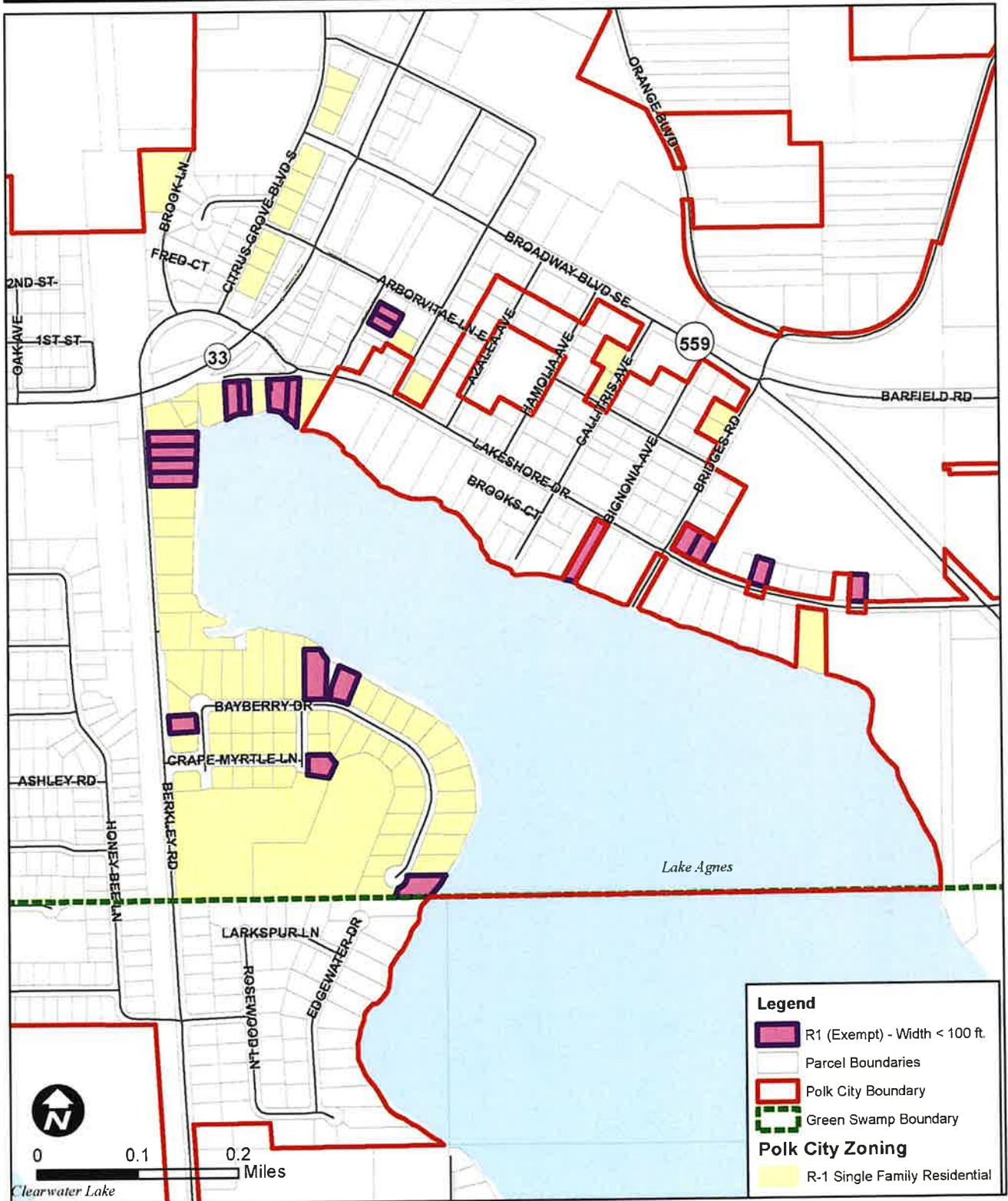
ZONING MAP

R-1 Properties - Exempt Zone - Area Less Than 12k Sq. Ft.



ZONING MAP

R-1 Properties - Exempt Zone - Width Less Than 100 Ft.



**City Commission Meeting
April 16, 2024**

AGENDA ITEM #2:

ORDINANCE 2024-04 – City-Initiated Text Amendment to the Land Development Code

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

ORDINANCE 2024-04 - AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.01, “ZONING DISTRICT SUMMARY TABLES” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING MINIMUM DEVELOPMENT STANDARDS IN TABLE 5 FOR THE R-2 SINGLE FAMILY ZONING DISTRICT & REDUCING THE MINIMUM REQUIRED LOT SIZE WITHIN THE POLK CITY EXEMPTION AREA OF THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION AN EFFECTIVE DATE. **First Reading**

ATTACHMENTS:

Ordinance 2024-04
CFRPC Staff Report

ANALYSIS:

City staff has identified the need for a City-initiated text amendment to the Polk City Land Development Code (LDC) to reduce lot size/area inconsistencies between the R-2 Zoning District Minimum Development Standards and the lots developed in the R-2 Zoning District. See full CFRPC Staff Report attached.

On April 8, 2024, the Planning Commission voted to forward the proposed Text Amendments to the City’s Land Development Code to the City Commission for approval.

Polk City’s Business Impact Statement is attached.

STAFF RECOMMENDATION:

Approve Ordinance 2024-04 on First Reading.

ORDINANCE 2024-04

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.01, “ZONING DISTRICT SUMMARY TABLES” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING MINIMUM DEVELOPMENT STANDARDS IN TABLE 5 FOR THE R-2 SINGLE FAMILY ZONING DISTRICT & REDUCING THE MINIMUM REQUIRED LOT SIZE WITHIN THE POLK CITY EXEMPTION AREA OF THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION AN EFFECTIVE DATE.

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

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

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

(2) The Act authorizes a local government desiring to revise its Unified Land Development code to prepare and adopt amendments.

(3) The City has prepared a text amendment to the Polk City Land Development Code to amend the development standards in Table 5 for the R-2 zoning district in the Polk City Green Swamp Exemption Area. The proposed amendments reduce the minimum lot size from 10,000 square feet to 9,000 square feet. These amendments are proposed to lessen nonconformities of existing lots within the R-2 zoning district. The amendments will reduce the number of non-conforming lots due to lot size from 17 percent to 4 percent.

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

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

(e) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City.

(5) Pursuant to Section 163.3187, Florida Statutes, the City Commission held a meeting and hearing on this Unified Land Development Code change, 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) The meetings were advertised and held with due public notice, to obtain public comment; and having considered written and oral comments received during public hearings, find the changes necessary and appropriate to the needs of the City.

SECTION 2. AMENDMENT TO ARTICLE 2 REGULATIONS FOR SPECIFIC DISTRICTS. Article 2, Section 2.04.01 Zoning District Summary Table is hereby amended to read as follows:

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

2.04.00 Establishment of Districts

2.04.01 Zoning District Summary Tables

Table 1 - Table of Development StandardsError! Bookmark not defined.

Zone	Max. Density (units/ac)	Min. Lot Size (sq.ft.)	Min. Lot Width (feet)	Min. s.f. of dwelling unit	Setbacks (feet)			Max. Lot Covg. (%)	Max. Bldg. Height (feet)
					Front	Rear	Sides		
AG-1	1/10 acres	10 acres	250 width 400 depth		40	50	30	5%	45 (3 stories)
AG-2	1/1 acre	1 acre	150		30	20	15	30%	40
R-1	2.5	15,000	100	1,200	30	20	15	45%	40
R-2	3.67	10,000 9,000	75	1,000	30	20	10	45 %	40
R-3	4.65 8.7	7,500 SF 8,000 Duplex	75 80	950 750/unit	30 30	20 20	10 10	45%	40
R-4:									
SF	5.8	6,000	60	950	30	20	10	45%	50**
Mobile Home		6,000	50	750	30	20	10	45%	40
Duplex	8.7	8,000	80	750/unit	30	20	10		
MF 3+	10	13,000	100	450/unit	30	20	20		
R-5:									
SF	10	6,500	65	950	20	10	7.5	55%	40
MF 3+ units	10	13,000	100	450/unit	30	20	20	45%	50**
MH:									
MH Park	10	4,000 single wide	40	14 x 60	20	20	7.5	45%	40
MH Park	10	5,500 dbl wide	55	28 x 60					
RV Park	10	3,000 for MH	30	N/A					
RV Camp	10	2,500 pull-thru RV	25	N/A					
RV Camp	10	3,000 Park Model RV	30	500 sf					

SECTION 3. BUSINESS IMPACT ESTIMATE. Pursuant to Section 166.041(4), Florida Statutes, the City is required to prepare a business impact estimate for certain proposed ordinances. This proposed ordinance amends the City's Unified Land Development Code as to certain performance criteria. Such an minor amendment to the City's Unified Land Development Code (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 as it will be applied to all similarly situated applicants, (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. CODIFICATION OF ORDINANCE. This Ordinance shall be codified in the Code of Ordinances of Polk City, Florida, and incorporated into the Unified Land Development Code which is a part thereof. A certified copy of this enacting ordinance shall be located in the Office of the City Clerk of Polk City. The City Clerk shall also make copies available to the public for a reasonable publication charge.

SECTION 5. SEVERABILITY. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

SECTION 6. CONFLICTING ORDINANCES AND RESOLUTIONS. All existing ordinances and resolutions of Polk City in conflict with this ordinance are repealed to the extent necessary to give this Ordinance full force and effect.

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

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



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 NO. 2024-04

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE POLK CITY LAND DEVELOPMENT CODE BY AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.01, “ZONING DISTRICT SUMMARY TABLES” TO CHANGE THE MINIMUM DEVELOPMENT STANDARDS IN TABLE 5 FOR THE R-2 SINGLE FAMILY ZONING DISTRICT REDUCING THE MINIMUM REQUIRED LOT SIZE WITHIN THE POLK CITY EXEMPTION AREA OF THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING 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): There is one proposed text amendment to the Development Requirement for the R-2 Zoning District.

- Amending the required minimum lot size from 10,000 sf to 9,000 square feet.

This amendment is proposed to help lessen the non-conformity of existing lots within the R-2 zoning district.

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:

- An estimate of direct compliance costs that businesses may reasonably incur;
- Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- An estimate of Polk City's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

This change is for residential land uses only and will not affect any business.

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

None, this change will only affect land within the R-2, low-density residential, district.

4. Additional information the governing body deems useful (if any): **The proposed change will impact the non-conforming lots by amending the required minimum lot size from 10,000 sf to 9,000 square feet and bring them into conformance with the Code. The number of non-conforming lots for lot size would be reduced from 17 percent to 4 percent.**



**POLK CITY CITY COMMISSION
TEXT AMENDMENT TO POLK CITY LAND DEVELOPMENT CODE
CONCERNING DEVELOPMENT STANDARDS IN THE R-2 ZONING DISTRICT**

OVERVIEW

April 16, 2024

TO: Polk City City Commission

FROM: Central Florida Regional Planning Council

SUBJECT: **Text Amendment to the Land Development Code:**
City-initiated text amendment to Section 2.04.01 of the Polk City Land Development Code to amend the development standards in Table 5 for the R-2 zoning district in the Polk City Green Swamp Exemption Area.

ORDINANCE NO. 2024-04

AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE POLK CITY LAND DEVELOPMENT CODE BY AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.01, “ZONING DISTRICT SUMMARY TABLES” TO CHANGE THE MINIMUM DEVELOPMENT STANDARDS IN TABLE 5 FOR THE R-2 SINGLE FAMILY ZONING DISTRICT, REDUCING THE MINIMUM REQUIRED LOT SIZE WITHIN THE POLK CITY EXEMPTION AREA OF THE GREEN SWAMP AREA OF CRITICAL STATE CONCERN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

AGENDA DATE:

Planning Commission Meeting: April 8, 2024 at 6:00 PM

City Commission Meeting (First Reading): April 16, 2024 at 7:00 PM

City Commission Meeting (Second Reading): May 21, 2024 at 7:00 PM

POLK CITY PLANNING COMMISSION ACTION:

On Monday, April 8, 2024, the Polk City Planning Commission **voted unanimously** to forward the proposed text amendments to the City’s Land Development Code to the City Commission with **recommendations of approval**.

CITY COMMISSION MOTION OPTIONS:

1. Approve Ordinance 2024-04 on First Reading
2. Approve Ordinance 2024-04 with changes on First Reading
3. Deny Ordinance 2024-04 on First Reading

ATTACHMENTS:

- Map: R-2 Properties in the Polk City Exemption Area of Green Swamp Area of Critical State Concern – **Lot Area Less Than 10,000 SF**
- Map: R-2 Properties in the Polk City Exemption Area of Green Swamp Area of Critical State Concern – **Lot Area Less Than 9,000 SF**
- Map: R-2 Properties in the Polk City Exemption Area of Green Swamp Area of Critical State Concern – **Lot Width Less Than 75 Feet**

OVERVIEW:

City staff has identified the need for a City-initiated text amendment to the Polk City Land Development Code (LDC) to reduce lot size/area inconsistencies between the R-2 Zoning District Minimum Development Standards and the lots developed in the R-2 Zoning District

Per Section 2.04.02.04(B) of the Land Development Code, the purpose of the **Single-Family (R-2) zoning district** is:

To locate and establish areas appropriate for moderately low density residential neighborhoods, at a density slightly higher than the R-1 district and with ample open space; and to establish such standards as are appropriate to ensure proper development in a low density residential environment.

As shown below, the R-2 Zoning District requires a minimum 10,000 square foot lot size with a minimum 75-foot lot width. The R-2 Zoning District requirements are included in the table below.

Table of Development Standards

Zone	Max. Density (units/acre)	Min. Lot Size (sq.ft.)	Min. Lot Width (feet)	Min. s.f. of dwelling unit	Setbacks (feet)			Max. Lot Cvg. (%)	Max. Bldg. Height (feet)
					Front	Rear	Sides		
R-2	3.67	10,000	75	1,000	30	20	10	45%	40

Staff performed an analysis of all parcels located within the R-2 zoning district within the Green Swamp Area of Critical State Concern Exemption Area to see how many parcels meet the minimum lot size requirement and the minimum lot width requirement. As shown on the attached map series, approximately 17 percent of the lots do not meet the minimum 10,000 square foot lot size requirement and approximately 2 percent of the lots do not meet the minimum 75-foot lot size requirement.

PROPOSED TEXT AMENDMENTS:

There is one (1) proposed text amendment to the Development Requirement for the R-2 Zoning District.

- **Amending the required minimum lot size from 10,000 square feet to 9,000 square feet.**

This amendment is proposed to help lessen the non-conformity of existing lots within the R-2 zoning district.

The attached map series shows the impact to non-conforming lots by amending the required minimum lot size from 10,000 sf to 9,000 sf. The number of non-conforming lots for lot size would be reduced from 17 percent to 4 percent.

Since approximately two percent of the lots are non-conforming for lot width, an amendment to the lot width requirement is not proposed.

The proposed amendments to the Land Development Code (LDC) are provided below.

Text that is underlined is text to be added and text that is shown as ~~strikeout~~ is to be removed.

Article 2 Regulations for Specific Districts

2.04.00 Establishment of Districts

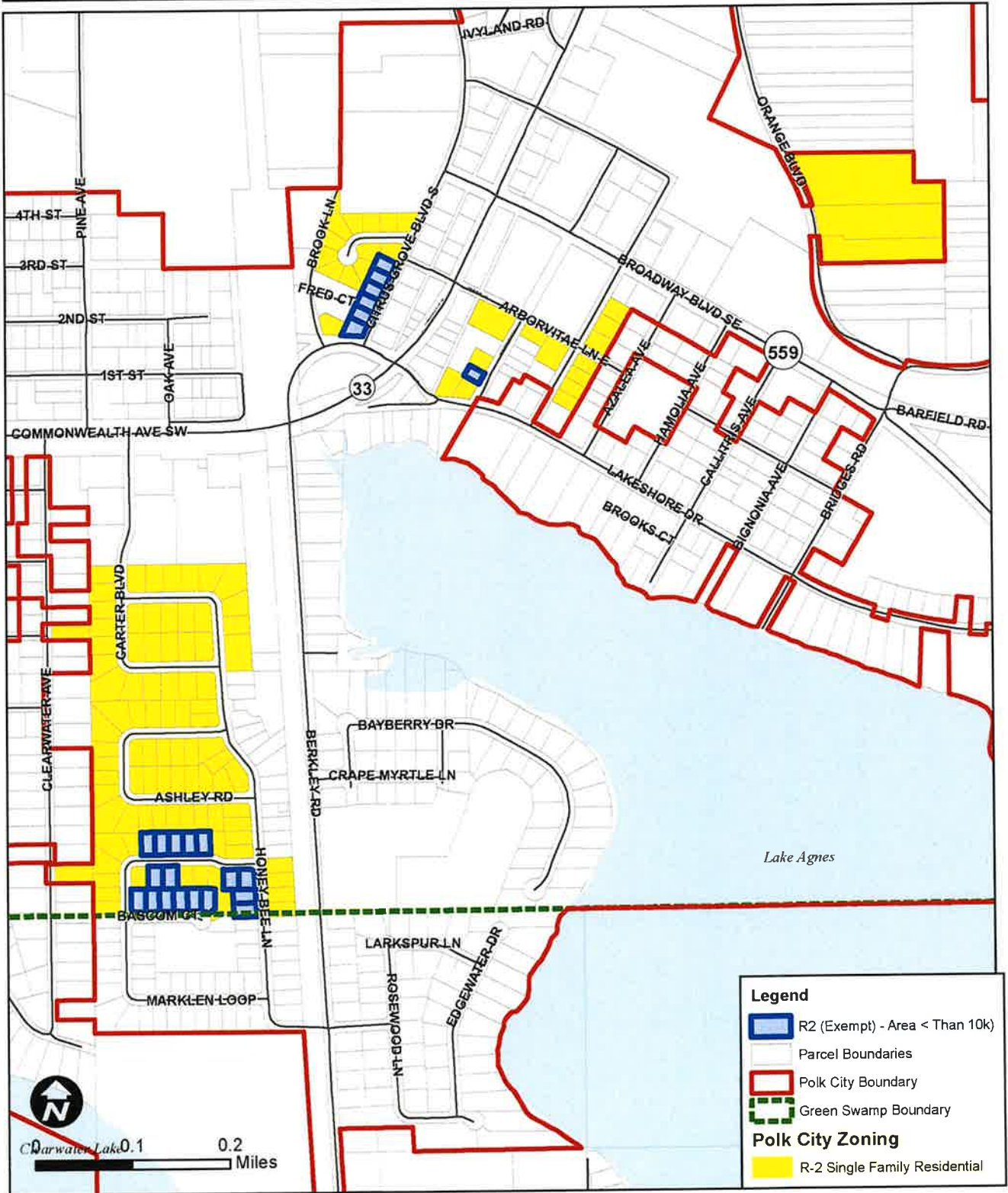
2.04.01 Zoning District Summary Tables

Table 5 - Table of Development Standards

Zone	Max. Density (units/acre)	Min. Lot Size (sq.ft.)	Min. Lot Width (feet)	Min. s.f. of dwelling unit	Setbacks (feet)			Max. Lot Covg. (%)	Max. Bldg. Height (feet)
					Front	Rear	Sides		
AG-1	1/10 acres	10 acres	250 width 400 depth		40	50	30	5%	45 (3 stories)
AG-2	1/1 acre	1 acre	150		30	20	15	30%	40
R-1	2.5	15,000	100	1,200	30	20	15	45%	40
R-2	3.67	10,000 9,000	75	1,000	30	20	10	45%	40
R-3	4.65 8.7	7,500 SF 8,000 Duplex	75 80	950 750/unit	30 30	20 20	10 10	45%	40
R-4:									
SF	5.8	6,000	60	950	30	20	10	45%	50**
Mobile Home		6,000	50	750	30	20	10	45%	40
Duplex	8.7	8,000	80	750/unit	30	20	10		
MF 3+	10	13,000	100	450/unit	30	20	20		
R-5:									
SF	10	6,500	65	950	20	10	7.5	55%	40
MF 3+ units	10	13,000	100	450/unit	30	20	20	45%	50**
MH:									
MH Park	10	4,000 single wide	40	14 x 60	20	20	7.5	45%	40
MH Park	10	5,500 dbl wide	55	28 x 60					
RV Park	10	3,000 for MH	30	N/A					
RV Camp	10	2,500 pull-thru RV	25	N/A					
RV Camp	10	3,000 Park Model RV	30	500 sf					

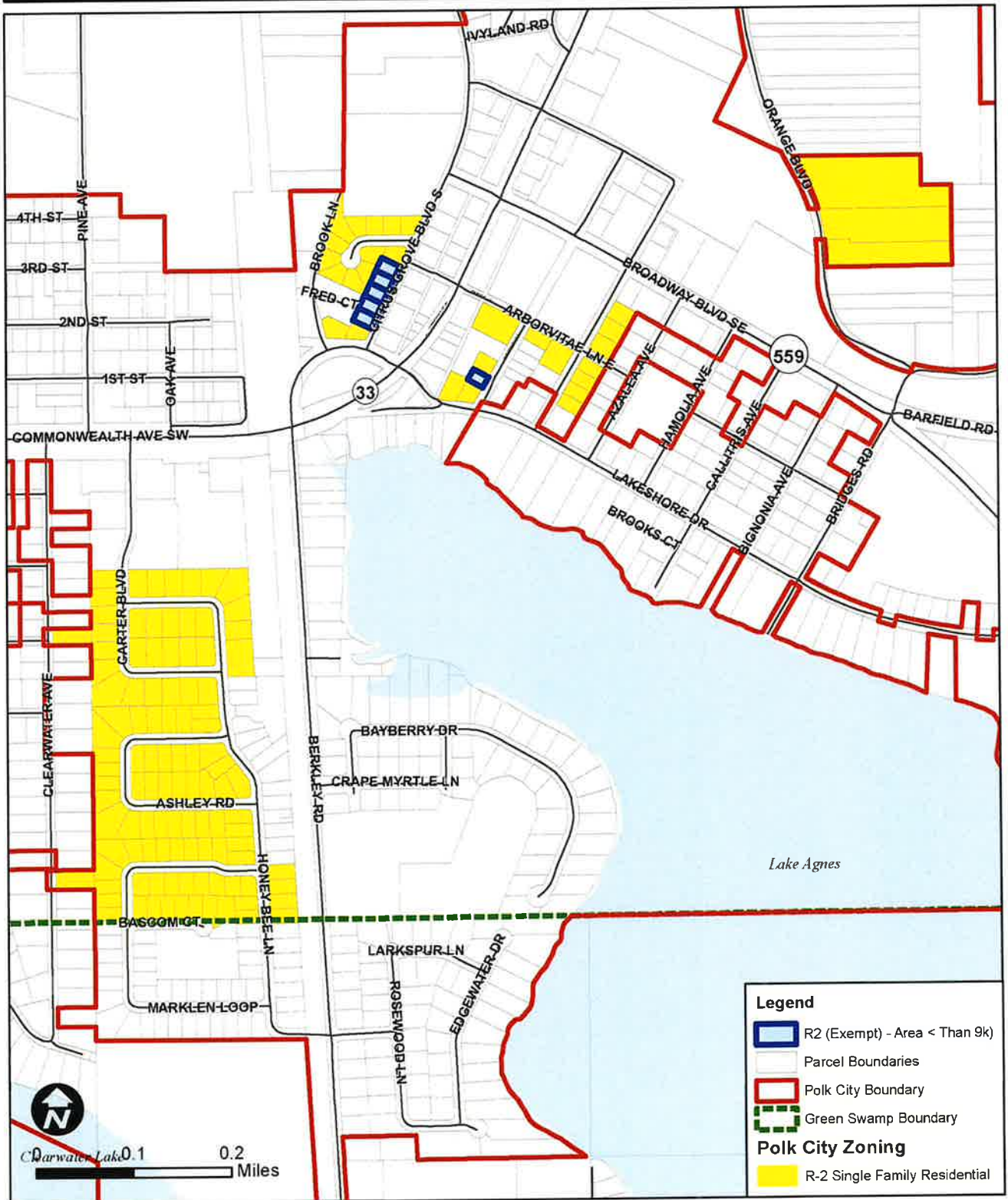
ZONING MAP

R-2 Properties - Exempt Zone - Area Less Than 10k Sq. Ft.



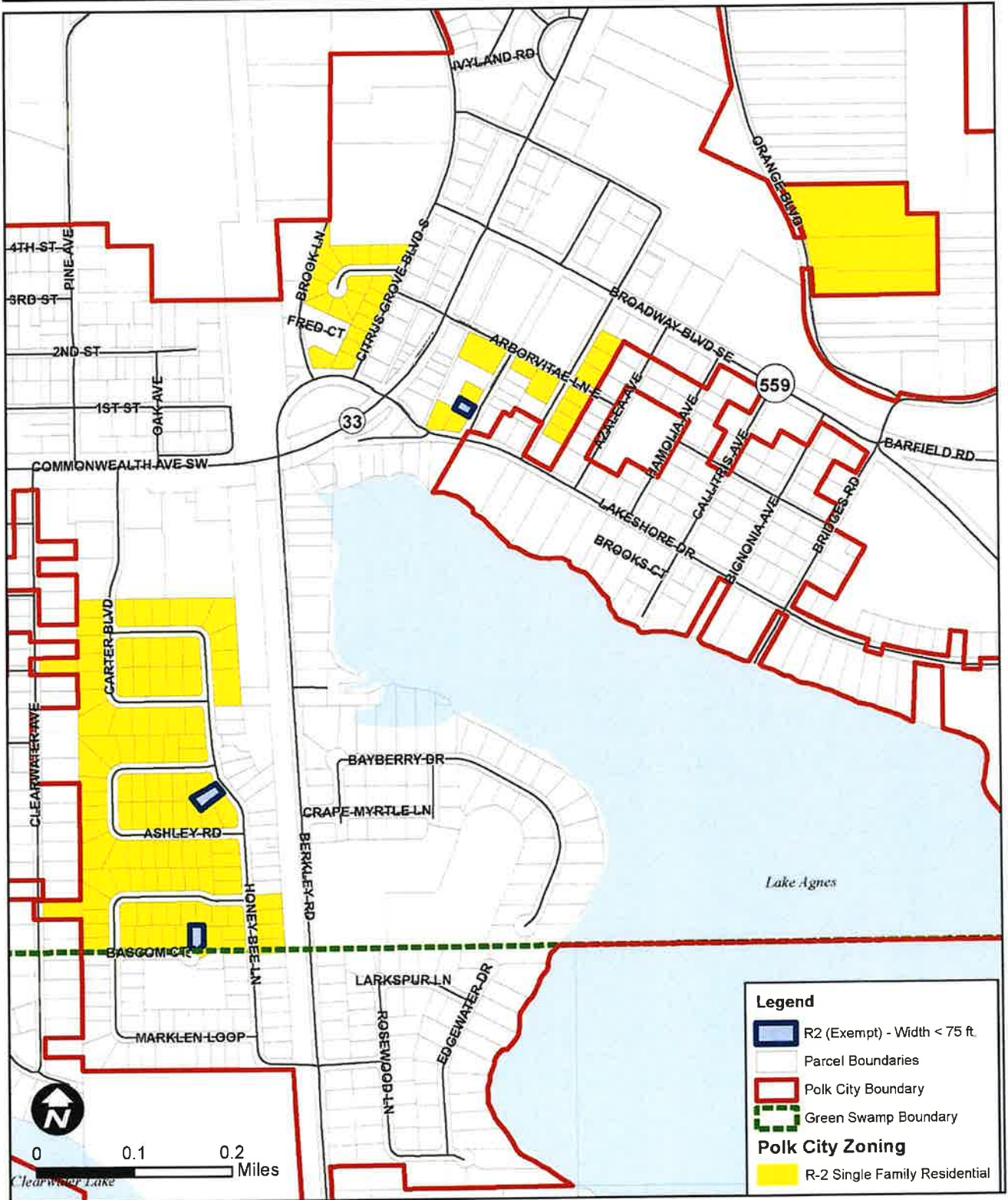
ZONING MAP

R-2 Properties - Exempt Zone - Area Less Than 9k Sq. Ft.



ZONING MAP

R-2 Properties - Exempt Zone - Width Less Than 75 Ft.



**City Commission Meeting
April 16, 2024**

AGENDA ITEM #3:

RESOLUTION 2024-03 – CONDITIONAL USE PERMIT

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Applicant has requested renewal of a conditional use permit to allow a special events facility at 545 Orange Blvd.

ATTACHMENT:

Resolution 2024-03

ANALYSIS:

The applicant meets the requirements for a Special Events Facility in the R-2 Zoning District. The Planning Commission voted during the March 11, 2024 Meeting to recommend approval of the conditional use permit with conditions listed in exhibit "C".

STAFF RECOMMENDATION:

Adopt Resolution 2024-03

RESOLUTION 2024-03

A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR A SPECIAL EVENTS FACILITY ON APPROXIMATELY 2.5 ACRES AT 545 ORANGE BOULEVARD (PARCEL ID 252633-296500-045020); PROVIDING CONDITIONS OF APPROVAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, On Monday, July 29, 2019, the City Commission of Polk City approved Resolution 2019-03 for a special event facility at 545 Orange Boulevard with conditions. The Resolution included an expiration of permit date of June 22, 2022; and

WHEREAS, Gary Ho Shing, (hereinafter referred to as the 'Applicant') has requested a renewal of a conditional use permit to allow a special events facility 545 Orange Boulevard (Parcel ID # 252633-296500-045020); and

WHEREAS, the property is owned by Gary Ho Shing; and

WHEREAS, the property is located in the R-2 (Single Family) Residential District; and

WHEREAS, special events facilities are a permitted use if approved as a conditional use in the R-2 zoning district; and

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

WHEREAS, the City Commission has reviewed the Conditional Use Permit application, held an advertised public hearing, and provided for comments and public participation in the process in accordance with the requirements of state law and the procedures adopted for public participation in the planning process.

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

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

Section 2. Conditional Use Permit; Conditions of Approval. The application for a Conditional Use Permit to allow a special events facility at 545 Orange Boulevard (Parcel ID # 252633-296500-045020) as shown on the location map provided as Exhibit "A" is approved subject to compliance with the site plan provided as Exhibit "B" attached to and incorporated in this Resolution, the conditions of approval provided in Exhibit "C" attached to and incorporated in this Resolution, and the Event Management Plan provided in Exhibit "D" attached to and incorporated in this Resolution, and the overflow parking agreement provided in Exhibit "E" attached to and incorporated in this Resolution.

Section 3. Expiration of Permit. This conditional use permit shall expire three years from the effective date of this Resolution. Should the use change to a use permitted in the zoning district that is not the use approved by the conditional use permit, and remain so for 180 days or more, than this conditional use permit shall expire, and a new application will be required to reestablish any Conditional Use Approval use.

Section 4. Effective Date. This Resolution shall become effective immediately upon its passage.

INTRODUCED, PASSED AND DULY ADOPTED, by the City Commission of Polk City, Florida, meeting in Regular Session on this 16th day of April, **2024**.

POLK CITY

Joe LaCascia, Mayor

ATTEST:

Approved as to form and correctness

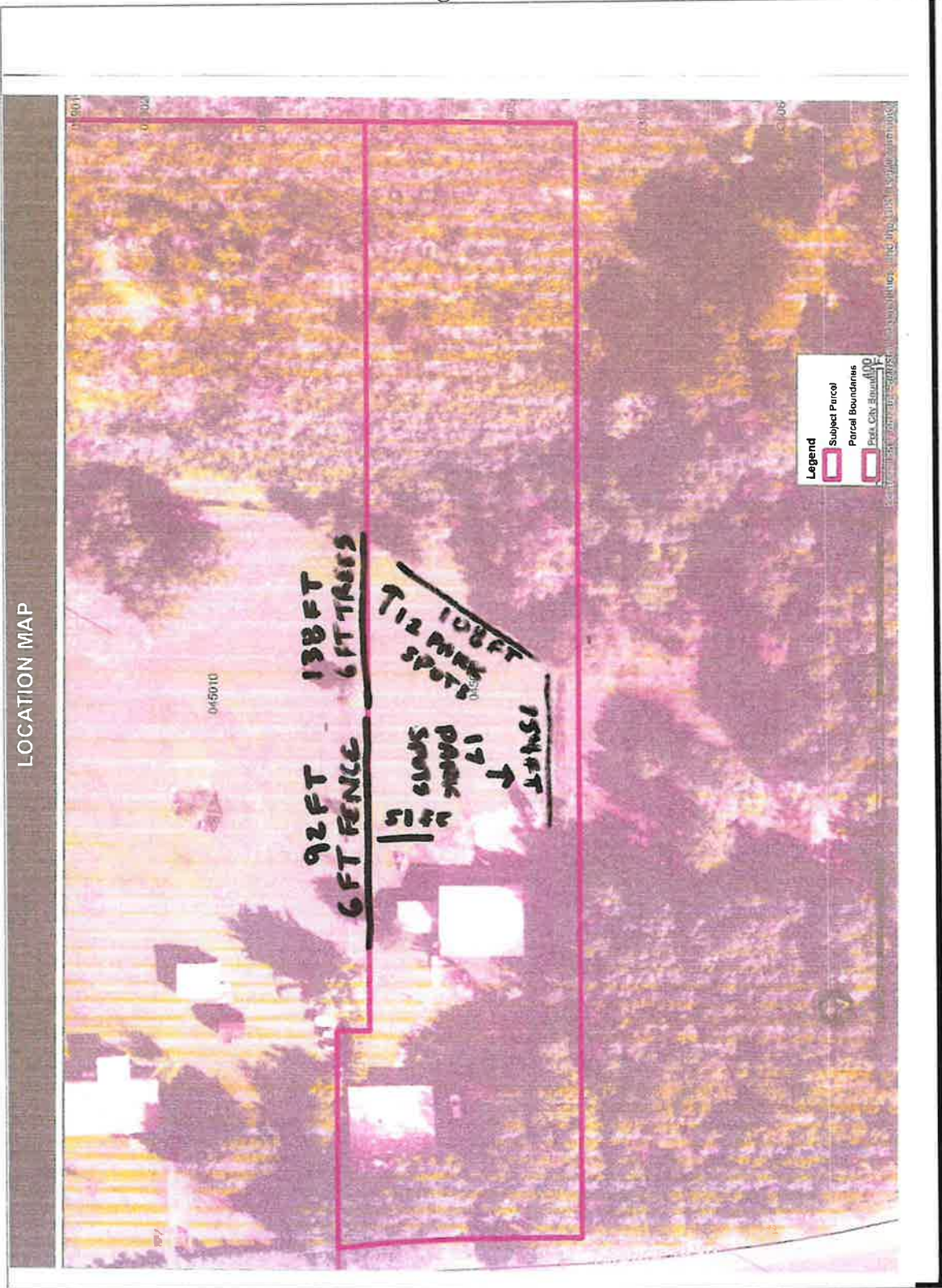
Patricia R. Jackson, City Manager/Clerk

Thomas A. Cloud, City Attorney

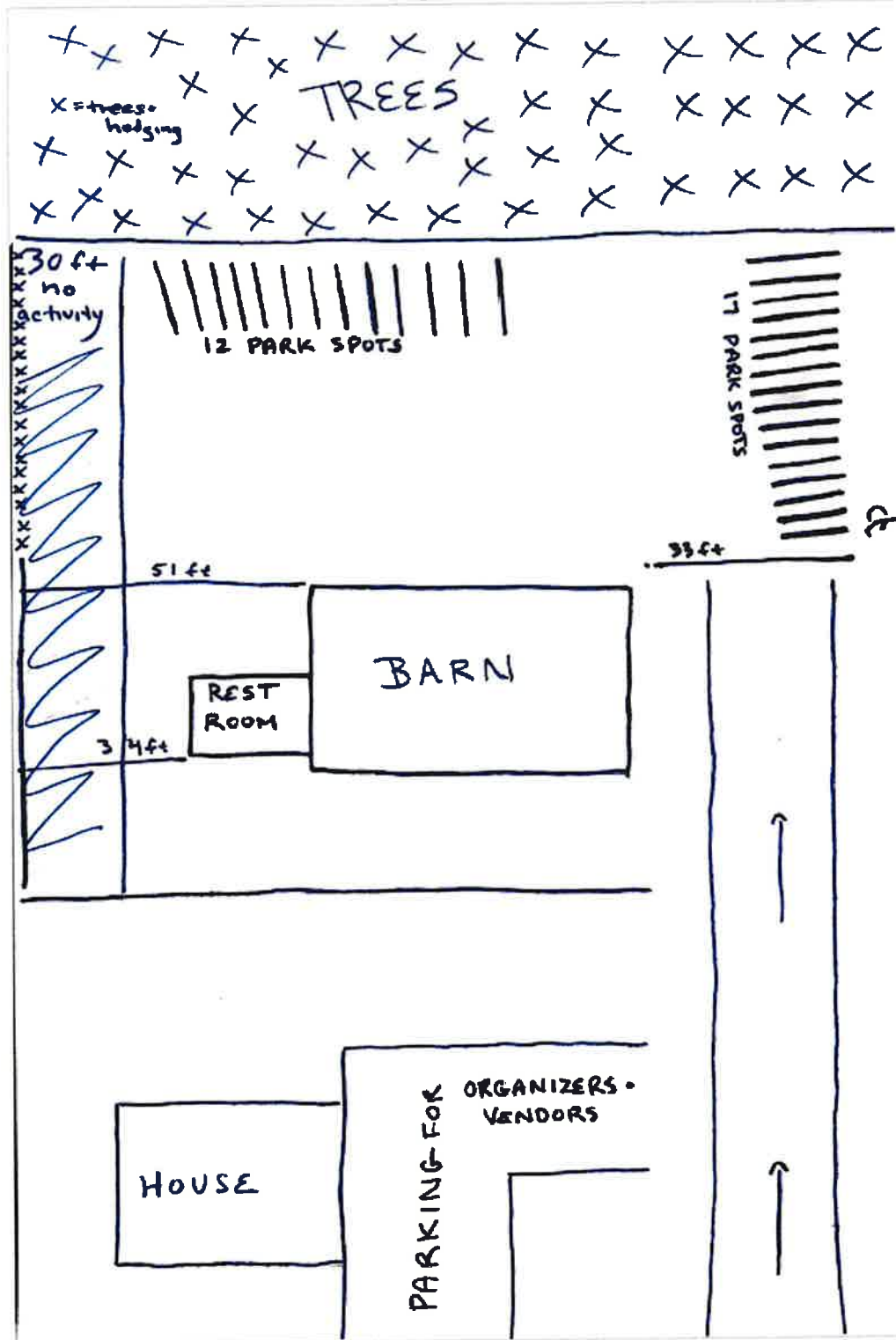
POLK CITY RESOLUTION 2024-03
EXHIBIT "A"
LOCATION MAP
Page 1 of 1



POLK CITY RESOLUTION 2024-03
EXHIBIT "B"
SITE PLAN
Page 1 of 2



POLK CITY RESOLUTION 2024-03
EXHIBIT "B"
SITE PLAN
Page 2 of 2



POLK CITY RESOLUTION 2024-03
EXHIBIT "C"
CONDITIONS OF APPROVAL
Page 1 of 2

The following are conditions of approval for the proposed use.

- 1) This special event facility shall allow private events on the site. A private event means a social gathering or event attended by invited guests who share a common cause, membership, business or task and have a prior established relationship. For purposes of this definition, advertisement for general public attendance or sales of tickets to the general public shall not constitute a private event. These events serve various purposes, such as celebrations, commemorations, or corporate functions.
- 2) There shall be no more than 12 events per calendar year held or conducted on the property. The applicant may request a modification of these conditions to permit an increase in the number of events. City staff will provide a history of events and any information pertaining to complaints/comments received to assist the Planning Commission and City Commission in deciding on an increase in events.
- 3) The applicant shall notify the City of an event at least 15 days prior to the event via the event notification form. The site includes a private residence. The applicant will notify the city of personal events that will generate parking impacts or include amplified outdoor music.
- 4) There shall be a minimum of two (2) hours between events to limit the potential off-site traffic congestion.
- 5) Hours of operation shall be limited to 10:00 a.m. to 10:30 p.m. Hours of operation include the event, setup, and take down. Event setup and take down may occur the day before or after the event.
- 6) Outdoor music may be played between 10:00 a.m. and 10:00 p.m.
- 7) There shall be no permanent alcohol or retail sales as part of this conditional use permit. Events may include on-site alcohol consumption for event participants (open bar or cash bar) via a licensed and insured bartending company. A maximum of two licensed and insured food trucks may be utilized onsite for catering services for the private event.
- 8) Events held onsite must be consistent with the event management plan included in Exhibit "D". Should this plan need to be changed or modified for any reason, Polk City staff shall review and approve any changes or modifications in writing prior to any changes or modifications being commenced or enacted.
- 9) As shown on the attached site plan, all special events will be set back a minimum of 30 feet from the north and south property lines.
- 10) As shown on the attached site plan, the applicant shall install and maintain a buffer along the property line of 545 Orange Blvd and 525 Orange Blvd. This buffer shall include 92 feet of 6-foot-tall opaque fence and 138 feet of landscaping consisting of trees that are a minimum of 6-feet tall.

POLK CITY RESOLUTION 2024-03
EXHIBIT "C"
CONDITIONS OF APPROVAL
Page 2 of 2

- 11) Parking within the public right-of-way is prohibited.
- 12) The applicant shall provide adequate parking to meet the present and future demands of the use and overflow parking designated and maintained for peak season events so as to prevent parking from encroaching upon public thoroughfares. Prior to final City Staff permitting, the applicant shall provide a signed and notarized parking agreement to provide accommodation of overflow parking.
- 13) Lighting to illuminate buildings, stages, open areas, or advertising shall be designed so as to shine only on the subject property and shall be directed away from any public street or residential area.
- 14) This special events facility shall be subject to applicable performance standards provided in section 3.06.00 of the Polk City Land Development Code.
- 15) This conditional use shall expire on the date included in the expiration date section of the Resolution.

POLK CITY RESOLUTION 2024-03
EXHIBIT "D"
SERENDIPITY SPACE EVENT CENTER EVENT MANAGEMENT PLAN
Page 1 of 3

THE SERENDIPITY SPACE EVENT MANAGEMENT PLAN

CONTACT: GARY HO SHING 407 375 2733

Gclefproductions@aol.com

EMERGENCY DIAL 911

POLICE 863 965 5555

FIRE DEPT 863 965 6379

In case of a fire emergency, all guests will be ushered out of the venue in an orderly fashion and set back at least 200 feet from the facilities. There is a fire extinguisher in the catering portion of the galley. Management and event planners/coordinators are aware of its location and readily accessible in case of a fire emergency.

The Serendipity Space may be open from 10a to 10p Sun through Sat. The venue will only be open when there is an event taking place. All amplified music and events must conclude by 10p on any night of the week. Vendors and customers/clients have until 1030p to clean up after their event.

PARKING

The great lawn has a total of 29 parking spots; 2 of which will be designated for handicap spaces.

Additional parking:

Event organizers/vendors/staff will park at the main house parking at 545 Orange Blvd. That parking area may hold up to 12 vehicles.

The owners of Stella and Co located at 315 Broadway Blvd SE Polk City, FL 33868 has agreed to allow guests of The Serendipity Space to utilize their parking facility if needed for overflow parking. Notarized agreement between both parties included. A luxury limo van such as a Sprinter will be utilized to bring guests over from the overflow parking area.

POLK CITY RESOLUTION 2024-03
EXHIBIT "D"
SERENDIPITY SPACE EVENT CENTER EVENT MANAGEMENT PLAN
Page 2 of 3

RULES & REGULATIONS:

The following shall be upheld by customers/clients, event planners/coordinators and vendors who are involved in the planning and execution of the special event on the premises of The Serendipity Space.

USE OF PROPERTY:

Great lawn, Open Pole Barn and Bathroom Building

Amplified music off by 10p and all events conclude by 10p. This is in accordance with the city's noise ordinance.

Max capacity is 100 guests.

Event Planners/Coordinators/Renters are responsible for set up, break down and final cleanup of all areas.

All vehicles associated with the event must be parked within the parking area.

SMOKING:

Vendors and guests must smoke only in the designated smoking area. All cigarette butts must be disposed of in the cigarette butts planter provided.

REHEARSALS:

Wedding rehearsals may be scheduled the day prior to the actual wedding. This rehearsal will not be considered a separate event but a part of the wedding event.

PETS:

Trained dogs and cats are welcome. No other pets other than dogs or cats may be on property. If a pet is present, it is the sole responsibility of that pet's owner to keep that pet safe and under control as well as keeping guests, staff and vendors safe from that pet as well. The Serendipity Space is not responsible for anyone's pet or the behavior of anyone's pet. If an incident were to occur between a pet and a person or object it is the responsibility of that pet's owner to rectify that situation and make that person or object whole as it once was prior to the situation with the pet.

VENDOR POLICY:

The Serendipity Space is not responsible for outside vendor's services. Please review all vendors' agreements individually. If you have selected a vendor that is not on our preferred vendors list, please have your vendor contact us for our vendor policies and requirements.

POLK CITY RESOLUTION 2024-03
EXHIBIT "D"
SERENDIPITY SPACE EVENT CENTER EVENT MANAGEMENT PLAN
Page 3 of 3

Alcohol:

If alcohol is being served and consumed, the customer(s)/client(s) is/are responsible for and must abide by all city, county and state alcoholic beverage control laws and regulations. The Serendipity Space, it's owner or staff is not responsible for a customer/client or their guests in regards to alcohol on the property or after departing from an event at the property.

Customer or client will purchase alcohol from Tucker's of Lakeland. A licensed and insured bartender from Tucker's of Lakeland will bring and serve alcohol. The bartender has the right to not serve an individual if they feel that person has consumed enough alcohol. Last call is 30 minutes prior to the conclusion of an event. Alcohol may not be served to minors. Illegal substances are not allowed at any time on the premises. Drunken violent disturbances are prohibited and subject to immediate removal from the premises and possible termination of event without refund.

POLK CITY RESOLUTION 2024-03
EXHIBIT "D"
OFF-SITE OVERFLOW PARKING AGREEMENT
Page 1 of 1

This document is between the owners Kyle and Stephanie Thompson of The Stella and Co Salon located at 315 Broadway Blvd SE Polk City, FL 33868 and the owner Gary Ho Shing of The Serendipity Space event venue located at 545 Orange Blvd Polk City, FL 33868.

Kyle and Stephanie Thompson give Gary Ho Shing permission for event guests to utilize their parking lot at Stella and Co for overflow parking if needed for events held at The Serendipity Space.

Cancellation of this agreement will be in writing and signed by both parties if either party were to cancel this agreement.

Signature and Date [Signature] 2/8/24

Signature and Date [Signature] 2/8/24

State of FLORIDA
County of Polk

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 8 day of February 2024 by Gary Ho Shing who is personally known to me or produced a DL as identification and by Stephanie Thompson who is personally known to me or produced a DL as identification.



Roberta Ehlers
notary public signature

Roberta Ehlers
notary public printed name

**City Commission Meeting
April 16, 2024**

AGENDA ITEM #4: **Agreement to Provide a Utility Rate and Capital Connection Charge Study for Polk City**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Agreement to provide a Utility Rate and Capital Connection Charge Study for Polk City

ATTACHMENT:

Agreement with Raftelis

ANALYSIS:

Polk City is a member of the Polk Regional Water Co-operative for alternative drinking water. A comprehensive Utility Rate and Capital Connection Charge needs to be done. The Rate Study will include a financial forecast that will begin with the current budget year and estimate the water and wastewater systems' financial operations over the next five-year period beginning with the fiscal year September 30, 2024. Please see attached Agreement and Exhibit for full details.

Polk City's water and sewer rates have not changed since 2011, and the Capital Connection Charges have not been addressed since 2011. It is imperative this study be done regarding the City's future and current utilities.

The primary responsibilities of Raftelis Financial Consultants, Inc. (Raftelis) will be to assist Polk City with: 1) the development of a five-year financial forecast to review the sufficiency of water and wastewater utility rates; 2) the evaluation of the water and wastewater capital connection charges; and 3) the review of selected miscellaneous service charges and/or policies. Based on understanding the needs of Polk City, Raftelis has submitted the attached proposal, which will provide rate and financial consulting services on behalf of Polk City's water and wastewater utility systems (the "System") as well as a detailed discussion of the proposed Scope of Services as shown in Exhibit A.

STAFF RECOMMENDATION:

Approve the Raftelis Financial Consultants, Inc. Agreement to provide Utility Rate and Capital Connection Charge Study



April 8, 2024

Ms. Patricia Jackson
City Manager
Polk City
123 Broadway Blvd SE
Polk City, FL 33868

Subject: Agreement to Provide a Utility Rate and Capital Connection Charge Study for Polk City

Dear Ms. Jackson,

As you requested, Raftelis Financial Consultants, Inc. (Raftelis) is pleased to submit this proposal to Polk City, Florida (the "City") to provide rate and financial consulting services on behalf of the City's water and wastewater utility systems (the "System"). The primary responsibilities of Raftelis will be to assist the City with: i) the development of a five-year financial forecast to review the sufficiency of water and wastewater utility rates; ii) the evaluation of the water and wastewater capital connection charges; and iii) the review of selected miscellaneous service charges and/or policies. Based on our understanding of the needs of the City, we submit this proposal for your consideration, which includes a detailed discussion of the proposed Scope of Services as shown in Exhibit A.

GENERAL CONTRACT TERMS

The contract terms regarding the project budget and scope, hourly rates for billing purposes, and other contract terms and conditions will be as set forth in the Water, Sewer, Reclaimed Water, and Miscellaneous Fees – Rate Study Contract (Charlotte County Contract No. 2023000004) as executed and adopted between Raftelis Financial Consultants, Inc. and Charlotte County, Florida on May 22, 2023. A copy of the hourly direct labor rates for billing purposes as contained in the Water, Sewer, Reclaimed Water, and Miscellaneous Fees – Rate Study Contract (Charlotte County Contract No. 2023000004) is included in Exhibit B to this proposal.

PROJECT TEAM AND BILLING RATES

With respect to the performance of this engagement, Murray Hamilton will be the project director, while Trevor McCarthy will be the project manager and primary contact with the City. Other analysts and administrative personnel will be utilized during the course of the engagement as needed. Exhibit B summarizes the direct labor hourly billing rates relative to this engagement which is made part of this proposal.

SCOPE OF SERVICES

The scope of services to be performed by Raftelis is included on Exhibit A.

COMPENSATION AND BILLING

Based on the Scope of Services as summarized in Exhibit A and the direct labor billing rates as identified on Exhibit B, we propose to establish a maximum not-to-exceed contract for the project in the amount of \$77,800. The proposed budget is summarized in Exhibit C, which includes the direct cost of personnel anticipated to be assigned to conduct the various tasks of the project by Raftelis as well as an allowance for other direct expenses such as travel, telephone, and delivery charges. The costs incurred by Raftelis for such other direct costs, if any, will be billed based on the actual expenses. It is proposed that Raftelis would bill monthly for services relative to this engagement based on the sum of: i) the hourly amount of time spent by the project team members; and, ii) the other direct costs incurred to provide the financial consulting service per Exhibit B. It is not anticipated that any subconsultants would be required to assist Raftelis in the completion of the project.

MUNICIPAL ADVISOR DISCLOSURE

As a registered Municipal Advisor under the Dodd-Frank Act, Raftelis is required to inform our clients of any existing or potential conflicts of interest that may be relevant to any proposed scope of services that may include providing “advice” as that term is defined in the Dodd-Frank Act. As of the date of this engagement letter, no conflicts of interest are known to exist.

Under the Dodd-Frank Act the definition of “advice” includes providing any opinion, information or assumptions related to the size, timing and terms of possible future debt issues or borrowing. This type of information may be integrated into the capital and financial planning components of a rate model update. This definition is applicable regardless of whether this information is developed and used solely for planning and decision-making purposes. For the services addressed in the scope of work identified for this engagement, any information that is developed by Raftelis that falls under this definition of municipal advice is not intended to represent a recommendation that the City should issue debt based on the terms and assumptions used to develop the financial plan or forecast, or that the City will, in fact, be able to issue debt under the exact terms and conditions assumed and used to develop the financial plan or forecast. The information developed as part of this rate model update, including any related municipal advice, is intended only to provide information useful in evaluating the potential impact on the utility and future rate adjustments of one potential course of action for the City. If the City decides at some future date to issue debt, then at that time the City will need to engage an independent, registered Financial Advisor to assist in evaluating the availability of different types of debt, and the specific terms and conditions for issuing debt, which will be affected by market conditions and the City’s credit rating at the time of issuance. At that time, as a registered Municipal Advisor, Raftelis can also provide additional assistance related to a specific bond or debt issue, such as preparing a bond

feasibility report or financial forecast for inclusion in bond documents, without requiring additional oversight or supervision by the Financial Advisor.

By signing this engagement letter indicating its approval and acceptance of the proposed scope of work and fees, the City is also explicitly acknowledging that Raftelis has provided the necessary disclosures addressing conflicts of interest and any limitations on the scope of Municipal Advisory services to be provided by Raftelis as part of this engagement.

The Municipal Securities Rulemaking Board (MSRB) provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. To understand the protections provided and how to file a complaint with an appropriate regulatory authority, visit the MSRB web site at www.msrb.org.

PROJECT SCHEDULE

Upon notification to proceed as provided by the City, Raftelis will complete the evaluation of utility rates and capital connection charges within 180 days. The completion of the study is subject to the availability of information provided to Raftelis from the City that would be necessary to conduct the evaluations. Based on preliminary discussions with City staff, we anticipate implementing recommended rates, fees, and charges on or about January 1, 2025.

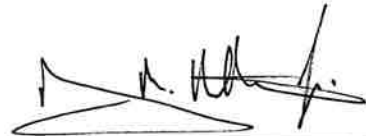
TERMS AND CONDITIONS

Standard terms and conditions, that are made part of this agreement, are outlined in the Water, Sewer, Reclaimed Water, and Miscellaneous Fees – Rate Study Contract (Charlotte County Contract No. 2023000004) as executed and adopted between Raftelis Financial Consultants, Inc. and Martin County, Florida on May 22, 2023.

If this agreement is acceptable to you, please execute the proposal and send a signed digital copy to us. We appreciate the opportunity to provide utility rate consulting services to Polk City.

Very truly yours,

Raftelis Financial Consultants, Inc.



Murray M. Hamilton, Jr.
Vice President

ACCEPTED BY:

Polk City, Florida

Name

Title

Date

Attachments

EXHIBIT A

POLK CITY, FLORIDA UTILITY RATE AND CAPITAL CONNECTION CHARGE STUDY

SCOPE OF SERVICES

The following sections outline the scope of service to be performed by Raftelis Financial Consultants, Inc. (Raftelis) as it relates to the preparation of a water and wastewater user rate and capital connection charge study (the “Rate Study”) for Polk City (the “City”). The Rate Study will include a financial forecast that will begin with the current budget year and estimate the water and wastewater systems’ financial operations over the next five-year period beginning with the fiscal year ending September 30, 2024. The activities associated with the Rate Study are summarized below by major task:

1. Data Request and Data Gathering – Raftelis will prepare a written data request for the collection of financial, customer billing, operating, engineering, and planning data necessary to conduct the rate and capital connection charge study. Information requested will include, but is not limited to, financial statements, existing rate schedules, operating budgets and capital work plans, existing debt service schedules, summaries of fixed assets including utility plant investment, detailed accounting records, cost estimates and detailed customer billing data. The initial data request will be as comprehensive as possible; however, based on review the City’s initial response, it is contemplated that follow-up data requests may be required during the course of the study. This task will also include attendance of a kick-off meeting to be held virtually, if necessary, to confirm study goals and objectives, establish a project schedule, and review the study’s data requirements.
2. Identification of Fiscal Policies and Objectives – This task will include the review of existing City Ordinances, financial policies, and loan agreements associated with outstanding loan obligations. Based on this review, Raftelis will identify goals related to financial performance indicators, capital funding practices, and reserve fund policies to provide financial guidelines and support for the rate and fee setting process.
3. Customer and Sales Forecast – Raftelis will prepare a five-year forecast of customer and usage requirements based on detailed customer accounting information provided by the City for the water and wastewater systems. This task will include a review of historical customer and usage statistics by rate classification and development of a forecast of customers and sales based on the best available information about future growth. This task also includes preparing a profile of billing determinants for a historical “Test Year” and the projected period included in the financial forecast. The profile of billing statistics will consider existing customer classes and rate schedules and reflect appropriate rate structure criteria. The task will involve the development of bill frequency reports based on detailed billing records and the reporting capabilities of the City’s billing system. The first step of this task will be to work with City staff to specify the billing data to be

provided. Once the customer and usage data and reports are provided it will be assembled for use in the five-year financial forecast and rate analysis.

4. *Development of Water and Wastewater Customer Billing Profile* – Based on the detailed water and wastewater customer billing statistics, Raftelis will perform an analysis of customers and water sales including the preparation of water bill frequencies and revenue contributions by customer class. Raftelis will also perform an evaluation of current fixed versus variable cost recovery results. The information will be used to identify appropriate pricing policies.
5. *Review of Capital Improvements Program* – This task will involve the development of a capital finance plan to fund the City's water and wastewater system capital improvements program (CIP). In addition to reviewing the City's current CIP, this activity will also include identification of available funding sources and fund balances and development of a capital funding strategy for the capital projects based on project timing and the analysis of alternative funding sources, if any. These capital funding sources typically include the potential issuance of debt, grants, non-ad valorem tax assessments, and funds generated internally from rates and capital connection charges. It is recognized that the initial funding strategy developed in conjunction with the City staff may need to be modified during the course of the rate study in order to achieve the City's goals with respect to the level and timing of proposed rate adjustments. These modifications or alternative capital funding strategies will ensure that the capital finance plan supports the overall cost recovery strategy deemed to be appropriate by the City.
6. *Development of Projected Revenue Requirements* – Raftelis will prepare a five-year financial forecast and revenue requirement analysis based on the City's current water and wastewater operating budget and CIP. This task will include analysis of operations and maintenance expenses, capital expenditures and funding criteria, and other non-operating costs such as debt service, renewal and replacement funding requirements, and general fund transfers. The cost information will be compiled in a detailed manner such that costs can be summarized and classified by utility function or service. This task will also include the development of a forecast of revenues and income including utility rate revenues, other operating revenues from miscellaneous service charges, and other income such as interest income on fund balances. The forecast of utility rate revenue will be based on applying the existing rate schedules to the customer and sales forecast and detailed profile of water and wastewater billing determinants developed in task 3. The final step in this task will be to compare the projected revenues from existing rates with the projected revenue requirements in order to estimate the adequacy of current rate levels. Based on this summary of the adequacy of rates, Raftelis will recommend any overall water and wastewater system rate adjustments and develop an appropriate cost recovery strategy in conjunction with the City staff. This scope of work considers preparing no more than three (3) cost recovery scenarios.

7. *Design of Water and Wastewater Capital Connection Charges* – Based on the City’s CIP, existing treatment plant capacity utilization, fixed asset records, and estimated participation in the Polk County Regional Water Cooperative (PRWC), the cost of water and wastewater system expansion to serve new growth will be identified. These growth-related costs, along with level of service standards appropriate for each utility system, will be used to develop proposed water and wastewater capital connection charges. This task will also include developing a detailed capital connection charge comparison to evaluate the proposed water and wastewater capital connection charges competitiveness with other utility systems in the area.
8. *Miscellaneous Service Charge Review* – Raftelis will conduct a review of the City’s water and wastewater miscellaneous service charges, deposits to ensure that all charges recover the estimated cost of providing each service. Examples of miscellaneous charges include, but are not limited to, turn-on/turn-off fees, late payment charges and fees, reconnect after disconnecting for non-payment charges, meter test fees, and after hour service call charges. This task will also consider whether the City needs to implement any new miscellaneous service charges. Based on discussions with City staff, at the conclusion of the Study, once miscellaneous charges have been adopted, Raftelis will work with City management to coordinate an on-site staff workshop with customer service and field operations personnel to review the implementation of the adopted ordinances.
9. *Present Rate Study Results* – Raftelis will attend one (1) on-site meeting to meet one-on-one with City commissioners. Raftelis will also attend two public meetings (one initial workshop and one public hearing) before the City Commission to present the results of the water and wastewater system rate and capital connection charge study to the City. Additional meetings will be held with City staff throughout the course of the study including two (2) meetings to gather data and review preliminary study results and alternatives, and one (1) staff workshop to review the implementation of the adopted ordinances as discussed in task 8. A total of six (6) on-site meetings are included in this scope of service; however, Raftelis will also take advantage of opportunities to host web-based or Microsoft Teams meetings when available. This task will also include preparation of a briefing document and report to summarize the study results.

-Remainder of this page intentionally left blank-

LIST OF DELIVERABLES

The deliverables to be provided in this engagement include the following items:

- Data Request
- Five Year Financial Forecast for the Water and Wastewater Systems
- Water and Wastewater Customer Billing Profile
- Proposed Water and Wastewater Rates
- Proposed Water and Wastewater Capital Connection Charges
- Proposed Miscellaneous Service Charge Adjustments
- Water and Wastewater Rate and Capital Connection Charge Comparisons with Other Jurisdictions
- Briefing Document to Summarize Water and Wastewater Rate Study
- Water and Wastewater Rate Study Report

ADDITIONAL SERVICES

During the course of the study, the City may request additional services from Raftelis. Examples of such additional services would include additional meetings above and beyond the six (6) on-site meetings identified in the scope of services. Other examples of additional services include providing services relating to the issuance of new debt, meeting with third parties regarding the derivation of the rates and fees, providing litigation support services in the event of a challenge of the rates or fees, performance of capital connection charge negotiations and the preparation of developer agreements for the payment of such capital connection charge with potential large developments within the City limits, requests for updated financial, cost or rate analyses or capital connection charge scenarios after substantial completion of the initial work, and other related issues not contemplated in the above scope of services. No additional services are contemplated at this time and such services will not be conducted until authorized by the City and as mutually agreed upon between the City and Raftelis.

EXHIBIT B

**POLK CITY, FLORIDA
UTILITY RATE AND CAPITAL CONNECTION CHARGE STUDY**

**WATER, SEWER, RECLAIMED WATER AND MISCELLANEOUS FEES – RATE
STUDY CONTRACT (Charlotte County Contract No. 2023000004)**

CONTRACT NO. 2023000004
AGREEMENT BETWEEN CHARLOTTE COUNTY
and
RAFTELIS FINANCIAL CONSULTANTS, INC.
for
WATER, SEWER, RECLAIMED WATER
AND MISCELLANEOUS FEES – RATE STUDY

THIS AGREEMENT, is made and entered into by and between CHARLOTTE COUNTY, a political subdivision of the State of Florida, 18500 Murdock Circle, Port Charlotte, Florida 33948-1094, hereinafter referred to as the "County," and RAFTELIS FINANCIAL CONSULTANTS, INC., d/b/a RAFTELIS, 227 W. Trade Street, Suite 1400, Charlotte, North Carolina 28202, hereinafter referred to as the "Consultant."

WITNESSETH

WHEREAS, the County has determined that it is necessary to retain a Consultant to provide professional services to provide financial management consulting and utility rate-making services; and

WHEREAS, the Consultant has reviewed RFP No. 2023000004 required pursuant to this Agreement and is qualified, willing and able to provide and perform all such services in accordance with its terms.

WHEREAS, the County, through a selection process conducted in accordance with the requirements of law and County policy, has determined that it would be in the best interest of the County to award a contract to Consultant for the rendering of those services described in the Scope of Services.

NOW, THEREFORE, the County and the Consultant, in consideration of the mutual covenants contained herein, do agree as follows:

ARTICLE 1.
INCORPORATION OF DOCUMENTS

1.1. RFP No. 2023000004, consisting of pages 1 through and including 17, and the Proposal submitted by Consultant dated January 5, 2023, all filed with the Clerk of the Circuit Court of Charlotte County, Minutes Division, as RFP No. 2023000004, are hereby specifically made part of this Agreement as if same had been set forth at length herein.

1.2. In the event of any conflict between the documents constituting this Agreement, the documents shall be given precedence in the following order:

- 1) This Agreement;
- 2) Work Assignments;
- 3) RFP No. 2023000004;
- 4) The Proposal submitted by Consultant dated January 5, 2023.

ARTICLE 2.
REQUEST FOR SERVICES BY COUNTY

2.1. The County may, in its sole discretion, issue an authorization to Consultant to provide professional services for a specific project under the terms of this Agreement and in accordance with the procedures contained in RFP No. 2023000004 (hereinafter "work assignment", "specific project authorization" or "work authorization") and any subsequent addenda thereto. Each specific project authorization shall be in writing and set forth: (1) the scope of services for the specific project; (2) an enumeration of the deliverables for the specific project, if applicable; (3) the time for performance of Consultant's services for the specific project; and (4) the basis and amount of compensation for Consultant's services for the specific project. Each work authorization shall be subject to all the terms and conditions of this Agreement. Each work authorization shall be in writing in the form of a "Work Assignment" using the form attached hereto as **Exhibit A**. After approval by the County Purchasing Director, County Administrator or Board of County Commissioners, whichever is applicable under the provisions of RFP No. 2023000004, each Work Assignment shall become an amendment to this Agreement.

ARTICLE 3
BASIC SERVICES

3.1. The basic services which shall be performed by Consultant under this Agreement are financial management consulting services and utility rate-making services for the utility department, as specified in Part II of RFP No. 2023000004. The Consultant shall provide current and future financial feasibility reports (5-year and 20-year plans), revenue and expenditure analysis, and multi-scenario impact studies. Tasks shall be performed by Consultant on an "as assigned" basis and may include, but not be limited to, projects involving one or more of the following:

- *Water, Sewer, Reclaimed Water and Miscellaneous Fees Utility Rate and Financial Feasibility Study*
- *Water, Sewer and Reclaimed Water Connection Fee Study*
- *Analysis of existing and proposed Water Supply Agreements, Interlocal Agreements and Amendments*
- *Educational presentations of utility information to County personnel and Board of County Commissioners*
- *Analysis of financial data related to the acquisition, expansion or disposal of any water/sewer/reclaimed water within the utility service area*

- *Requests for updated analyses or additional financial or cost of service scenarios after substantial completion of the initial work or on proposed projects*
- *Information and analysis required relating to debt issuance and bond coverage, and service of senior debt*
- *Provide comparisons of current and projected water and sewer costs (operational, capital improvement, bonded debt) against appropriate industry benchmarks*
- *Analysis of impact to all rates based on future expansions of service*
- *Assistance with State Revolving Fund (SRF), US Department of Agriculture (USDA) loan or grant funding applications and repayment options*
- *Assistance with establishing, operating or realigning various Fund Accounts in order to streamline accounting with Renewal and Replacement (R&R) programs, Capitol Improvement Programs (CIP), and such*
- *The delivery of non-proprietary multi-scenario modeling software as a deliverable at a milestone to be determined*
- *General assistance with other methods of charging various fees and charges, evaluation of funding scenarios, and other related needs.*

3.2. Consultant will provide the Department a monthly status report that identifies all outstanding projects, Consultant's progress, future plans and outstanding issues. The Status Report shall address each specific work assignment. It is understood by both parties that this list of services is by no means inclusive; County may require additional consulting services not listed therein to be performed by Consultant in accordance with the terms and conditions of this contract. A detailed scope of services for a specific project shall accompany the Work Assignment for the project.

3.3. Consultant shall be responsible for knowledge of and compliance with all applicable federal, state and local laws, rules, practices and regulations. Consultant must be able to conclusively demonstrate its professional ability to represent the County before any and all regulatory agencies and County departments as necessary.

3.4. Consultant shall have an office staffed with professional technical personnel to prepare, assemble, and present reports to the County. These reports will include items such as preliminary analysis and progress.

3.5. No guarantee is expressed or implied as to the quantity of services, if any, to be procured under RFP No. 2023000004 or any addenda thereto, by Charlotte County.

3.6. The County, at its sole discretion, may expand the scope of work to include additional requirements which shall require an equitable adjustment to the schedule and compensation of Consultant. The County reserves the right to investigate as it deems necessary to determine the ability of Consultant to perform the work or services requested. Information the County deems necessary in order to make a determination shall be provided by Consultant upon request.

3.7. Consultant shall perform any services described in a Work Assignment issued to Consultant by the County.

3.8. Consultant agrees to meet with County at reasonable times and with reasonable notice.

3.9. Consultant agrees to perform such duties and responsibilities, and accepts such authority, as set forth in a Work Assignment issued by the County to Consultant and further agrees to perform any services in the time allowed for performance in a Work Assignment issued by the County to Consultant.

ARTICLE 4.
COMPENSATION AND PAYMENT OF CONSULTANT'S SERVICES

4.1. The amount and basis of compensation, whether it be lump sum, not-to-exceed, or some other basis, for Consultant's services on any specific project shall be determined during negotiations for that specific project, as provided in RFP No. 2023000004 and any subsequent addenda. The amount and basis of compensation shall be contained in the Work Assignment and calculated based upon the rate schedule attached hereto as **Exhibit B**.

4.2. Consultant shall submit all billings for payment of services rendered on a monthly basis to the County Purchasing Division. Billings shall be detailed as to the nature of the services performed and shall refer to the specific tasks listed in the Scope of Services that were actually performed by Consultant. Billings shall include a summary of any amounts previously billed and any credits for amounts previously paid.

4.3. Consultant acknowledges that each billing must be reviewed and approved by the County Director of Budget and Administrative Services or his or her designee. Should the County Director of Budget and Administrative Services or his or her designee, determine that the billing is not commensurate with services performed, work accomplished or hours expended, Consultant shall adjust billing accordingly. However, Consultant shall be entitled to payment of any portion of a billing not in dispute.

4.4. Payment for services rendered by Consultant on a lump sum basis shall be made on a monthly basis in proportion to the percentage of services completed. Percentage of services completed shall be subject to review and approval of County.

4.5. Payment for services rendered by Consultant on an hourly, not-to-exceed basis shall be made monthly based on actual hours spent, multiplied by appropriate hourly rates. Hours of service performed shall be subject to review and approval of County.

4.6. County shall pay Consultant's monthly billings in accordance with Sections 218.70 through 218.80 Florida Statutes, the Local Government Prompt Payment Act.

ARTICLE 5.
CONSULTANT'S RESPONSIBILITIES

5.1. Consultant shall perform or furnish consulting and related services to a level of technical skill, ability, and diligence customarily provided by an experienced professional in his or her field of expertise at the time and place the services are performed when rendering the same services, and in accordance with sound principles and practices generally acknowledged by professionals in his or her field of expertise, as represented to the County, both orally and in writing, to be possessed by Consultant, all in accordance with the standards contained elsewhere in this Agreement and in accordance with generally accepted standards of professional consulting practice prevailing at the time and place the services are performed and with the laws, statutes, ordinances, codes, rules and regulations governing Consultant's profession. The same standards of care shall be required of any subconsultant or subcontractor engaged by Consultant.

5.2. Consultant shall, without additional compensation, correct and revise any errors, omissions, or other deficiencies in its work product, services, or materials arising from the negligent act, error or omission of Consultant or any subconsultant or subcontractor engaged by Consultant for one year after the completion of Consultant's services under this Agreement. The foregoing shall be construed as an independent duty to correct rather than a waiver of County's rights under any applicable statute of limitations. County review of, approval of, acceptance of, or payment for any of Consultant's work product, services, or materials shall not be construed to operate as a waiver of any of County's rights under this Agreement, or cause of action County may have arising out of the performance of this Agreement.

ARTICLE 6.
OWNERSHIP AND USE OF DOCUMENTS

6.1. All deliverables prepared in accordance with Consultant's services under this Agreement shall become the property of, and shall be delivered to, County. However, any use subsequent to or other than for the specific project for which such items were created, shall be at sole risk of County. Nothing contained herein shall be deemed a transfer, assignment or divestiture by Consultant of its trade secrets, know-how or intellectual property.

6.2. Consultant agrees that any software, computer systems and databases used for providing the documents necessary to this Agreement shall be compatible with existing County software and systems.

ARTICLE 7.
COUNTY'S RESPONSIBILITIES

7.1. County shall perform the responsibilities contained in this Article 7 in a timely manner so as not to delay the services of Consultant.

7.2. County shall furnish to Consultant, upon request of Consultant and at County expense, all existing studies, reports and other available data pertinent to the services to be performed under this Agreement which are within the County's possession. However, Consultant shall be required to evaluate all materials furnished hereunder using reasonable professional judgment before relying on such materials.

7.3. County shall provide reasonable access and entry to all public property required by Consultant to perform the services described in this Agreement. All such access and entry shall be provided at County expense. County shall also use reasonable efforts to obtain permission for reasonable access and entry to any private property required by Consultant to perform the services described in this Agreement.

ARTICLE 8.

TERM / TERMINATION

8.1. The term of this Agreement shall be for the period commencing on the date this Agreement is executed by both parties, and up to and including September 30, 2028, with an option to renew for two (2) additional one- (1) year terms, at the same terms and conditions, with the mutual consent of the parties.

8.2. This Agreement, or any specific project authorized under this Agreement, may be terminated by County, with or without cause, by written notice to Consultant of the intent to terminate. Such termination shall be effective fourteen (14) days after receipt by Consultant of such written notice of intent to terminate. However, no termination for cause will be effective unless Consultant is first given ten (10) calendar days after receipt of notice of intent to terminate in which to cure the cause for termination.

8.3. In the event that the Consultant has abandoned performance under this Agreement, then the County may terminate this Agreement upon three (3) calendar day's written notice to the Consultant indicating its intention to terminate. The written notice shall state the evidence indicating the Consultant's abandonment. Payment for services performed prior to the Consultant's abandonment shall be as stated Section 3 above.

8.4. In the event of termination, Consultant shall be entitled to compensation for services rendered and costs incurred through the effective date of termination. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports, prepared by Consultant shall become the property of County and shall be delivered by Consultant to County immediately upon the effective date of termination.

**ARTICLE 9.
NOTICES**

9.1. Any notice required or permitted to be sent hereunder shall be sent certified mail, return receipt requested to the parties at the addresses listed below:
CONSULTANT: COUNTY:

Name: Raftelis
Murray Hamilton, Vice President
Address: 341 N. Maitland Avenue, Suite 300
Maitland, FL 32751

Purchasing Division
Name: Kim Corbett, Sr. Div. Manager
Address: 18500 Murdock Circle, Ste. 344
Port Charlotte, FL 33948

**ARTICLE 10.
NO CONTINGENT FEES**

10.1. Consultant certifies that it has not employed or retained any company or person, other than a bona fide employee working solely for Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Consultant any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, County shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

**ARTICLE 11.
TRUTH-IN-NEGOTIATION CERTIFICATE**

11.1. In accordance with Section 287.055 Florida Statutes and Charlotte County Resolution 2003-059, signature of this Agreement by Consultant shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting. The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of this Agreement.

**ARTICLE 12.
ASSIGNMENT**

12.1. This Agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances by Consultant without the prior written consent of County. Further, no portion of this Agreement may be performed by

subcontractors or subconsultants without written notice to and approval of such action by County.

ARTICLE 13.
EXTENT OF AGREEMENT / SEVERABILITY / MODIFICATION

13.1. This Agreement represents the entire and integrated agreement between the County and Consultant and supersedes all prior negotiations, representations or agreement, either written or oral.

13.2. In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any breach of any provision, term, condition or covenant shall not be construed by the other party as a waiver of any subsequent breach.

13.3. No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed by both parties.

13.4. This is a nonexclusive contract. The County has the right to enter into contracts with other consultants for providing professional services.

ARTICLE 14.
GOVERNING LAW / VENUE

14.1. This Agreement shall be governed and construed in accordance with Florida law. In the event any litigation arises between the parties in connection with this Agreement, venue for such litigation shall lie exclusively in or for Charlotte County, Florida.

ARTICLE 15.
INDEPENDENT CONTRACTOR STATUS

15.1. Consultant is an independent contractor and is not an employee, servant, agent, partner or joint venturer of the County.

Neither the County nor any of its employees shall have any control over the conduct of Consultant or any of Consultant's employees, except as herein set forth, and Consultant expressly warrants not to represent at any time or in any manner that Consultant or any of Consultant's agents, servants or employees are in any manner agents, servants or employees of the County. It is understood and agreed that Consultant is, and shall at all times remain as to the County, a wholly independent contractor and that Consultant's obligations to the County are solely as prescribed by this Agreement.

ARTICLE 16.
AUDIT REQUIREMENTS

16.1. Consultant shall maintain books, records, documents, and other evidence directly pertaining to or connected with the services under this Agreement which shall be available and accessible at Consultant's offices for the purpose of inspection, audit, and copying during normal business hours by the County, or any of its authorized representatives. Such records shall be retained for a minimum of five (5) years after completion of the services. If any litigation, claim or audit is commenced prior to the expiration of the five (5) year period, the records shall be maintained until all litigation, claims or audit findings involving the records have been resolved.

16.2 Consultant shall require all subcontractors to comply with the provisions of this paragraph by insertion of the requirements hereof in a written contract agreement between Consultant and the subcontractor.

ARTICLE 17.
INDEMNIFICATION

17.1. Consultant shall indemnify and hold harmless County, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant and other persons employed or utilized by Consultant in the performance of services under this Agreement.

ARTICLE 18.
PUBLIC RECORDS

18.1. Pursuant to Section 119.0701 of the Florida Statutes, Contractors acting on behalf of the County must comply with the public records laws, specifically: a) keep and maintain public records required by the County to perform the contracted services; b) upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law; c) ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract; and d) upon completion of the contract, keep and maintain all public records required by the County to perform the service, and meet all applicable requirements for retaining public records.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTOR'S DUTY TO RETAIN AND PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, THE CONTRATOR SHOULD

CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT (941) 743-1441, E-MAIL TO RECORDS@CHARLOTTECOUNTYFL.GOV, 18500 MURDOCK CIRCLE, BLDG. B, Suite 109, PORT CHARLOTTE, FLORIDA 33948.

ARTICLE 19.
EMPLOYEE RESTRICTIONS

19.1. Charlotte County will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a [Section 274A of the Immigration and Nationality Act ("INA")]. The County shall consider employment by the Consultant of unauthorized aliens a violation of Section 274A of the INA. Such violation by the Consultant of the employment provisions contained in Section 274A of the INA shall be grounds for termination of this Agreement by the County.

19.2. Pursuant to Section 448.095 of the Florida Statutes, all persons or firms entering into contracts with Charlotte County are required to register with, and use, the E-Verify system of the U.S. Department of Homeland Security to electronically verify the employment eligibility of all newly hired employees. The County may terminate this Agreement for failure on the part of the Contractor to use E-Verify. Contract termination for failure to use E-Verify is not considered a breach of contract pursuant to s. 448.095(2)(c)3, *Fla. Stat.*

ARTICLE 20.
SCRUTINIZED VENDORS

20.1. Pursuant to Section 287.135(3)(b) of the Florida Statutes, Charlotte County may, at its sole option, terminate this Agreement if the Consultant is found to have been placed on the *Scrutinized Companies that Boycott Israel List*, or is engaged in a boycott of Israel.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date and year written below.

WITNESSES:

Signed By: Peggy L. Perry
Print Name: Peggy L. Perry
Date: May 22, 2023

RAFTELIS

Signed by: [Signature]
Print Name: Murray H. Hamilton, Jr.
Title: Vice President
Date: 5/22/2023

ATTEST:

Roger D. Eaton, Clerk of Circuit Court and Ex-officio Clerk to the Board of County Commissioners

By: [Signature]
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS OF CHARLOTTE COUNTY, FLORIDA

By: [Signature]
William G. Truex, Chairman
Date: April 25, 2023

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: [Signature]
Janette S. Knowlton, County Attorney
LR 23-0290

Exhibit List:

- Exhibit A – Work Assignment – Sample Form
- Exhibit B – Rates Schedule

WORK ASSIGNMENT
 CHARLOTTE COUNTY PURCHASING DIVISION
 CONTRACT NO. 2023000004

WATER, SEWER, RECLAIMED WATER AND MISCELLANEOUS FEES - RATE STUDY

THIS WORK ASSIGNMENT

1.	Work Assignment #	
2.	Short Title	
3.	Date Submitted	
4.	Amount	
5.	Scheduled Completion	

In presenting this Work Assignment, Consultant agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Assignment has been accepted by Consultant. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Assignment. Unless specified herein, additional information will not be required.

SUBMITTED AND AGREED TO BY:

BY: _____
 Name of Consultant / Firm (Type/Print)

 Signature

DATE: _____

RECOMMENDED AND APPROVED BY: _____

FISCAL REVIEWED BY: _____

CHARLOTTE COUNTY (DEPARTMENT/DIVISION): _____

CHARLOTTE COUNTY PURCHASING: _____

CHARLOTTE COUNTY ADMINISTRATION: _____

APPROVED by the COUNTY Administrative Agent, the _____ day of _____, 20__.



Exhibit "B"

Raftelis Financial Consultants, Inc.

2023 Standard Hourly Billing Rates

<u>Position</u>	<u>Hourly Billing Rate *</u>
Executive Vice President	\$325
Vice President	\$300
Senior Manager	\$275
Manager	\$245
Senior Consultant	\$200
Consultant	\$180
Associate	\$155
Administration	\$95

* These rates will be in effect for calendar year 2023 and will then increase annually by 3% unless specified otherwise by contract.

EXHIBIT C

CITY OF POLK CITY, FLORIDA

COST ESTIMATE TO PERFORM A UTILITY RATE AND CAPITAL CONNECTION CHARGE STUDY

Line No.	Task Ref. [1]	Vice President	Senior Consultant	Associate Consultant	Administrative	Totals
Direct Labor Rates		\$ 300.00	\$ 200.00	\$ 155.00	\$ 95.00	
1	Kick-off Meeting (virtual meeting)	2	2	-	-	4
2	Data Acquisition, Compilation and Review	1	4	8	-	13
3	Identification of Fiscal Policies and Objectives	2	2	-	-	4
4	Compilation of Historical Customer Billing Information	3	4	8	-	14
5	Development of Customer Usage Forecast and Billing Frequency	3	12	16	-	30
6	Development of Water and Wastewater Customer Billing Profile	4	10	20	-	32
7	Review of Capital Improvements Program	2	8	8	-	18
Development of Revenue Requirements and Analysis						
8	Development of Revenue Projections from Existing Rates	1	4	8	-	13
9	Development of Operating Expense Projections	6	4	4	-	9
10	Development of Capital Improvement Funding Analysis	6	4	8	-	14
11	Flow of Funds Analysis and Interest Income Determination	6	4	4	-	9
12	Development of Net Revenue Requirements and Rate Impact Analyses	6	4	4	-	10
13	Rate Covenant / Fiscal Policy Compliance Analysis	6	4	4	-	10
14	Design of Water and Wastewater Connection Fees	7	20	40	-	68
15	Review of Miscellaneous Charges for Ancillary Services	8	16	24	-	44
16	Staff Workshop to Review Adopted Ordinance	8	4	-	-	8
17	Preparation of Rate Study Report	9	8	10	10	32
18	Preparation of Public Hearing Presentation Documentation	9	6	2	-	10
19	Staff Meetings to Review Study Progress (two on-site meetings)	9	10	-	-	20
20	One-on-ones with City Commissioners (one on-site meeting)	9	6	-	-	12
21	Present Results at City Commission (two on-site meetings)	9	8	-	-	16
22	Project Management	All	4	-	-	4
23	Total Hours	72	144	168	10	394
24	Direct Labor Cost	\$ 21,600	\$ 28,800	\$ 26,040	\$ 950	\$ 77,390
25	Average Hourly Rate					\$ 196.42
Other Direct Costs						
26	Mileage @ \$0.67 Per Mile - 100 Miles Roundtrip; 6 Trips					\$ 402
27	Miscellaneous / Rounding					8
28	Total Other Direct Costs					\$ 410
29	Total Estimated Project Cost					\$ 77,800

Footnotes:

[1] Please reference Exhibit A - Scope of Services for description of tasks to be performed by Raftelis.

**City Commission Meeting
April 16, 2024**

AGENDA ITEM #5: Polk County Library Cooperative Interlocal Agreement with Polk City

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

Requesting a vote by the City Commission to approve the Interlocal Agreement between the Suzette Penton Polk City Community Library and the Polk County Library Cooperative.

ATTACHMENT:

Interlocal Agreement

ANALYSIS:

This Agreement continues the Polk County Library Cooperative, which was formed on October 1, 1997, through an Interlocal Agreement between the Board of County Commissioners (BoCC) and the thirteen (13) municipalities with Public Libraries in Polk County: Auburndale, Bartow, Dundee, Eagle Lake, Fort Meade, Frostproof, Haines City, Lake Alfred, Lake Wales, Lakeland, Mulberry, Polk City, and Winter Haven. Subsequently, the Agreement has been reviewed and renewed to continue the delivery of seamless countywide public library services.

Membership in the Cooperative gives a Municipal Library access to hundreds of thousands of resources for their patrons, automatic membership in the Tampa Bay Library Consortium (for continuing education and vendor discounts); delivery between libraries, Books by Mail, a State-of-the-Art Library Automation System that includes mobile applications, all e-rate forms filed on your behalf, State and Federal Grants, Professional Development, and so much more!

STAFF RECOMMENDATION:

Approve the Interlocal Agreement between the Polk County Library Cooperative and Polk City.

POLK COUNTY LIBRARY COOPERATIVE INTERLOCAL AGREEMENT 2024

This Agreement is entered into this ____ day of _____ by Polk County, a political subdivision of the State of Florida, hereinafter referred to as the County, and the municipalities of Auburndale, Bartow, Dundee, Eagle Lake, Fort Meade, Frostproof, Haines City, Lake Alfred, Lakeland, Lake Wales, Mulberry, Polk City, and Winter Haven, hereinafter referred to as "participating municipalities".

WHEREAS, Section 163.01, Florida Statutes (2023) the Florida Interlocal Cooperation Act of 1969, permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage; and

WHEREAS, both the County and participating municipalities are public agencies within the meaning of Chapter 163.01, Florida Statutes (2023); and

WHEREAS, Section 163.01(4), Florida Statutes (2023) provides that a public agency of this state may exercise jointly with any other public agency of the state any power, privilege, or authority which such agencies share in common and which each might exercise separately; and

WHEREAS, Section 125.01(f), Florida Statutes (2023) authorizes the County to provide libraries and cultural facilities and programs; and

WHEREAS, Section 166.021(1), Florida Statutes (2023), authorizes municipalities to render municipal services and exercise power for municipal services, except when expressly prohibited by law; and

WHEREAS, the County and participating municipalities desire to cooperate in a countywide agreement to provide library services without charge to all persons residing in Polk County, including residents of the unincorporated areas and those incorporated areas not served by a public library; and

WHEREAS, the County as an eligible political subdivision under Section 257.17, Florida Statutes (2023), may participate in the State Aid to Libraries Program; and

WHEREAS, the County enacted Ordinance 07-18, the Polk County Amended, Restated and Consolidated Comprehensive Impact Fee Ordinance, as amended, which in part provides for the funding of library capital improvements required by growth within Polk County; and

WHEREAS, the County enacted Ordinance 05-025, the Polk County Library MSTU Ordinance to levy ad valorem taxes within the unincorporated area of Polk County to fund new libraries, and, to the extent that it is demonstrated that such facilities benefit and are used by the residents of the unincorporated area of Polk County, existing and future library facilities operated by the Polk County Library Cooperative and its members.

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

1. PURPOSE

The County and participating municipalities agree to cooperate, pursuant to the terms of this interlocal agreement, in the operation of a cooperative countywide library system in Polk County to provide library services without charge to all persons who are residents of Polk County.

In particular, it is the express purpose of the agreement to provide for the coordination of library service throughout the service area of the County and all participating entities, to provide for equal access to free public library service to all residents in Polk County, and to formulate and implement consistent plans, programs, policies, and procedures in the operation, maintenance and development of library service throughout the service area of the participating entities. The Board of County Commissioners shall have the authority to administer this Agreement and is empowered to take collective action as directed by the Library Cooperative Governing Board (hereafter governing board) as is reasonable or appropriate to achieve the purposes as set forth herein.

2. DEFINITIONS

1. Resident shall mean any individual who either owns real property or resides in Polk County on a permanent basis or as established by the Governing Board.
2. County shall mean Polk County, a political subdivision of the State of Florida.
3. Auburndale shall mean the City of Auburndale, a legal entity established for local governmental purposes and the location of the Auburndale Public Library.
4. Bartow shall mean the City of Bartow, a legal entity established for local governmental purposes and the locations of the Bartow Public Library, Polk County Historical & Genealogical Library and the Polk County Law Library.
5. Dundee shall mean the Town of Dundee, a legal entity established for local governmental purposes and the location of the Dundee Public Library.
6. Eagle Lake shall mean the City of Eagle Lake, a legal entity established for local governmental purposes and the location of the Eagle Lake

- Public Library.
7. Fort Meade shall mean the City of Fort Meade, a legal entity established for local governmental purposes, and the location of the Fort Meade Public Library.
 8. Frostproof shall mean the City of Frostproof, a legal entity established for local governmental purposes and the location of the Latt Maxcy Memorial Library.
 9. Haines City shall mean the City of Haines City, a legal entity established for local governmental purposes and the location of the Haines City Public Library.
 10. Lake Alfred shall mean the City of Lake Alfred, a legal entity established for local governmental purposes and the location of the Lake Alfred Public Library.
 11. Lake Wales shall mean the City of Lake Wales, a legal entity established for local governmental purposes and the location of the Lake Wales Public Library.
 12. Lakeland shall mean the City of Lakeland, a legal entity established for local governmental purposes and the locations of the Lakeland Public Library, Larry R. Jackson Branch Library and the Kelly Branch Library.
 13. Mulberry shall mean the City of Mulberry, a legal entity established for local governmental purposes and the location of the Mulberry Public Library.
 14. Polk City shall mean the City of Polk City, a legal entity established for local governmental purposes and the location of the Suzette Penton Polk City Community Library.
 15. Winter Haven shall mean the City of Winter Haven, a legal entity established for local governmental purposes and the location of the Winter Haven Public Library, Kathryn L. Smith Memorial.
 16. Cooperative shall mean the Polk County Library Cooperative, a public library system operated by a governing body designated by one or more participating local governments and/or entities to administer through a single administrative head, the common services for a group of libraries supported by those participating local governments and/or entities that have joined together by formal agreements to provide services across their combined service areas.
 17. Single administrative head (Cooperative Coordinator) shall mean the central administrator of the Polk County Library Cooperative who administers, manages, and coordinates Cooperative activities and who, at a minimum, meets the requirements for a Cooperative Coordinator as described at Section 9, herein.
 18. Governing Board shall mean the governing body of the Polk County Library Cooperative as empowered pursuant to this Agreement.
 19. Service area shall mean all of Polk County.
 20. Participating Library shall mean any of the libraries located within Polk County that have entered into this agreement.

21. Polk County is a political subdivision of the State of Florida and is authorized to participate in the State Aid to Libraries Program and operates the Polk County Genealogical Library and the Justice Steven H. Grimes Law Library.
22. Circulation – shall mean all library materials that are borrowed for use outside the library, including digital books and media.
23. Capital – shall mean money expended for purchase or construction of a library building or library quarters (ie: bricks and mortar, land (purchase or value of); and utility infrastructure). Capital shall not include shelving, furniture, or replacement of carpet.
24. BOCC – shall mean the “Board of County Commissioners” of Polk County
25. MSTU- shall mean the “Municipal Services Taxing Unit” enacted by the BOCC in the unincorporated areas of the county for public library services beginning with FY 2005-2006, the funds from which may be used for existing and future library facilities, collections and programs to the extent that it is demonstrated that such facilities benefit and are used by residents of the unincorporated area of Polk County.
26. Impact Fee – shall mean the library impact fee enacted by the BOCC for public library capital projects required by growth.

3. AGREEMENT

This Agreement shall constitute the entire agreement of parties hereto and of the Polk County Library Cooperative. There are no promises, representations, or warranties other than those set forth herein. This Agreement shall be binding upon the parties and successors in interest in accordance with its terms. No modification or amendment of the Agreement shall be binding unless in writing approved by each of the governing boards of the participating libraries and by the Cooperative Governing Board, and executed on behalf of each of the participating libraries and the Cooperative Governing Board.

4. TERM

The term of this Agreement shall be 10 years, beginning on October 1, 2024 and shall automatically renew for additional 10 year terms, however any party hereto may terminate their participation in this Agreement as provided herein. The parties hereto agree to meet at the request of any member party to review the provisions of this agreement at least one hundred and twenty (120) days prior to October 1st of each year in order to consider such modifications as the parties may desire for the subsequent year.

5. WITHDRAWAL OR TERMINATION

Any participating party may withdraw from the Cooperative established by this Agreement and thereby terminate its rights and responsibilities under this Agreement. Written notice of the withdrawal and termination shall be given to the Governing Board 60 days prior to the effective date. Any funds received by the withdrawing party will be pro-rated to the termination date and a refund will be

Passed by Library Cooperative Governing Board on March 13, 2024

made by the withdrawing party to the Cooperative. Distribution of the refund will be made to the remaining cities in accordance with the funding formula.

6. DISPENSATION OF PROPERTY AND EQUIPMENT

Upon withdrawal or termination of the Agreement by any participating party (whether by termination or otherwise), all real property and equipment valued at the amount established by applicable law and regulations and purchased by the Cooperative with State, County or Federal funds (except State Construction Grant Funds), shall be retained by the Polk County Library Cooperative.

If the Cooperative ceases to exist, the abovementioned real property and equipment shall revert to the Florida Department of State, Division of Library and Information Services (State Library of Florida). All disposition of real property and equipment shall be in accordance with applicable state law and regulations.

Materials, furniture and equipment purchased with local funds or grants procured by the municipality or county, whether funds of a municipality, non-profit entity, or the county, shall remain the property of the participating library for which they were purchased. Disposition of the real property shall be the responsibility of the owning entity.

A terminating library will be able to purchase a copy of its MARC (Machine Readable Catalog) records in its current format at the time of termination for a fee covering the cost of extraction. If the terminating library requests its records to be expunged from the Cooperative database, it will be done at the terminating library's expense, with vendor approval from the Governing Board.

If the terminating library requests to continue using the Cooperative database and automation software, it will be reviewed by the Cooperative Governing Board and done at the terminating library's expense.

In the event that the terminating library serves as the host library for the automation networking equipment and software, the Governing Board will approve another host city or site.

7. ADDITION OF NEW MEMBERS

NEW MEMBERS: Any publicly owned and operated library within Polk County which is not a participating library may become a party to this Agreement and a member of the Polk County Library Cooperative upon the approval by a majority vote of the Governing Board and upon execution and delivery of a counterpart original of the Agreement (as then in force). The above and the following conditions must be satisfied by new members prior to April 1st of a given calendar year: 1) Agree to provide library services to all Polk County residents free of charge, 2)

Agree to provide services in accordance with the Cooperative's Long-Range Plan, 3) Agree to submit an Annual Library Budget to the Cooperative, 4) Agree to share materials/resources with other member libraries, 5) Agree to remain open a minimum of 40 hours per week, and 6) Agree to all other conditions as outlined in the Interlocal Agreement

Upon satisfaction of these conditions, the proposed new member (participating library) shall become a party to this Agreement and a member of the Polk County Library Cooperative effective the next October 1, subject to all the provisions and obligations, and entitled to all the privileges and rights of new members as delineated in the Bylaws of the Governing Board.

8. GOVERNING BODY

The Governing Board of the Polk County Library Cooperative shall consist of one representative appointed by each participating municipality, and one administrator from County government appointed by the Board of County Commissioners. Each participating municipality and the County shall also designate at least one; but no more than two alternate representatives to act on its behalf during any absence. The Governing Board shall elect a chair, vice-chair, and secretary each to serve a two year term. The Governing Board shall appoint the Cooperative's single administrative head (Cooperative Coordinator), adopt By-laws, set policy for and manage operations of the Cooperative, including salaries of the Coordinator and other staff, develop with the Cooperative Coordinator and approve the Cooperative's budget and submit it to the Board of County Commissioners for review and transmittal to the State Library of Florida, review and develop new formulas for the disbursement of County funds, make decisions with the Cooperative Coordinator on the use of state funds, which will be centrally expended by the Cooperative for participating libraries for the benefit of residents of the combined service area; make decisions with the Cooperative Coordinator on the use of County funds including county Library MSTU and Impact Fee revenues which will be expended pursuant to the provisions and limitations set out in Polk County Ordinances creating the Library MSTU and levying the Library Impact Fee; conduct public meetings, (no less often than quarterly), enter into and sign contracts to benefit the Cooperative members, and appoint members of committees and advisory boards as required to accomplish specific activities.

9. COOPERATIVE COORDINATOR

The Cooperative Coordinator shall be appointed by the Governing Board and shall have the following minimum qualifications: a Master's Degree in library/information science from a program accredited by the American Library Association, plus five years of successful, full-time, paid library experience in a public library. The Governing Board may establish any other qualifications for the Cooperative Coordinator and shall set positions, salary structure and benefits for the Coordinator and all direct staff of the Cooperative. The Cooperative Coordinator,

under the supervision of the Governing Board, shall interview, select, supervise, and recommend discharge of staff for the office of the Cooperative in accordance with policies established by the Governing Board. All paid staff of the participating libraries shall remain employees of the governing board that operates each library and shall retain all rights, responsibilities and powers associated with employment of staff. In the event the Coordinator is an employee of a participating municipality the Coordinator's salary and other expenses of employment shall be reimbursed by the Cooperative.

10. DUTIES OF THE COOPERATIVE COORDINATOR

Under the direction of the Governing Board, the duties of the Cooperative Coordinator shall include, but are not limited to:

- a. Maintaining information and submitting with approval of the Governing Board and on behalf of the Cooperative and participating libraries applications for available County, State and Federal library funds and filing reports required by the Florida Department of State, Division of Library and Information Services.
- b. Preparing and presenting to the Governing Board for approval the Cooperative's single Long Range Plan developed by the Governing Board and the Coordinator.
- c. Preparing and presenting to the Governing Board for approval the Cooperative's annual operating and capital budgets and Annual Plan of Service.
- d. Recommending and coordinating the implementation of library program opportunities for offering to the participating libraries.
- e. Recommending and developing, with the approval of the Governing Board cooperative projects as a method of cost reductions and improved efficiency.
- f. Planning for and developing centralized coordination, planning, technical services, and automation programs for participating libraries, as agreed to by the Governing Board.

11. LONG RANGE PLAN FOR LIBRARY SERVICES AND ANNUAL PLAN AND BUDGET

In concert with the Governing Board, the Cooperative Coordinator shall coordinate the development and implementation of a Long Range Plan for the operation, maintenance, and development of the Cooperative and its participating libraries, to be adopted by the Governing Board and maintained through a yearly update.

The Governing Bodies of the participating libraries shall continue to fund their local libraries and are not required to make any payment to the Cooperative for participating in the Cooperative. All authority with respect to participating library funding of the Cooperative's Long Range Plan, the Annual Plan and any other library program or expenditure from participating library's governing body shall lie

Passed by Library Cooperative Governing Board on March 13, 2024

solely with the participating municipality. In order to qualify for the maximum amount of state aid, all expenditures made for participating libraries by the participating municipalities shall be made in accordance with the Cooperative's Long Range Plan and Annual Plan.

There shall be a single, combined annual Cooperative budget for library service in Polk County. The budget shall be developed with a Fiscal Year ending September 30 of each year. The Cooperative's budget shall reflect the annual plan approved by the Governing Board, shall be prepared by the Cooperative Coordinator, and shall take into account funds received, budgeted for and expended by participating libraries, and funds received from the County, State and Federal funds (except State construction grants), and all other revenues received to provide library service.

The budget shall be adopted by the Cooperative's Governing Board for submission to the Board of County Commissioners. Nothing contained herein shall require any participating municipality or Polk County on behalf of Polk County's Historical/Genealogical Library or Polk County's Law Library to appropriate any amount in excess of the Maintenance of Effort defined at Section 14, herein.

12. ACCEPTANCE OF GIFTS, GRANTS, FUNDS, OR BEQUESTS

The Governing Board, on behalf of the Cooperative, shall have the authority to apply for or receive gifts, grants, funds, or bequests. All such monies, property or funds received by the Cooperative shall be the property of the Cooperative, subject to termination provisions set forth in this Agreement. All such monies, property or funds received by municipalities or non-profit entities for the benefit of an individual participating library shall remain the property of the participating library.

13. COOPERATIVE SYSTEM-WIDE AND CENTRALIZED ACTIVITIES

An Annual Plan of Library Service for the Cooperative may offer system-wide and centralized activities, such as centralized purchasing, centralized periodical subscription service, centralized technical services, shared staff, and others to be funded by one or a combination of:

- a. The Cooperative's County funds including Library MSTU and Library Impact fees designated in the Annual Budget.
- b. The Cooperative's State funds designated in the Annual Budget.
- c. Agreed-to portions of the Cooperative's County funds programmed to be distributed to the participating libraries with the approval of the participating libraries' governing bodies of those libraries that choose to participate in any system-wide and/or centralized activity.
- d. Direct payment to the Cooperative by the governing bodies of

Passed by Library Cooperative Governing Board on March 13, 2024
participating libraries that choose to participate in any system-wide and/or centralized activity.

14. APPROPRIATION FOR PARTICIPATING MUNICIPALITIES FUNDS:

There is reserved to the participating municipalities the sole and exclusive discretion to determine the amount of annual appropriations from their own revenues and sources for the provision of library services. Participating libraries, including participating municipalities and the County, agree to a Maintenance of Effort which will maintain actual operating and maintenance expenditures for public library services, exclusive of short-term special funding, at that level of at least the lesser amount expended from the same purpose in either of the two fiscal years preceding the annual appropriation being considered, such that funds provided under this Agreement shall not be construed to be a substitute for city funds allocated for the support of public library services to the residents of the city or county. Participating municipalities who cannot meet this condition because of extenuating budget circumstances in a specific fiscal year may request a Maintenance of Effort Waiver for that specific fiscal year according to procedures established by the Cooperative's Governing Board and codified in the By-Laws adopted by the Governing Board.

15. APPROPRIATION AND ALLOCATION OF POLK COUNTY FUNDS FOR PARTICIPATING LIBRARIES

For the duration of this Agreement, County funds allocated for the support of the Cooperative shall be distributed among participating publicly owned and operated libraries according to the formulas found in Section 21 and Section 22.

- 1) Funding Formula – To the extent that it is demonstrated that the Cooperative's library system benefits and is used by residents of the unincorporated area of Polk County, the County shall provide dedicated funding from Library MSTU dollars to the Cooperative as provided for in Section 21.
- 2) Distribution Formula – The County funds, including Library MSTU dollars, allocated for the support of the Cooperative shall be distributed among participating libraries in two payment installments by January 31 and April 15 pending necessary information is provided by cities according to the formula in Section 22 with an annual review.
- 3) All County funds shall be spent by the participating libraries in accordance with the Cooperative's Long Range Plan and Annual Plan of Service and pursuant to the provisions and limitations set out in Polk County Ordinances creating the Library MSTU and levying the Library Impact Fee
- 4) State Aid to Libraries Grant funds and County Library Impact Fee dollars for capital projects required by growth shall be administered centrally

Passed by Library Cooperative Governing Board on March 13, 2024

and budgeted in accordance with the Long Range Plan and Annual Plan of Service and expended by the Cooperative on behalf of libraries services in Polk County.

- 5) The Cooperative Governing Board will expend any County funding provided for public library services in accordance with the Cooperative's long range plan and annual plan of service and the provisions and limitations set out in Polk County Ordinances creating the Library MSTU and levying the Library Impact Fee.

16. STATISTICAL REPORTS

Each month, by the 20th day, statistical reports in the format requested by the Coordinator shall be submitted by all participating libraries to the Cooperative Coordinator for the previous month. Notwithstanding the foregoing, the Coordinator shall have the authority to adjust the reporting frequency to periods which are more efficient and productive to the administration of the Cooperative.

17. RESPONSIBILITY OF THE COOPERATIVE

The Cooperative shall abide by the terms and provisions of laws of the State of Florida and the provisions of this Agreement and other applicable Federal, State, and or local laws, rules, and regulations.

18. ADDITIONAL RESPONSIBILITIES OF PARTICIPATING GOVERNING BODIES

Participating governing bodies shall abide by all State and Federal laws, and specifically those relating to the provision of library services. Participating governing bodies shall retain local autonomy and control over the operations and functions of its participating library, except where participating governing bodies have ceded authority to the Cooperative's governing body through this Agreement or amendments thereto.

19. MODIFICATION OF AGREEMENT

No modification, amendment, or alteration of the terms or conditions contained herein shall be effective unless contained in a written document approved and executed by the Cooperative's Governing Board and all parties hereto with the same formality and of equal dignity herewith.

20. NOTICES

All notices, demands or other writings required to be given or made or sent in this Agreement, or which may be given or made or sent, by either party or the other, shall be deemed to have been fully given or made or sent when in writing and addressed to the City Manager of the participating municipalities and the County Manager for the Board of County Commissioners.

21. FUNDING FORMULA

Passed by Library Cooperative Governing Board on March 13, 2024

The County has provided a dedicated funding source (Library MSTU) which assists in its commitment to more equitable funding in order to reach \$23.60 operational funding per capita as recommended by previous professional consultants hired by the County.

22. DISTRIBUTION FORMULA

Each participating municipality shall be allocated a portion of all county dollars, including the Library MSTU, to the extent that it is demonstrated that the Cooperative's library system benefits and is used by residents of the unincorporated area of Polk County, based on this formula:

[10% of the municipality's current library budget (excluding capital as defined herein) + (remaining funds for distribution X its library's % of circulation (as compared to the entire Cooperative's circulation) for the most recent fiscal year)] Any publicly owned and operated library open at least 40 hours a week will receive at least \$25,000. The minimum funding level has the opportunity to be increased upon recommendation by the Governing Board and with a unanimous approval vote of the Governing board.

Shown another way the formula looks like this:

A = Total County Funds

B = 10% of municipality's current library budget (excluding capital as defined herein)

C = Sum of amount B for each location

D = A – C (remaining funds for distribution)

E = % of library's circulation (as compared to the entire Cooperative's cumulative Circulation for the most recent fiscal year)

Each municipality's allocation = B + (D*E), with the provision that any library open at least 40 hours a week will receive at least \$25,000. The minimum funding level has the opportunity to be increased upon recommendation by the Governing Board and with a unanimous approval vote of the Governing board.

ENTIRE AGREEMENT

This Agreement embodies the entire agreement between the parties. It may not be modified or terminated except as provided herein. If any provision herein is invalid it shall be considered deleted therefrom, and shall not invalidate the remaining provisions.

**POLK COUNTY BOARD OF
COUNTY COMMISSIONERS**

CITY OF: POLK CITY

Signed by: _____

Signed by: _____

Printed name: _____

Printed name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Witness: _____

Witness: _____

Printed name: _____

Printed name: _____