

# POLK CITY

## City Commission Meeting (6pm)

February 18, 2025

Polk City Government Center  
123 Broadway Blvd., SE

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**CALL TO ORDER** – Mayor Joe LaCascia

**INVOCATION** – Pastor Walter Lawlor, New Life Community Church

**PLEDGE OF ALLEGIANCE** – Mayor Joe LaCascia

**ROLL CALL** – Assistant City Manager Sheandolen Dunn

**ESTABLISHMENT OF A QUORUM**

**APPROVE CONSENT AGENDA**

**PRESENTATIONS AND RECOGNITIONS**

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

### AGENDA

- 1. Public Hearing – Ordinance 2025-01** - an Ordinance of the City Commission of Polk City, Florida; Amending Article 2 – Regulations for Specific District, Section 2.04.02.15, “Planned Unit Development District” of the Uniform Land Development Code; Removing the List of Permitted Uses from Planned Unit Developments to Allow Greater Innovation in Use and Design; Repealing All Ordinances in Conflict Therewith; Providing a Business Impact Estimate, Severability, Codification, and an Effective Date; **First Reading**
- 2. Public Hearing – Ordinance 2025-02** - an Ordinance of the City Commission of Polk City, Florida; Amending Article 3 – Development design and improvement Standards, Section 3.09.01.02 “Recreational Vehicle Parks” of the Uniform Land Development Code; Changing the Buffering Requirement from a Masonry Wall to a Solid Fence; Repealing all Ordinances in Conflict Therewith; Providing a Business Impact Estimate, Severability, Codification, and an Effective Date. **First Reading**
- 3. Public Hearing – Resolution 2025-01** - a Resolution of the City Commission of Polk city, Florida; Approving a Final Subdivision Plat Titled “The Landings at Mount Olive Phase One (1)” Located in Section 6, Township 27 South, Range 26 East, Within Polk City, Polk County, Florida; Providing for an Effective Date.
- 4. Lien Reduction/Waiver Application – 738 1<sup>st</sup> Street**
- 5. Polk City Independent Auditor Selection**

## **6. City Hall Marquee**

### **CITY MANAGER ITEMS**

### **CITY ATTORNEY ITEMS**

### **COMMISSIONER ITEMS**

Commissioner Pettit  
Commissioner Blethen  
Commissioner Wilson  
Vice Mayor Nichols  
Mayor LaCascia

### **ANNOUNCEMENTS**

### **ADJOURNMENT**

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

**CONSENT AGENDA**  
**February 18, 2025**

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

**A. CITY CLERK**

1. January 21, 2025 – Regular City Commission Meeting

**B. REPORTS**

1. Building Permits Report – January 2025
2. Code Enforcement Report – n/a
3. Financial Report – January 2025
4. Library Report – January 2025
5. Polk Sheriff's Report – January 2025
6. Public Works and Utilities Report – January 2025
7. Utility Billing Report – January 2025

**C. OTHER**

**City Commission Meeting  
February 18, 2025**

**CONSENT AGENDA ITEM:** Accept minutes for:

January 21, 2025 – Regular City Commission Meeting

INFORMATION ONLY  
 ACTION REQUESTED

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**ISSUE:** Minutes attached for review and approval

**ATTACHMENT:**

January 21, 2025 – Regular City Commission Meeting

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:** Approval of Minutes

## CITY COMMISSION MINUTES

January 21, 2025

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

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

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

### **ROLL CALL** – Assistant City Manager Sheandolen Dunn

**Present:** Mayor Joe LaCascia, Vice Mayor Charles Nichols, Commissioner Rick Wilson, Commissioner Michelle Pettit, Commissioner Micheal T. Blethen, Attorney Kristie Hatcher-Bolin (sub for City Attorney Thomas Cloud) and City Manager Patricia Jackson

### **APPROVE CONSENT AGENDA**

**Motion by Commissioner Blethen** to approve the December 17, 2024 Regular City Commission Meeting, Department Reports, and other items on the Consent Agenda; this motion was seconded by Vice Mayor Nichols.

**Motion carried unanimously.**

### **PRESENTATION**

Mayor LaCascia discussed the DAC Bond Certificate of Excellence that Polk City received for ten years of outstanding commitment to continuing disclosure reporting for municipal bonds.

Joanna Knowles, Finance Director provided further explanation on the DAC Bond.

Mayor LaCascia congratulated Joanna on her work with the DAC Bond.

City Manager Jackson reiterated that this was for Polk City.

**PUBLIC COMMENT** - None

### **ORDER OF BUSINESS**

**ORDINANCE 2025-01** - AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.02.15, “PLANNED UNIT DEVELOPMENT DISTRICT” OF THE UNIFORM LAND DEVELOPMENT CODE; REMOVING THE LIST OF PERMITTED USES FROM PLANNED UNIT DEVELOPMENTS TO ALLOW GREATER INNOVATION IN USE AND DESIGN; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE. **DISCUSSION PURPOSES ONLY**

Language for changing fence requirements – permitted use changes to PUD District section of the Land Development Code. This cleans up the language.

**ORDINANCE 2025-02 - AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 3 – DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS, SECTION 3.09.01.02 “RECREATIONAL VEHICLE PARKS” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING THE BUFFERING REQUIREMENT FROM A MASONRY WALL TO A SOLID FENCE; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE. – DISCUSSION PURPOSES ONLY**

This language is for RV parks from a masonry fence to a solid fence.  
Commissioner Blethen asked what are the advantages for Polk City?  
Mayor LaCascia stated a masonry fence is costly.  
Commissioner Pettit asked Commissioner Blethen if his question was answered.  
Mayor LaCascia stated that due diligence still has to be done.  
Kathy Delp stated that City Attorney Cloud indicated that the list is too restrictive.  
Attorney Hatcher-Bolin inquired about how this item was brought forward?  
Kathy Delp stated that someone wants to do an RV Park.  
Commissioner Blethen asked, why change laws?  
Mayor LaCascia stated a gentleman wants to do a vinyl fence  
City Attorney Cloud has reviewed the list and RV parks can't apply for a PUD.

Lengthy Discussion ensued.

**CivilSurv Professional Engineering Services Proposal – The Landings at Mt. Olive – Phase 2 Construction Inspection**

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Engineering Services associated with construction inspection at The Landings at Mt. Olive – Phase 2 (Project). This Proposal provides an overview of the services to be provided by CivilSurv. This proposal is submitted pursuant to and subject to the general terms and conditions of that Continuing Services Agreement between Polk City, Florida and CivilSurv Design Group, Inc. dated March 21, 2022.

This will be a pass-through to the Developer; the proposed budget for this is \$93,600. Please refer to the Professional Engineering Services Proposal for the full scope of work.

Staff recommended approval of the Professional Engineering Services Proposal with CivilSurv in the amount of \$93,600.

Commissioner Pettit asked if the developer is in agreement for this pass-through.

Kathy Delp stated the Developer is responsible for the fees. She also has an email with approval for the pass-through fees.

**Motion by Vice Mayor Nichols** to approve of the Professional Engineering Services Proposal with CivilSurv in the amount of \$93,600; this motion was seconded by Commissioner Blethen.

**Motion carried unanimously by Voice Vote.**

**738 1<sup>ST</sup> Street Lien Reduction/Waiver Application**

Kathy Delp, Development Services Director stated that Mr. Don Kimsey purchased the property on June 20, 2024. He did not use a title company, nor did he contact Polk City to see if there were any liens on the property. Lien total is \$6,150.00.

Mr. Kimsey stated that he was not contacted until September 11, 2024 by Melanie McVay, Code Investigator. After speaking negatively about Mrs. McVay, he stated that she should have called him.

Attorney Hatcher-Bolin stated the lien is against the property, not people. You can go into the Clerk of the Courts records as the information is a matter of Public Records.

**Motion by Commissioner Wilson** to reduce the fine to \$500; this motion was seconded by Mayor LaCascia.

**Vote: 2- ayes, 3- nays**

**Motion failed.**

**Commissioner Pettit** – less accommodating to others. This is not his first property purchase. We were not flexible on previous lien reductions, and she is not comfortable with setting such a precedent.

**Commissioner Blethen** – inquired about the number of days it takes to post the lien at the Clerk of the Courts Office.

**Motion by Vice Mayor Nichols** to table this item in order to get clarification on filing date; this motion was second by Commissioner Pettit.

Mr. Kimsey feels that is selective enforcement and he is being persecuted.

Mr. Kimsey briefly discussed 611 2<sup>nd</sup> Street culvert is washed out. It is 20x8x6 feet deep. It has been washed out for 3 months and no one is taking care of it.

City Manager Jackson responded that that address is in the County; and they have been notified and are taking care of it.

## **426 Bascom Court Lien Reduction/Waiver Application**

Kathy Delp, Development Services Director discussed this property has been in violation for many years, as follows:

- April 17, 2019 in the amount of \$56,257.35
- November 15, 2023 in the amount of \$11,409.79

However, the property has come into compliance based on the Code Enforcement guidelines.

The property owner is currently under contract for sale and is requesting a reduction/waiver of the abovementioned liens.

Delores Reese, co-owner of the property with her son, David Brimfield, stated that anytime she was made aware of the violations, she addressed those immediately. However, she does not live in the house, her son does. He is very ill and from the looks of things now, he may never work again. Medical bills and prescriptions for his care are mounting exponentially. Mrs. Reese is on Social Security and cannot afford to pay the fine of \$67,667.14. Yes, she does have a buyer.

Marty Romaine, Investor from Tavares was present and confirmed that there is an offer to purchase the house in the amount of \$140,000.

Commissioner Wilson stated that he has lived across the street from this property for 20 years and it has been nothing but a problem and the Deputy can attest to this.

After lengthy discussion, a **motion by Commissioner Wilson** to reduce the fine to \$5,000 contingent on the sale of the property; this motion was seconded by Commissioner Pettit.

**Motion carried 3/2 by Voice Vote.**

Attorney Hatcher-Bolin stated that the fine can be paid anytime, afterwhich, a Satisfaction of Lien can be done.

**Mayor LaCascia called for a Recess at 7:15 pm**

**Mayor Reconvened the Meeting at 7:20 pm**

### **CITY MANAGER ITEMS**

**Force Main Project** – is underway

**Voyles Loop Lift Station** repairs are underway. Still waiting on the vault for the water interconnect, Bar Screen Replacement should start within the next month. Continuing with Smith Road/Orange Avenue Project regarding wells and Perc Ponds.



**FDOT Project** regarding red light at Mt. Olive Road and SR 33 has been certified by Polk City/Engineer.

**Resurfacing of Tennis/Basketball Courts** - Getting quotes. We will also put down matting for tennis/basketball courts, as well as use tennis court and mark off for Pickle Ball.

**Auditor Proposals** - Polk City received two audit proposals; and Joanna Knowles will be scheduling a Committee meeting to make recommendations of which proposals to submit to the City Commission at their meeting at the February 18, 2025 City Commission Meeting.

**Centennial Celebration** – There are now 16 gopher tortoises on the Sprayfield property, and because they are so spread out, we won't be able to use this site for the Centennial Celebration. We will need to go back to planning at Freedom Park with a Reception on Friday at the Donald Bronson Community Center.

City Manager Jackson recommended doing a Friday night reception at the Donald Bronson Center for the sponsors, businesses in Polk City, the City Commission, Planning Commission and staff businesses in Polk City.

Vice Mayor Nichols stated that this is projected to be a big event and since we can't go to the Sprayfield, he is recommending either the Polk County Ballfield or the Fantasy of Flight.

**Additional Holidays** – City Manager Jackson has presented President's Day and Columbus Day as holidays that staff will work, but the offices will be closed to the public.

**Motion by Commissioner Blethen** to approve the holidays and being closed to the public; this motion was seconded by Commissioner Pettit.

**Motion carried by Voice Vote.**

### **CITY ATTORNEY ITEMS**

City Manager Jackson and Attorney Hatcher-Bolin will be scheduling a City Commission Workshop on Decorum and *Government in the Sunshine*. Those dates will be provided to you at a later time.

### **COMMISSIONER ITEMS**

**Vice Mayor Nichols** – Need guidelines to be set for dealing with liens.

**Commissioner Blethen** – Would like to see a Workshop on Liens to make them easier to deal with.

**Commissioner Wilson** – None

**Commissioner Pettit** – Where are we with the marquee estimated. Rick will discuss with Dustin on Wednesday.

**Mayor LaCascia** – None

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 7:45 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**City Commission Meeting  
February 18, 2025**

**CONSENT AGENDA ITEM:      Department Monthly Reports**

       INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:** Department Reports attached for review and approval.

**ATTACHMENTS:**

Monthly Department Reports for:

1. Building Permits Report – January 2025
2. Code Enforcement Report – n/a
3. Financial Report – January 2025
4. Library Report – January 2025
5. Polk Sheriff's Report – January 2025
6. Public Works and Utilities Report – January 2025
7. Utility Billing Report – January 2025

**ANALYSIS:**

**STAFF RECOMMENDATION:**

Approval of Department Reports via Consent Agenda

## Polk City Permits Added

From: 01/01/25 To: 01/31/2025

### COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2025-59	9835 N HWY 33 POLK CITY, FL 33868	4,105.00	01/15/2025
BC-2025-60	9835 N HWY 33 POLK CITY, FL 33868	4,105.00	01/15/2025
		<b>Subtotal:</b>	<b>\$8,210.00</b>

### ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-1191	380 BAYBERRY DR, POLK CITY, FL 33868	10,604.00	01/17/2025
BT-2025-265	614 GORDON RD, POLK CITY, FL 33868	20,000.00	01/06/2025
		<b>Subtotal:</b>	<b>\$30,604.00</b>

### GAS

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-268	614 GORDON RD, POLK CITY, FL 33868	6,300.00	01/06/2025
		<b>Subtotal:</b>	<b>\$6,300.00</b>

### MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-1350	519 ROSEWOOD LN, POLK CITY, FL 33868	11,181.00	01/21/2025
BT-2025-1408	383 WATERVIEW DR, POLK CITY, FL 33868	4,477.00	01/21/2025
		<b>Subtotal:</b>	<b>\$15,658.00</b>

### PERMITSEARCHREQUEST

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
25TMP-001265	627 2ND ST, POLK CITY, FL 33868	0.00	01/08/2025
BPS-2025-302	114 N HYDRANGAEA AVE, POLK CITY, FL 33868	0.00	01/21/2025
		<b>Subtotal:</b>	<b>\$0.00</b>

### RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-1058	114 CLEARWATER PL, POLK CITY, FL 33868	13,400.00	01/15/2025
BT-2025-1469	745 4TH ST, POLK CITY, FL 33868	6,000.00	01/22/2025
BT-2025-1516	376 NOLANE LN, POLK CITY, FL 33868	17,598.00	01/22/2025
BT-2025-337	417 HONEY BEE LN, POLK CITY, FL 33868	10,450.00	01/07/2025
BT-2025-341	394 NOLANE LN, POLK CITY, FL 33868	30,961.00	01/07/2025
BT-2025-35	210 CARTER BLVD, POLK CITY, FL 33868	9,000.00	01/02/2025
BT-2025-484	221 SUNSHINE BLVD, POLK CITY, FL 33868	11,500.00	01/08/2025
BT-2025-876	519 ROSEWOOD LN, POLK CITY, FL 33868	22,775.00	01/14/2025
		<b>Subtotal:</b>	<b>\$121,684.00</b>

**RESIDENTIAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2025-151	140 SUNSHINE BLVD, POLK CITY, FL 33868	4,000.00	01/07/2025
BR-2025-195	627 2ND ST, POLK CITY, FL 33868	1,000.00	01/08/2025
BR-2025-412	547 NARROW POND LN, POLK CITY, FL 33868	63,500.00	01/15/2025
BR-2025-413	547 NARROW POND LN, POLK CITY, FL 33868	63,500.00	01/15/2025
BR-2025-943	727 4TH ST, POLK CITY, FL 33868	4,000.00	01/21/2025
	<b>Subtotal:</b>	<b>\$136,000.00</b>	
	<b>Grand Total:</b>	<b>\$318,456.00</b>	

0 SFR to Date  
Kathy Sels

CITY OF POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Jan  
Fund: 01 OPERATING FUND

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	4,227,388.59	
01-101-990	Library Van Fleet Cycling Challenge	859.09	
01-101-995	City Centennial	17,825.00	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	50,998.80	
01-115-120	Accounts Receivable - Local Bus Licenses	3,540.00	
01-115-200	Accounts Receivable - Year End	236,930.37-	
01-117-100	Allowance for Bad Debt	131.83-	
01-131-500	Due from Enterprise Fund	31,844.15-	
01-133-100	Due From Other Governmental Units	55,408.15	
01-133-101	Due from Others (Franchise & Public Serv. Tax)	59,124.23	
01-151-100	Investments - FL SAFE GF	1,244,638.28	
01-151-902	Investments - FL SAFE GF Reserves	87,989.17	
01-153-302	Restricted Cash - New Local Opt Gas Tax	390,309.80	
01-155-100	Prepaid Expenses	12,327.76	
01-160-902	Reserve Account	100,000.59	
01-160-903	Reserve Acct - Emergencies & Contingency	62,924.00	
	** TOTAL ASSET**		6,045,302.11
01-202-100	Accounts Payable	70,674.40-	
01-202-200	Accounts Payable - Year End	69,274.28	
01-202-900	Customer Deposits	8,010.00	
01-202-950	Other Deposits	150,000.00	
01-208-300	Due to County - Impact Fees	18,416.96	
01-208-310	Due to DCA - Bldg Permit Surcharge	164.62	
01-208-320	Due to Dept of Business - License Fees	42.67	
01-208-330	Due to PCSO - Police Education Revenue	16.58	
01-216-100	Accrued Payroll	3,572.78-	
01-217-200	Accrued Sales Tax	13.40-	
01-218-100	Payroll Taxes Payable	79.89-	
01-218-200	FRS Retirement Payable	1,110.56	
01-218-300	Health Plan Payable	764.43	
01-218-320	Supplemental Insurance Payable	1,326.45	
01-218-400	Dental Plan Payable	54.12-	
01-218-410	Vision Plan Payable	736.30	
01-218-700	ICMA-RC	120.00	
	** TOTAL LIABILITY**		175,588.26
01-243-100	Encumbrances Placed	6,824.60	
01-245-100	Reserved for Encumbrances	6,824.60-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	5,092,961.94	
	** TOTAL EQUITY**		5,092,961.94
	** TOTAL REVENUE**		1,883,893.66
	** TOTAL EXPENSE**		1,107,141.75
	TOTAL LIABILITY AND EQUITY		6,045,302.11

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

GENERAL FUND REVENUES

33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	2025 YTD REVENUE	(EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
01-311-100	AD VALOREM TAXES	1,338,950.73	1,399,548.00	1,399,548.00	1,399,548.00	39,351.61	1,296,271.98	103,276.02	92.62 %
01-312-300	9th Cent Gas Tax	17,418.69	18,801.00	18,801.00	18,801.00	1,698.20	1,698.20	17,102.80	9.03 %
01-312-400	Local Option Gas Tax	106,239.92	108,748.00	108,748.00	108,748.00	9,376.63	27,918.59	80,829.41	25.67 %
01-312-410	New Local Option Gas Tax	66,017.72	69,118.00	69,118.00	69,118.00	5,738.02	16,820.16	52,297.84	24.34 %
01-314-100	Electric - Utility Tax	148,047.40	129,331.00	129,331.00	129,331.00	1,565.64	26,157.36	103,173.64	20.23 %
01-314-300	Water - Utility Tax	78,777.75	78,000.00	78,000.00	78,000.00	6,237.95	20,499.00	57,501.00	26.28 %
01-314-301	Water - Utility Tax - Readiness to Se	1,153.69	6,212.00	6,212.00	6,212.00	0.00	0.00	6,212.00	0.00 %
01-314-400	Gas - Utility Tax	31,735.49	23,948.00	23,948.00	23,948.00	11,366.95	16,762.61	7,185.39	70.00 %
01-315-100	Communications Services Tax	141,054.64	170,189.00	170,189.00	170,189.00	12,389.47	37,018.45	133,170.55	21.75 %
01-316-100	Local Business Licenses	13,489.43	7,100.00	7,100.00	7,100.00	0.00	2,886.00	4,214.00	40.65 %
01-316-102	County Business Tax	2,283.09	775.00	775.00	775.00	116.19	374.62	400.38	48.34 %
01-316-103	FLC Delinquent Bus. Tax Program	330.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-322-100	Building Permits	21,705.03	35,000.00	35,000.00	35,000.00	1,422.41	4,893.15	30,106.85	13.98 %
01-322-101	Bldg Permit - Plan Checking	15,703.56	15,000.00	15,000.00	15,000.00	330.00	1,220.75	13,779.25	8.14 %
01-322-102	Bldg Permit - Admin Fee	3,106.00	4,000.00	4,000.00	4,000.00	400.00	1,380.00	2,620.00	34.50 %
01-322-103	Bldg Permit - Electrical	3,825.00	5,000.00	5,000.00	5,000.00	250.00	1,450.00	3,550.00	29.00 %
01-322-104	Bldg Permit - Plumbing	1,500.00	3,700.00	3,700.00	3,700.00	0.00	575.00	3,125.00	15.54 %
01-322-105	Bldg Permit - Mechanical	3,375.00	4,700.00	4,700.00	4,700.00	125.00	1,000.00	3,700.00	21.28 %
01-322-107	Bldg Permit - Cert of Occupancy	480.00	480.00	480.00	480.00	0.00	90.00	390.00	18.75 %
01-322-108	Bldg Permit - Inspections	41,113.34	212,170.00	212,170.00	212,170.00	1,085.00	40,100.00	172,070.00	18.90 %
01-323-100	Electric Franchise Fee	97,846.19	58,000.00	58,000.00	58,000.00	17,834.90	17,834.90	40,165.10	30.75 %
01-323-300	Solid Waste Franchise Fee	62,336.41	56,699.00	56,699.00	56,699.00	16,168.43	16,168.43	40,530.57	28.52 %
01-329-220	Site Plan Reviews	2,825.00	1,650.00	1,650.00	1,650.00	1,600.00	1,900.00	(250.00)	115.15 %
01-329-300	Permit - Alcohol Use	0.00	0.00	0.00	0.00	50.00	100.00	(100.00)	0.00 %
01-331-401	FEMA Federal Reimb. - Ian 2022	68,265.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-331-402	FEMA Federal Reimb. - Idalia 2023	0.00	0.00	0.00	0.00	0.00	428.25	(428.25)	0.00 %
01-334-402	FEMA State Reimb. - Idalia 2023	10,183.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-335-120	MRS - State Sales Tax	105,576.32	105,093.00	105,093.00	105,093.00	7,622.59	31,918.59	73,174.41	30.37 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	22,951.42	23,069.00	23,069.00	23,069.00	1,673.25	7,006.50	16,062.50	30.37 %
01-335-140	Mobile Home License	8,031.14	5,636.00	5,636.00	5,636.00	1,262.86	3,522.20	2,113.80	62.49 %
01-335-150	Alcoholic Beverage License	1,027.83	1,125.00	1,125.00	1,125.00	0.00	0.00	1,125.00	0.00 %
01-335-180	Half-Cent Sales Tax	235,058.62	227,446.00	227,446.00	227,446.00	18,253.43	53,340.56	174,105.44	23.45 %
01-337-100	Library Coop Funding	48,161.10	48,161.00	48,161.00	48,161.00	0.00	0.00	48,161.00	0.00 %
01-340-400	Solid Waste	538,705.77	485,397.00	485,397.00	485,397.00	92,530.73	186,457.91	298,939.09	38.41 %
01-340-700	Stormwater Utility Fees	36,976.92	36,177.00	36,177.00	36,177.00	6,161.32	12,359.14	23,817.86	34.16 %
01-344-900	FDOT Maintenance Agreement	18,036.33	16,304.00	16,304.00	16,304.00	0.00	4,509.06	11,794.94	27.66 %
01-347-100	Library Income	3,964.32	5,500.00	5,500.00	5,500.00	297.40	1,768.44	3,731.56	32.15 %
01-351-200	Police Fines, Penalties, and Forfeitu	11,769.91	9,000.00	9,000.00	9,000.00	1,103.14	1,393.72	7,606.28	15.49 %
01-351-300	Code Enforcement Fines	76,357.72	0.00	0.00	0.00	0.00	32.95	(32.95)	0.00 %

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

GENERAL FUND REVENUES

33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	2025 YTD REVENUE	(EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
01-359-100	Other Fines and/or Forfeitures	130.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-359-300	Late Fees	207.00	250.00	250.00	31.50	242.00	8.00	96.80 %
01-361-100	Interest Income	3,499.10	7,450.00	7,450.00	0.00	19.41	7,430.59	0.26 %
01-361-200	Interest/Dividends - FL SAFE	68,634.14	42,000.00	42,000.00	5,084.82	21,026.52	20,973.48	50.06 %
01-362-100	Activity Center Rentals	4,800.00	4,400.00	4,400.00	100.00	1,750.00	2,650.00	39.77 %
01-362-200	Donald Bronson Community Center Renta	10,650.00	5,350.00	5,350.00	700.00	4,150.00	1,200.00	77.57 %
01-365-100	Sales of Surplus Property	2,280.35	0.00	0.00	0.00	0.00	0.00	0.00 %
01-366-100	Private Donations	0.00	0.00	0.00	0.00	40.00	(40.00)	0.00 %
01-366-101	Private Donations - Christmas	400.00	1,000.00	1,000.00	0.00	500.00	500.00	50.00 %
01-366-102	Private Donations - Halloween	500.00	1,000.00	1,000.00	0.00	250.00	750.00	25.00 %
01-366-105	PRIVATE DONATIONS - CITY CENTENNIAL	5,875.00	3,000.00	3,000.00	925.00	12,500.00	(9,500.00)	416.67 %
01-366-110	Private Donations - Library	0.00	0.00	0.00	0.00	62.00	(62.00)	0.00 %
01-369-100	Misc. Income	2,292.26	500.00	500.00	1,563.96	1,744.03	(1,244.03)	348.81 %
01-369-101	Misc Income - Copies and Faxes	0.64	0.00	0.00	0.00	0.00	0.00	0.00 %
01-369-102	Misc Income - Collection Allowance	2,211.56	3,000.00	3,000.00	50.57	431.23	2,568.77	14.37 %
01-369-104	NSF FEES	0.00	0.00	0.00	0.00	30.00	(30.00)	0.00 %
01-369-160	Misc Income - Deputy Rental Coverage	0.00	0.00	0.00	0.00	1,029.00	(1,029.00)	0.00 %
01-369-400	Insurance Proceeds	6,897.16	0.00	0.00	0.00	4,072.00	(4,072.00)	0.00 %
01-369-500	Refund of State Gas Tax	1,606.75	0.00	0.00	0.00	190.95	(190.95)	0.00 %
01-381-900	Cash Carry Forward	0.00	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00 %
DEPARTMENT TOTALS		3,496,364.26	3,589,027.00	3,589,027.00	264,466.97	1,883,893.66	1,705,133.34	52.49 %



CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

General Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MYD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	12,300.00	18,000.00	18,000.00	1,800.00	7,200.00	10,800.00	40.00 %
01-511-160	Bonuses and Gift Certificates - Legis	2,707.10	2,708.00	2,708.00	0.00	2,707.10	0.90	99.97 %
01-511-210	Fica Taxes - Legislative	1,148.03	1,792.00	1,792.00	137.70	757.90	1,034.10	42.29 %
01-511-240	Worker's Compensation - Legislati	34.30	23.00	23.00	0.00	0.00	23.00	0.00 %
01-511-400	Travel and Training - Legislative	60.00	4,000.00	4,000.00	0.00	47.93	3,952.07	1.20 %
01-511-405	TRAINING - LEGISLATIVE	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-511-408	Meeting Expense Allowance - Legislati	210.00	500.00	500.00	0.00	60.00	440.00	12.00 %
01-511-470	Printing and Reproduction - Legislati	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-511-480	Promo Activities & Legal Ads - Legisl	1,790.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-511-490	Other Current Charges - Legislative	270.49	1,000.00	1,000.00	0.00	945.75	54.25	94.58 %
01-511-510	Office Supplies - Legislative	0.00	300.00	300.00	0.00	0.00	300.00	0.00 %
01-511-520	Operating Supplies - Legislative	85.84	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-511-525	Uniforms - Legislative	0.00	800.00	800.00	0.00	156.48	643.52	19.56 %
01-511-540	Books, Pub., Sub., & Memberships - Le	4,198.76	4,500.00	4,500.00	0.00	3,035.00	1,465.00	67.44 %
DEPARTMENT TOTAL		22,804.52	40,123.00	40,123.00	1,937.70	14,910.16	25,212.84	37.16 %
EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	215,180.75	245,644.00	245,644.00	18,960.60	82,564.58	163,079.42	33.61 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	1,661.58	3,138.42	34.62 %
01-512-140	Overtime - Executive	0.00	0.00	0.00	0.00	5,407.53	(5,407.53)	0.00 %
01-512-160	Premium Pay and Non Merit Pay - Execu	37,899.32	41,148.00	41,148.00	0.00	43,313.47	(2,165.47)	105.26 %
01-512-210	Fica Taxes - Executive	20,730.83	25,454.00	25,454.00	1,464.04	10,271.44	15,182.56	40.35 %
01-512-220	Retirement Contribution - Executive	62,116.69	66,455.00	66,455.00	5,120.80	24,365.77	42,089.23	36.67 %
01-512-230	Life & Health Insurance - Executive	13,352.65	16,707.00	16,707.00	1,477.35	5,645.58	11,061.42	33.79 %
01-512-240	Worker's Compensation - Executive	510.20	270.00	270.00	0.00	0.00	270.00	0.00 %
01-512-400	Travel Expenses - Executive	2,505.32	5,000.00	5,000.00	0.00	427.17	4,572.83	8.54 %
01-512-405	Training - Executive	574.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-512-408	Meeting Expense Allowance - Executive	428.22	1,500.00	1,500.00	0.00	150.00	1,350.00	10.00 %
01-512-410	Communication Services - Executive	592.43	900.00	900.00	0.00	206.86	693.14	22.98 %
01-512-470	Printing and Reproduction - Executive	7,299.07	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
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	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-512-492	Recording & Other Fees - City Clerk	2,500.00	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

General Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-512-510	Office Supplies - Executive	635.01	1,500.00	1,500.00	0.00	147.87	1,352.13	9.86 %
01-512-520	Operating Supplies - Executive	155.15	1,000.00	1,000.00	0.00	33.88	966.12	3.39 %
01-512-540	Books, Pub., Sub., & Memberships - Ex	1,226.11	2,000.00	2,000.00	0.00	9,974.31	(6,974.31)	448.72 %
DEPARTMENT TOTAL		370,505.87	427,878.00	427,878.00	27,392.03	183,170.04	244,707.96	42.81 %
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LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	45,144.45	65,000.00	65,000.00	0.00	7,426.29	57,573.71	11.43 %
01-514-480	Promo Activities & Legal Ads - Legal	8,863.98	11,000.00	11,000.00	1,194.24	4,391.53	6,608.47	39.92 %
DEPARTMENT TOTAL		54,008.43	76,000.00	76,000.00	1,194.24	11,817.82	64,182.18	15.55 %
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COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	35,000.00	35,000.00	35,000.00	8,750.00	17,500.00	17,500.00	50.00 %
DEPARTMENT TOTAL		35,000.00	35,000.00	35,000.00	8,750.00	17,500.00	17,500.00	50.00 %
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FINANCE AND ACCOUNTING								
01-516-120	Regular Salary - Wages - Fin & Acctng	102,368.82	112,679.00	112,679.00	9,292.49	39,694.21	72,984.79	35.23 %
01-516-130	Other Salaries and Wages - Finance	0.00	0.00	0.00	0.00	19.63	(19.63)	0.00 %
01-516-140	Overtime - Fin & Acctng	374.62	578.00	578.00	0.00	2,543.48	(1,965.48)	440.05 %
01-516-210	Fica Taxes - Fin & Acctng	5,705.88	8,620.00	8,620.00	586.27	2,718.34	5,901.66	31.54 %
01-516-220	Retirement Contribution - Fin & Acctn	14,452.06	15,358.00	15,358.00	1,266.56	5,838.82	9,519.18	38.02 %
01-516-230	Life & Health Insurance - Fin & Acctn	25,521.37	31,780.00	31,780.00	2,693.72	10,616.79	21,163.21	33.41 %
01-516-240	Worker#39;s Compensation - Fin & Acc	246.18	124.00	124.00	0.00	0.00	124.00	0.00 %
01-516-310	Professional Services - Fin & Acctng	2,000.00	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
01-516-400	Travel Expenses - Fin & Acctng	1,205.80	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
01-516-405	Training - Finance	499.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-516-410	Communication Services - Fin & Acctng	318.35	850.00	850.00	0.00	74.67	775.33	8.78 %
01-516-470	Printing and Reproduction - Fin & Acc	224.71	750.00	750.00	0.00	0.00	750.00	0.00 %

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

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General Fund Expenditures  
33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-516-510	Office Supplies - Fin & Acctng	756.19	1,000.00	1,000.00	0.00	125.14	874.86	12.51 %
01-516-520	Operating Supplies - Fin & Acctng	424.13	3,000.00	3,000.00	0.00	445.24	2,554.76	14.84 %
01-516-540	Books, Pub., Sub., & Memberships - Fi	389.88	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
DEPARTMENT TOTAL		154,486.99	184,239.00	184,239.00	13,839.04	62,076.32	122,162.68	33.69 %
DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	88,006.63	91,177.00	91,177.00	0.00	30,083.67	61,093.33	32.99 %
01-517-720	Interest - CB&T Debt Service Pmts	31,803.89	28,634.00	28,634.00	0.00	9,853.17	18,780.83	34.41 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	0.00	39,936.84	79,874.16	33.33 %
LAW ENFORCEMENT								
01-521-305	Contract Labor - Law Enf	109,647.00	111,840.00	111,840.00	0.00	27,960.00	83,880.00	25.00 %
01-521-310	Professional Services - Law Enf	87,854.75	108,000.00	108,000.00	1,764.00	28,583.00	79,417.00	26.47 %
01-521-640	Machinery & Equipment - Law Enf	1,700.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL		199,201.75	219,840.00	219,840.00	1,764.00	56,543.00	163,297.00	25.72 %
BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	107,183.53	115,244.00	115,244.00	8,950.18	39,748.19	75,495.81	34.49 %
01-524-140	Overtime - Bldg & Zoning	74.86	623.00	623.00	0.00	2,086.98	(1,463.98)	334.99 %
01-524-210	Fica Taxes - Bldg & Zoning	8,328.97	8,864.00	8,864.00	671.89	3,185.61	5,678.39	35.94 %
01-524-220	Retirement Contribution - Bldg & Zoni	15,045.48	15,793.00	15,793.00	1,219.90	5,778.36	10,014.64	36.59 %
01-524-230	Life & Health Insurance - Bldg & Zoni	27,445.56	31,956.00	31,956.00	2,721.42	10,707.96	21,248.04	33.51 %
01-524-240	Worker's Compensation - Bldg & Zo	2,485.74	1,806.00	1,806.00	0.00	0.00	1,806.00	0.00 %
01-524-310	Professional Services - Bldg & Zoning	81,366.48	250,000.00	250,000.00	16,189.00	45,659.25	204,340.75	18.26 %
01-524-311	Engineering Services - Bldg & Zoning	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-524-405	Training - Building	60.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-524-510	Office Supplies - Bldg & Zoning	289.81	300.00	300.00	0.00	0.00	300.00	0.00 %

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

General Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-524-520	Operating Supplies - Bldg & Zoning	300.00	400.00	400.00	0.00	400.00	0.00 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	148.32	300.00	300.00	0.00	300.00	0.00 %
DEPARTMENT TOTAL		242,728.75	426,286.00	426,286.00	29,752.39	319,119.65	25.14 %
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CODE ENFORCEMENT							
01-529-120	Regular Salary - Wages - Code Enf	30,573.00	32,947.00	32,947.00	6,926.30	17,260.70	47.61 %
01-529-210	Fica Taxes - Code Enf	2,384.87	2,520.00	2,520.00	528.52	1,330.72	47.19 %
01-529-220	Retirement Contribution - Code Enf	4,295.20	4,491.00	4,491.00	944.06	2,352.94	47.61 %
01-529-230	Life & Health Insurance - Code Enf	(928.72)	167.00	167.00	28.48	95.80	42.63 %
01-529-240	Worker's Compensation - Code Enf	1,056.36	804.00	804.00	0.00	804.00	0.00 %
01-529-310	Professional Services - Code Enf	7,874.89	7,000.00	7,000.00	1,000.00	4,700.00	32.86 %
01-529-400	Travel Expenses - Code Enf	395.69	500.00	500.00	0.00	500.00	0.00 %
01-529-405	TRAINING - CODE ENFORCEMENT	710.00	1,000.00	1,000.00	0.00	1,000.00	0.00 %
01-529-410	Communication Services - Code Enf	295.86	500.00	500.00	0.00	388.13	22.37 %
01-529-510	Office Supplies - Code Enf	140.36	200.00	200.00	0.00	200.00	0.00 %
01-529-520	Operating Supplies - Code Enf	505.25	600.00	600.00	0.00	600.00	0.00 %
01-529-540	Books, Pub., Sub., & Memberships - Co	326.17	500.00	500.00	0.00	415.00	17.00 %
DEPARTMENT TOTAL		47,628.93	51,229.00	51,229.00	9,427.36	29,647.29	42.13 %
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REFUSE/SANITATION							
01-534-341	Refuse Disposal - Residential - Refus	273,346.15	279,608.00	279,608.00	23,134.63	210,282.07	24.79 %
01-534-342	Refuse Disposal - Commercial - Refuse	145,677.46	160,053.00	160,053.00	12,982.20	111,398.84	30.40 %
DEPARTMENT TOTAL		419,023.61	439,661.00	439,661.00	36,116.83	321,680.91	26.63 %
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STORMWATER							
01-538-310	PROFESSIONAL SERVICES - STORMWATER	4,475.00	0.00	0.00	0.00	0.00	0.00 %
01-538-311	Engineering Services - Stormwater	29,014.00	25,000.00	25,000.00	7,875.00	15,137.50	39.45 %

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

General Fund Expenditures  
33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	PERCENTAGE REALIZED
01-538-405	Training - Stormwater	876.00	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
01-538-460	Repairs and Maintenance - Stormwater	3,343.88	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	500.00	500.00	500.00	0.00	500.00	0.00	100.00 %
DEPARTMENT TOTAL								
		38,208.88	36,950.00	36,950.00	7,875.00	10,362.50	26,587.50	28.04 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov#39;t	36,431.22	30,000.00	30,000.00	0.00	8,646.64	21,353.36	28.82 %
01-539-312	Professional Services - Other - Gen G	0.00	0.00	0.00	0.00	105.00	(105.00)	0.00 %
01-539-411	City Hall - Communication - Gen Gov#	10,795.73	10,000.00	10,000.00	0.00	6,254.52	3,745.48	62.55 %
01-539-414	Community Center-Communication-Gen Go	1,521.08	1,500.00	1,500.00	0.00	711.38	788.62	47.43 %
01-539-431	City Hall - Utilities - Gen Gov#39;t	18,190.10	18,000.00	18,000.00	1,499.80	5,219.76	12,780.24	29.00 %
01-539-432	Activity Center - Utilities - Gen Gov	2,353.66	2,500.00	2,500.00	112.38	536.02	1,963.98	21.44 %
01-539-433	MULTI-PURPOSE BUILD - UTILITIES - GEN	2,905.51	3,000.00	3,000.00	165.29	720.09	2,279.91	24.00 %
01-539-434	Community Center-Utilities-Gen Gov#3	5,729.69	5,000.00	5,000.00	441.73	1,719.44	3,280.56	34.39 %
01-539-440	Rentals and Leases - Gen Gov#39;t Bl	6,954.36	8,000.00	8,000.00	406.53	1,739.68	6,260.32	21.75 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	80,487.05	28,000.00	28,000.00	3,275.00	10,212.58	17,787.42	36.47 %
01-539-462	Activity Center - Repairs & Maint - G	4,122.34	4,500.00	4,500.00	0.00	3,229.95	1,270.05	71.78 %
01-539-463	MUTIL-PURPOSE BUILD- REPAIRS & MAINT	4,611.76	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-539-464	Community Center-Repairs & Maint-Gen	9,378.57	50,000.00	50,000.00	0.00	390.70	49,609.30	0.78 %
01-539-490	Other Current Charges - Gen Gov#39;t	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-539-521	City Hall - Operating Supplies - Gen	7,503.40	10,000.00	10,000.00	71.17	1,154.87	8,845.13	11.55 %
01-539-522	Activity Center - Operating Supplies	1,581.38	1,750.00	1,750.00	10.74	296.10	1,453.90	16.92 %
01-539-523	Multi-Purpose Build - Operating Suppl	416.59	500.00	500.00	0.00	135.00	365.00	27.00 %
01-539-524	Community Center-Operating Supplies-G	1,608.28	2,000.00	2,000.00	17.75	266.25	1,733.75	13.31 %
01-539-531	Landscape Materials & Supplies - Buil	815.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-539-631	City Hall - Improv. O/T Bldgs - Gen G	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
01-539-641	City Hall - Mach. & Equipment - Gen G	6,704.77	0.00	0.00	0.00	0.00	0.00	0.00 %
DEPARTMENT TOTAL								
		202,110.49	228,250.00	228,250.00	6,000.39	41,337.98	186,912.02	18.11 %

ROADS AND STREETS

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

General Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-541-120	Regular Salary - Roads & Stre	184,342.47	243,740.00	243,740.00	16,124.16	72,066.19	171,673.81	29.57 %
01-541-130	Other Salaries and Wages - Roads & St	400.66	0.00	0.00	30.00	154.65	(154.65)	0.00 %
01-541-140	Overtime - Roads & Streets	4,378.78	5,290.00	5,290.00	49.72	5,504.17	(214.17)	104.05 %
01-541-210	Fica Taxes - Roads & Streets	14,055.86	19,051.00	19,051.00	1,215.35	5,905.27	13,145.73	31.00 %
01-541-220	Retirement Contribution - Roads & Str	26,465.10	32,293.00	32,293.00	2,204.48	10,696.81	21,596.19	33.12 %
01-541-230	Life & Health Insurance - Roads & Str	55,772.70	79,466.00	79,466.00	5,418.71	20,808.73	58,657.27	26.19 %
01-541-240	WORKERS COMPENSATION - ROADS & STRE..	27,461.73	19,159.00	19,159.00	0.00	0.00	19,159.00	0.00 %
01-541-310	Professional Services - Roads & Street	78,343.30	25,000.00	25,000.00	0.00	1,879.65	23,120.35	7.52 %
01-541-311	Engineering Services - Roads & Street	16,795.29	10,000.00	10,000.00	13,638.29	16,101.69	(6,101.69)	161.02 %
01-541-400	Travel Expenses - Roads & Streets	68.68	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-405	Training - Streets	25.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-541-410	Communication Services - Roads & Stre	3,970.03	4,500.00	4,500.00	0.00	3,541.97	958.03	78.71 %
01-541-430	Utilities - Roads & Streets	26,557.21	25,000.00	25,000.00	1,923.94	6,892.56	18,107.34	27.57 %
01-541-440	Rentals and Leases - Roads & Streets	1,146.69	0.00	0.00	0.00	314.00	(314.00)	0.00 %
01-541-460	Repairs and Maintenance - Roads & Str	3,801.09	5,000.00	5,000.00	888.82	1,460.23	3,539.77	29.20 %
01-541-461	Repairs & Maintenance-Equipment - Roa	14,262.51	10,000.00	10,000.00	0.00	8,359.03	1,640.97	83.59 %
01-541-464	Vehicle Fuel - Roads & Streets	13,343.63	13,000.00	13,000.00	577.82	2,625.45	10,374.55	20.20 %
01-541-465	Vehicle Maintenance - Roads & Streets	3,720.49	6,000.00	6,000.00	0.00	1,093.33	4,906.67	18.22 %
01-541-466	Public Works/Utilities Facility - Rep	481.63	2,000.00	2,000.00	0.00	5,225.00	(3,225.00)	261.25 %
01-541-493	Equipment Rental - Roads & Streets	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-510	Office Supplies - Roads & Streets	151.62	500.00	500.00	0.00	42.34	457.66	8.47 %
01-541-520	Operating Supplies - Roads & Streets	5,264.38	6,227.00	6,227.00	0.00	1,742.52	4,484.48	27.98 %
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	21,990.85	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00 %
01-541-531	Landscape Materials & Supplies - Road	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
01-541-540	Books, Pub., Sub., & Memberships - Ro	751.81	600.00	600.00	0.00	0.00	600.00	0.00 %
01-541-630	Improvements Other than Building - Ro	1,139.78	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
01-541-640	Machinery & Equipment - Roads & Stree	10,761.62	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00 %
01-541-650	Construction in Progress - Roads & St	1,812.50	0.00	0.00	0.00	0.00	0.00	0.00 %
01-541-660	Books, Pub.& Library Materials - Road	0.00	0.00	0.00	0.00	0.00	(6,824.60)	0.00 %
DEPARTMENT TOTAL		517,265.41	603,826.00	603,826.00	42,071.29	164,413.69	432,587.71	27.23 %
LIBRARY								
01-571-120	Regular Salary - Wages - Library	85,432.39	92,017.00	92,017.00	7,146.31	31,682.02	60,334.98	34.43 %
01-571-140	Overtime - Library	0.00	608.00	608.00	0.00	1,490.88	(882.88)	245.21 %

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

General Fund Expenditures  
33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-571-210	Fica Taxes - Library	6,640.40	7,086.00	7,086.00	536.64	2,519.83	4,566.17	35.56 %
01-571-220	Retirement Contribution - Library	12,003.43	12,625.00	12,625.00	974.04	4,570.17	8,054.83	36.20 %
01-571-230	Life & Health Insurance - Library	25,180.82	31,821.00	31,821.00	2,700.62	10,655.96	21,165.04	33.49 %
01-571-240	Worker's Compensation - Library	461.27	102.00	102.00	0.00	0.00	102.00	0.00 %
01-571-310	Professional Services - Library	7,123.26	5,500.00	5,500.00	0.00	820.30	4,679.70	14.91 %
01-571-312	Professional Services - Other - Libra	2,524.55	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
01-571-400	Travel Expenses - Library	24.30	600.00	600.00	0.00	0.00	600.00	0.00 %
01-571-405	Training - Library	0.00	700.00	700.00	0.00	0.00	700.00	0.00 %
01-571-410	Communication Services - Library	3,629.50	4,000.00	4,000.00	0.00	1,044.16	2,955.84	26.10 %
01-571-430	Utilities - Library	3,015.54	4,000.00	4,000.00	179.61	699.60	3,310.40	17.24 %
01-571-460	Repairs and Maintenance - Library	9,586.47	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
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	0.00	2,600.00	2,600.00	0.00	0.00	2,600.00	0.00 %
01-571-490	Other Current Charges - Library	147.63	200.00	200.00	0.00	0.00	200.00	0.00 %
01-571-510	Office Supplies - Library	445.79	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-571-520	Operating Supplies - Library	2,810.85	3,000.00	3,000.00	9.26	615.97	2,384.03	20.53 %
01-571-531	Landscape Materials & Supplies - Libr	815.00	0.00	0.00	0.00	0.00	0.00	0.00 %
01-571-540	Books, Pub., Sub., & Memberships - Li	342.88	2,000.00	2,000.00	0.00	30.00	1,970.00	1.50 %
01-571-660	Books, Pub. & Library Materials - Libr	14,315.49	18,700.00	18,700.00	(34.99)	2,621.06	16,078.94	14.02 %
DEPARTMENT TOTAL		174,499.57	194,859.00	194,859.00	11,511.49	56,739.95	138,119.05	29.12 %
PARKS								
01-572-310	Professional Services - Parks	15,858.67	12,000.00	12,000.00	0.00	4,302.50	7,697.50	35.85 %
01-572-430	Utilities - Parks	14,423.74	16,000.00	16,000.00	666.85	2,375.97	13,624.03	14.85 %
01-572-440	Rentals and Leases - Parks	0.00	0.00	0.00	0.00	656.04	(656.04)	0.00 %
01-572-460	Repairs and Maintenance - Parks	4,336.56	6,000.00	6,000.00	600.22	4,016.71	1,983.29	66.95 %
01-572-493	Equipment Rental - Parks	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
01-572-520	Operating Supplies - Parks	2,021.38	2,500.00	2,500.00	0.00	285.23	2,214.77	11.41 %
01-572-630	Improvements Other than Building - Pa	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
DEPARTMENT TOTAL		36,640.35	47,000.00	47,000.00	1,267.07	11,636.45	35,363.55	24.76 %
SPECIAL EVENTS								





CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

General Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-590-996	Bad Debt - Non-Dept	(105.37)	850.00	850.00	0.00	(155.28)	1,005.28	(18.27) %
01-590-999	Other - Non-Operating Charges - Non-D	2,269.32	3,743.00	3,743.00	216.61	360.76	3,382.24	9.64 %
DEPARTMENT TOTAL		199,983.67	282,075.00	282,075.00	1,329.48	136,877.02	145,197.98	48.53 %
=====								
<b>General Fund Revenues Total</b>		3,496,364.26	3,589,027.00	3,589,027.00	264,466.97	1,883,893.66	1,705,133.34	47.51%
<b>General Fund Expenditures Total</b>		2,899,167.06	3,589,027.00	3,589,027.00	200,272.31	1,107,141.75	2,481,885.25	69.15%
<b>Total Revenue vs. Expenditures</b>		597,197.20	0.00	0.00	64,194.66	776,751.91	-776,751.91	

CITY OF POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Jan  
Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	3,054,217.10	
05-101-913	DEP Loan - Sinking Fund	58,069.32	
05-101-916	US Bank - Sink Fund	429,725.05	
05-101-917	US Bank - Renewal & Replacement Series	205,524.29	
05-101-918	DEP Loan WW531400 - Sink Fund	656.76	
05-101-919	DEP Loan WW531402 - Sink Fund	9,543.38	
05-101-920	Cash - Customer Deposits	372,651.20	
05-101-930	Restricted Cash - Reclass	1,364,325.00	
05-101-936	FDEP 531402 Sinking Fund	11,917.80	
05-101-999	Restricted Class - Reclass	1,364,325.00-	
05-115-100	Accounts Receivable - Utilities	244,719.05	
05-115-130	Accounts Receivable - Readiness to Serve	25,219.70	
05-117-100	Allowance for Bad Debt	327.41-	
05-117-200	Allowance for Uncollectible A/R	38,370.95-	
05-151-100	Investments - FL SAFE EF	678,893.60	
05-151-902	Investments - FL SAFE EF Reserves	141,879.69	
05-155-300	Prepaid Insurance - Deferred Bond Series 2017	26,413.35	
05-159-100	Deferred Outflows - Related to Pension	121,152.22	
05-159-200	Deferred Outflows - Loss on Refunding	572,721.48	
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	16,625,958.21	
05-165-900	Acc.Dep. - Improvements Other than Build	5,469,060.53-	
05-166-900	Equipment & Furniture	968,701.15	
05-167-900	Accumulated Depreciation - Equipment	540,263.83-	
05-168-900	Furniture & Equip - Right to Use Leased Assets	9,972.92	
05-168-950	Accumulated Depreciation - Right to Use Lease	1,672.75-	
05-169-900	CIP - Construction Costs	95,333.71	
	** TOTAL ASSET**		20,514,531.51
05-202-100	Accounts Payable	30,840.15	
05-202-200	Accounts Payable - Year End	32,014.84	
05-202-900	Customer Deposits	372,651.20	
05-203-100	Accumulated Interest Payable	47,954.17	
05-203-600	SRF Loan WW51201P	1,539,866.35	
05-203-610	SRF Loan WW53140/SG531401 Effluent Disposal	28,753.70	
05-203-615	SRF Loan WW531402/SG531403	751,015.82	
05-203-710	US Bank 2017 Bond Note	7,135,000.00	
05-203-760	Right to Use Leased Assets	8,455.61	
05-203-910	Unamortized Bond Premiums - US Bank	426,208.06	
05-207-400	Due to General Fund	31,844.15-	
05-208-305	Taxes Payable	7,364.78	
05-210-800	Compensated Absences - Current	8,874.81-	
05-216-100	Accrued Payroll	1,786.17-	
05-223-100	Deferred Revenue	1,364,325.00	
05-225-100	Deferred Inflows - Related to Pension	19,359.90	
05-234-100	L-T-D - Current Portion	446,754.26	
05-234-901	Less: Current Portion of LTD	446,754.26-	
05-235-800	OPEB Liability	18,155.80	
05-235-900	Net Pension Liability	400,283.46	
	** TOTAL LIABILITY**		12,139,743.71
05-243-100	Encumbrances Placed	20,006.70	
05-245-100	Reserved for Encumbrances	20,006.70-	

CITY OF POLK CITY  
 Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Jan  
 Fund: 05 ENTERPRISE FUND

Account Number	Account Title	Ending Bal	Net Amount
	** TOTAL ENCUMBRANCE**		0.00
05-250-100	Contributed Capital	598,715.40	
05-255-100	Change in Fund Balance	36,514.20	
05-271-100	Fund Balance Unreserved	6,969,286.97	
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**		8,316,569.59
	** TOTAL REVENUE**		916,747.31
	** TOTAL EXPENSE**		858,529.10
	TOTAL LIABILITY AND EQUITY		20,514,531.51

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE  
33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	YTD REVENUE	2025 (EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	1,117.81	1,114.00	1,114.00	1,114.00	41.02	82.04	1,031.96	7.36 %
05-325-111	Connection Fees - Water - Cash Basis	11,695.77	77,000.00	77,000.00	77,000.00	1,494.32	4,273.57	72,726.43	5.55 %
05-325-210	Readiness to Serve Charge - Sewer	9,702.74	8,987.00	8,987.00	8,987.00	832.80	1,242.20	7,737.80	13.90 %
05-325-211	Readiness to Serve Charge - Water	11,495.06	11,143.00	11,143.00	11,143.00	410.16	820.32	10,322.68	7.36 %
05-329-200	Other Lic./Fees/Permits	752.28	600.00	600.00	600.00	682.28	1,154.56	(554.56)	192.43 %
05-331-500	American Rescue Plan Act - ARPA Imple	121,825.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-340-300	Water Utility Revenue	1,344,959.69	1,340,938.00	1,340,938.00	1,340,938.00	211,946.79	439,222.65	901,715.35	32.75 %
05-340-500	Sewer Utility Revenue	1,309,610.24	1,350,516.00	1,350,516.00	1,350,516.00	215,523.83	431,389.13	919,126.87	31.94 %
05-359-100	Other Fines and/or Forfeitures	24,585.00	22,280.00	22,280.00	22,280.00	3,065.00	10,105.00	12,175.00	45.35 %
05-359-200	Non Sufficient Funds	2,105.00	1,733.00	1,733.00	1,733.00	265.00	965.00	768.00	55.68 %
05-359-300	Late Fees	25,158.00	20,860.00	20,860.00	20,860.00	2,425.50	9,219.00	11,641.00	44.19 %
05-361-200	Interest/Dividends - FL SAFE	42,272.19	42,132.00	42,132.00	42,132.00	3,131.77	12,950.34	29,181.66	30.74 %
05-369-100	Misc. Income	13,634.70	15,000.00	15,000.00	15,000.00	1,400.00	5,300.00	9,700.00	35.33 %
05-369-110	Customer Refund of Overpmts	(17,627.81)	3,500.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00 %
05-369-113	Vendor Refund of Overpymt	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-369-700	Misc Income - Reimbursement - Invoice	0.00	0.00	0.00	0.00	0.00	16.50	(16.50)	0.00 %
05-381-900	CASH CARRY FORWARD - WATER/SEWER IMPR	0.00	250,000.00	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00 %
05-381-901	Cash Carry Forward - ARPAL 8" Force M	0.00	565,896.00	565,896.00	565,896.00	0.00	0.00	565,896.00	0.00 %
05-381-902	Cash Carry Forward - ARPAL2 Sewer Impr	0.00	682,163.00	682,163.00	682,163.00	0.00	0.00	682,163.00	0.00 %
DEPARTMENT TOTALS		2,902,036.17	4,393,862.00	4,393,862.00	4,393,862.00	441,218.47	916,747.31	3,477,114.69	20.86 %

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

Enterprise Fund Expenditures  
33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	AVAIL BUDGET	2025 PERCENTAGE REALIZED
Water								
05-518-120	Regular Salary - Wages - Water Admin	120,240.73	130,116.00	130,116.00	10,105.24	38,944.09	91,171.91	29.93 %
05-518-140	Overtime - Water Admin	0.00	1,045.00	1,045.00	0.00	2,488.94	(1,443.94)	238.18 %
05-518-210	Fica Taxes - Water Admin	9,592.35	10,034.00	10,034.00	753.30	3,129.08	6,904.92	31.18 %
05-518-220	Retirement Contribution - Water Admin	12,224.53	17,877.00	17,877.00	1,377.34	6,481.76	11,395.24	36.26 %
05-518-230	Life & Health Insurance - Water Admin	39,951.21	47,735.00	47,735.00	4,051.43	15,985.19	31,749.81	33.49 %
05-518-240	Worker's Compensation - Water Admin	0.00	144.00	144.00	0.00	0.00	144.00	0.00 %
05-518-310	Professional Services - Water Admin	0.00	0.00	0.00	0.00	61.54	(61.54)	0.00 %
05-518-312	Professional Services - Other - Water	22,757.39	26,000.00	26,000.00	2,060.09	9,946.91	16,053.09	38.26 %
05-518-400	Travel and Training - Water Admin	1,199.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-518-405	Training - Water Administration	499.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-518-470	Printing and Reproduction - Water Admin	174.51	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	275.32	600.00	600.00	0.00	430.60	169.40	71.77 %
05-518-520	Operating Supplies - Water Admin	1,258.33	1,500.00	1,500.00	0.00	29.14	1,470.86	1.94 %
05-518-540	Books, Pub., Sub., & Memberships - Wa	402.63	425.00	425.00	0.00	114.75	310.25	27.00 %
DEPARTMENT TOTAL		208,575.00	239,376.00	239,376.00	18,347.40	77,612.00	161,764.00	32.42 %
=====								
05-533-120	Regular Salary - Wages - Water Oper	138,307.58	152,697.00	152,697.00	12,657.65	48,539.32	104,157.68	31.79 %
05-533-130	Other Salaries and Wages - Water Oper	200.33	0.00	0.00	15.00	87.15	(87.15)	0.00 %
05-533-140	Overtime - Water Oper	7,561.14	7,246.00	7,246.00	284.12	5,474.50	1,771.50	75.55 %
05-533-210	Fica Taxes - Water Oper	10,965.41	12,236.00	12,236.00	972.34	4,096.27	8,139.73	33.48 %
05-533-220	Retirement Contribution - Water Oper	25,303.58	16,421.00	16,421.00	1,763.96	8,224.25	8,196.75	50.08 %
05-533-230	Life & Health Insurance - Water Oper	38,928.56	47,793.00	47,793.00	4,063.07	15,603.04	32,189.96	32.65 %
05-533-240	Worker's Compensation - Water Oper	7,022.19	3,488.00	3,488.00	0.00	0.00	3,488.00	0.00 %
05-533-310	PROFESSIONAL SERVICES - ATTORNEY FEES	3,798.86	15,000.00	15,000.00	0.00	8,740.83	6,259.17	58.27 %
05-533-311	Engineering Services - Water Oper	19,411.25	70,000.00	70,000.00	145.00	17,022.50	52,977.50	24.32 %
05-533-312	Professional Services - Other - Water	55,888.42	35,500.00	35,500.00	1,200.00	18,665.66	16,834.34	52.58 %
05-533-313	Professional Services - Polk Regional	1,513.27	3,750.00	3,750.00	909.23	1,818.46	1,931.54	48.49 %
05-533-314	Professional Services - Samples	3,611.00	5,000.00	5,000.00	90.00	2,568.00	2,432.00	51.36 %
05-533-400	Travel Expenses - Water Oper	844.41	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00 %
05-533-405	Training - Water Oper	37.50	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00 %
05-533-410	Communication Services - Water Oper	2,084.87	6,000.00	6,000.00	15.21	820.08	5,179.92	13.67 %
05-533-430	Utilities - PW/Utilities Facility Wat	1,480.13	3,000.00	3,000.00	109.82	428.87	2,571.13	14.30 %

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

Enterprise Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MYD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
05-533-431	Mt. Olive WTP - Utilities - Water Ope	6,819.83	10,000.00	10,000.00	317.29	902.29	9,097.71	9.02 %
05-533-432	Commonwealth WTP - Utilities - Water	4,111.24	2,750.00	2,750.00	28.95	312.37	2,437.63	11.36 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	8,230.20	13,000.00	13,000.00	1,304.15	3,546.35	9,453.65	27.28 %
05-533-440	Rentals and Leases - Water Oper	3,329.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-460	Repairs and Maintenance - Water Oper	89,188.37	150,000.00	150,000.00	2,343.03	31,054.29	106,113.21	20.70 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	26,032.57	10,000.00	10,000.00	0.00	13,356.04	(3,356.04)	133.56 %
05-533-462	Commonwealth WTP - Repairs and Maint	19,600.00	2,000.00	2,000.00	0.00	7,080.31	(5,080.31)	354.02 %
05-533-463	V.Matt Williams WTP - Repairs and Mai	11,153.60	5,000.00	5,000.00	0.00	9,780.74	(4,780.74)	195.61 %
05-533-464	Vehicle Fuel - Water Oper	13,815.35	10,000.00	10,000.00	1,054.83	3,514.99	6,485.01	35.15 %
05-533-465	Vehicle Maintenance - Water Oper	7,804.28	10,000.00	10,000.00	0.00	187.86	9,812.14	1.88 %
05-533-466	Public Works/Utilities Facility - Rep	1.00	3,000.00	3,000.00	0.00	212.50	2,787.50	7.08 %
05-533-467	Repairs & Maintenance-Equipment - Wat	12,921.25	5,000.00	5,000.00	0.00	1,647.24	3,352.76	32.94 %
05-533-470	Printing and Reproduction - Water Ope	0.00	400.00	400.00	0.00	0.00	400.00	0.00 %
05-533-492	Recording & Other Fees - Water Oper	2,200.00	4,440.00	4,440.00	0.00	0.00	4,440.00	0.00 %
05-533-510	Office Supplies - Water Oper	479.05	500.00	500.00	0.00	0.00	500.00	0.00 %
05-533-520	Operating Supplies - Water Oper	14,304.13	15,000.00	15,000.00	31,925.15	33,891.84	(19,241.42)	225.95 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	21.97	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-523	V.Matt Williams WTP - Operating Suppl	23,022.13	17,000.00	17,000.00	0.00	4,470.40	12,529.60	26.30 %
05-533-524	Chemicals - Water Oper	0.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
05-533-526	Meter Supplies - New Installs - Water	28,333.03	100,000.00	100,000.00	96.23	6,005.99	93,993.01	6.01 %
05-533-527	Meter Supplies - Repaire & Maintenanc	557.55	750.00	750.00	0.00	0.00	750.00	0.00 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	4,250.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-630	Improvements Other than Building - Wa	5,380.80	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	0.00	0.00	0.00	0.00	0.00	(3,412.31)	0.00 %
05-533-660	Other Capital Assets - Water Operatio	0.00	66,178.00	66,178.00	0.00	0.00	66,178.00	0.00 %
05-533-710	Principal - Water Oper	65,658.84	63,742.00	63,742.00	0.00	0.00	63,742.00	0.00 %
05-533-720	Interest - Water Oper							
DEPARTMENT TOTAL		664,710.69	986,891.00	986,891.00	59,295.03	248,053.14	738,837.86	25.13 %
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	130,371.86	164,222.00	164,222.00	13,175.93	48,552.60	115,669.40	29.57 %
05-535-130	Other Salaries and Wages - Sewer Oper	200.32	0.00	0.00	15.00	87.15	(87.15)	0.00 %
05-535-140	Overtime - Sewer Oper	8,519.71	7,911.00	7,911.00	355.82	7,022.66	888.34	88.77 %
05-535-210	Fica Taxes - Sewer Oper	10,825.52	13,168.00	13,168.00	1,028.01	4,266.08	8,901.92	32.40 %

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

Enterprise Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MYD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
05-535-220	Retirement Contribution - Sewer Oper	18,761.92	18,082.00	18,082.00	1,844.41	8,885.12	9,196.88	49.14 %
05-535-230	Life & Health Insurance - Sewer Oper	28,206.42	47,824.00	47,824.00	4,068.09	15,700.93	32,123.07	32.83 %
05-535-240	Worker's Compensation - Sewer Oper	0.00	3,774.00	3,774.00	0.00	0.00	3,774.00	0.00 %
05-535-310	PROFESSIONAL SERVICES - ATTORNEY FEES	67,763.46	63,750.00	63,750.00	4,472.50	15,338.33	48,411.67	24.06 %
05-535-311	Engineering Services - Sewer Oper	45,781.25	90,000.00	90,000.00	0.00	13,187.50	76,812.50	14.65 %
05-535-312	Professional Services - Other - Sewer	123,425.84	50,000.00	50,000.00	325.00	30,398.84	19,601.16	60.80 %
05-535-314	Professional Services - Samples	24,412.73	15,000.00	15,000.00	72.00	5,513.00	9,487.00	36.75 %
05-535-400	Travel Expenses - Sewer Oper	114.93	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
05-535-405	Training - Sewer Oper	57.50	2,000.00	2,000.00	10.00	10.00	1,990.00	0.50 %
05-535-410	Communication Services - Sewer Oper	3,934.90	7,000.00	7,000.00	0.00	1,612.39	5,387.61	23.03 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	1,768.94	3,000.00	3,000.00	0.00	470.13	2,529.87	15.67 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,053.80	3,000.00	3,000.00	0.00	513.45	2,486.55	17.12 %
05-535-430	Utilities - PW/Utilities Facility Sew	7,999.72	11,652.00	11,652.00	420.94	1,567.70	10,084.30	13.45 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	36,525.67	39,700.00	39,700.00	2,646.87	8,678.44	31,021.56	21.86 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,567.53	7,000.00	7,000.00	708.20	2,490.29	4,509.71	35.58 %
05-535-460	Repairs and Maintenance - Sewer Oper	84,712.17	556,805.00	556,805.00	0.00	53,937.16	502,867.84	9.69 %
05-535-461	Cardinal Hill - Repairs and Maint - S	43,435.96	430,000.00	430,000.00	0.00	5,344.29	424,655.71	1.24 %
05-535-464	Vehicle Fuel - Sewer Oper	6,790.58	12,300.00	12,300.00	154.46	895.89	11,404.11	7.28 %
05-535-465	Vehicle Maintenance - Sewer Oper	19,650.39	10,000.00	10,000.00	0.00	518.33	9,481.67	5.18 %
05-535-466	Public Works/Utilities Facility - Rep	0.00	5,000.00	5,000.00	0.00	212.50	4,787.50	4.25 %
05-535-467	Repairs & Maintenance-Equipment - Sew	7,614.84	6,000.00	6,000.00	0.00	1,409.94	4,590.06	23.50 %
05-535-470	Printing and Reproduction - Sewer Ope	0.00	100.00	100.00	0.00	0.00	100.00	0.00 %
05-535-480	Promo Activities & Legal Ads - Sewer	349.67	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-490	Other Current Charges - Sewer Oper	500.00	2,000.00	2,000.00	17,000.00	17,000.00	(15,000.00)	850.00 %
05-535-492	Recording & Other Fees - Sewer Oper	2,600.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-535-493	Equipment Rental - Sewer Oper	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-535-510	Office Supplies - Sewer Oper	304.44	500.00	500.00	0.00	0.00	500.00	0.00 %
05-535-520	Operating Supplies - Sewer Oper	22,753.51	20,000.00	20,000.00	47.50	2,643.65	17,356.35	13.22 %
05-535-521	Cardinal Hill WWTP - Operating Suppli	310.17	0.00	0.00	0.00	47.97	(47.97)	0.00 %
05-535-522	Cardinal Hill WWTP - Sludge Hauling	18,553.00	36,000.00	36,000.00	0.00	2,790.00	33,210.00	7.75 %
05-535-524	Chemicals - Sewer Oper	33,452.90	40,000.00	40,000.00	0.00	14,861.01	25,138.99	37.15 %
05-535-530	Road Materials & Supplies - Sewer Ope	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
05-535-540	Books, Pub., Sub., & Memberships - Se	637.55	500.00	500.00	0.00	100.00	400.00	20.00 %
05-535-630	Improvements Other than Building - Se	1,139.78	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-634	SCADA System - Sewer Oper	0.00	10,010.00	10,010.00	0.00	0.00	10,010.00	0.00 %
05-535-640	Machinery & Equipment - Sewer Oper	7,380.80	0.00	0.00	0.00	0.00	0.00	0.00 %
05-535-650	Construction In Progress - Sewer Oper	21,606.02	565,896.00	565,896.00	0.00	4,318.75	561,577.25	0.76 %
05-535-660	Other Capital Assets - Sewer Operatio	0.00	0.00	0.00	0.00	0.00	(3,412.31)	0.00 %
05-535-710	Principal - Sewer Oper	0.00	366,857.00	366,857.00	0.00	0.00	366,857.00	0.00 %

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

Enterprise Fund Expenditures

33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
05-535-712	Principal - DEP Effluent Disposal Loa	(27.20)	27,131.00	27,131.00	0.00	13,558.57	13,572.43	49.97 %
05-535-720	Interest - Sewer Oper	257,166.12	248,725.00	248,725.00	107,791.52	107,791.52	140,933.48	43.34 %
05-535-722	Interest - DEP Effluent Disposal Loan	1,580.80	1,499.00	1,499.00	0.00	756.30	742.70	50.45 %
DEPARTMENT TOTAL								
		1,049,803.52	2,896,406.00	2,896,406.00	154,136.25	390,480.49	2,505,925.51	13.48 %
EF Non-Departmental								
05-590-310	Professional Services - Non-Dept	17,227.00	12,500.00	12,500.00	691.25	4,667.25	7,832.75	37.34 %
05-590-320	Accounting and Auditing - Non-Dept	41,991.44	61,000.00	61,000.00	0.00	3,659.04	57,340.96	6.00 %
05-590-440	Rentals and Leases - Non-Dept	5,883.75	5,500.00	5,500.00	362.31	1,522.38	3,977.62	27.68 %
05-590-450	Liability Insurance - Non-Dept	89,529.50	115,000.00	115,000.00	0.00	99,526.50	15,473.50	86.54 %
05-590-510	Office Supplies - Non-Departmental	744.13	1,000.00	1,000.00	0.00	118.47	881.53	11.85 %
05-590-520	Operating Supplies - Non-Dept	11,668.48	12,000.00	12,000.00	88.21	2,742.35	9,257.65	22.85 %
05-590-521	Emergencies & Contingencies - Operati	10,776.84	20,000.00	20,000.00	0.00	24,109.31	(4,109.31)	120.55 %
05-590-525	Uniforms - Non Dept	5,059.21	4,200.00	4,200.00	64.03	1,324.85	2,875.15	31.54 %
05-590-528	Postage - Non-Dept	369.65	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-540	Books, Pub., Sub., & Memberships -NON	12,797.12	16,000.00	16,000.00	0.00	4,191.70	11,808.30	26.20 %
05-590-550	Pre-Employment Exam/Drug Test	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-551	Immunizations - Employees	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
05-590-552	DOT Testing	926.30	750.00	750.00	0.00	0.00	750.00	0.00 %
05-590-553	Employee Meeting/Awards	1,027.81	1,750.00	1,750.00	0.00	977.00	773.00	55.83 %
05-590-554	Employee Holiday Dinner	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-590-605	Depreciation - Right to Use Leased As	3,532.50	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-630	Improvements Other than Bldg - Non-De	(37,897.37)	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-720	Interest - Bond 2017 Issue	0.00	600.00	600.00	0.00	0.00	600.00	0.00 %
05-590-725	Interest - Right to Use Leased Assets	54,289.46	0.00	0.00	0.00	0.00	0.00	0.00 %
05-590-730	Other Debt Service Costs	0.00	6,889.00	6,889.00	0.00	0.00	6,889.00	0.00 %
05-590-940	Reserves - Unrestricted Reserves NON-	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
05-590-992	Unemployment Claims - Non-Dept	74.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-994	Bank Fees - Non-Dept	531.71	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-590-995	Refund of Overpayments - Non-Dept	456.05	2,500.00	2,500.00	0.00	(555.38)	3,055.38	(22.22) %
05-590-996	Bad Debt - Non-Dept	610.58	2,500.00	2,500.00	0.00	100.00	2,400.00	4.00 %
05-590-999	Other - Non-Operating Charges - Non-D							
DEPARTMENT TOTAL								
		219,598.16	271,189.00	271,189.00	1,205.80	142,383.47	128,805.53	52.50 %
Enterprise Fund Revenues Total								
		2,902,036.17	4,393,862.00	4,393,862.00	441,218.47	916,747.31	3,477,114.69	20.86 %
Enterprise Fund Expenditures Total								
		-2,142,687.37	-4,393,862.00	-4,393,862.00	-232,904.48	-658,529.10	-3,535,332.90	19.54 %
Total Revenue vs. Expenditures								
		759,348.80	0.00	0.00	208,233.99	58,218.21	-58,218.21	



CITY OF POLK CITY  
Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Jan  
Fund: 08 SPECIAL REVENUE FUND - GF IMPACT FEES

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	22,284.53	
08-101-101	GF Fire Public Safety Impact Fees	11,388.84	
08-101-102	GF Recreation Impact Fees	34,325.39	
08-101-103	GF Gen Gov't Facilities Impact Fees	57,091.25	
08-151-100	Investments - FL SAFE GF Police Public Safety	239,346.86	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	151,907.21	
08-151-102	Investments - FL SAFE GF Recreation	454,255.75	
08-151-103	Investments - FL SAFE GF Facilities	504,514.13	
	** TOTAL ASSET**		1,475,113.96
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
08-271-100	Fund Balance Unreserved	1,453,707.85	
	** TOTAL EQUITY**		1,453,707.85
	** TOTAL REVENUE**		21,406.11
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,475,113.96

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

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GFIF Special Revenues  
Budget Revenues

33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	YTD REVENUE	2025 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
<b>REVENUES</b>								
08-324-100	Police - Public Safety Impact Fee	2,579.96	90,298.00	90,298.00	0.00	0.00	90,298.00	0.00 %
08-324-110	Fire/Rescue - Public Safety Impact Fee	1,380.44	48,315.00	48,315.00	0.00	0.00	48,315.00	0.00 %
08-324-610	Parks & Recreation Impact Fee	4,160.64	145,622.00	145,622.00	0.00	0.00	145,622.00	0.00 %
08-324-710	Public Facilities Impact Fee	6,992.04	244,721.00	244,721.00	0.00	0.00	244,721.00	0.00 %
08-361-200	Interest/Dividends - FL SAFE	69,873.29	60,000.00	60,000.00	5,176.62	21,406.11	38,593.89	35.68 %
<b>DEPARTMENT TOTALS</b>		84,986.37	588,956.00	588,956.00	5,176.62	21,406.11	567,549.89	3.63 %
<b>EXPENDITURES</b>								
08-521-930	Reserves - Police Public Safety Impac	0.00	90,298.00	90,298.00	0.00	0.00	90,298.00	0.00 %
08-521-931	Reserves - Police Public Safety Int/D	0.00	14,133.00	14,133.00	0.00	0.00	14,133.00	0.00 %
08-522-930	Reserves - Fire Public Safety Impact	0.00	48,315.00	48,315.00	0.00	0.00	48,315.00	0.00 %
08-522-931	Reserves - Fire Public Safety Int/Div	0.00	8,705.00	8,705.00	0.00	0.00	8,705.00	0.00 %
08-539-930	Reserves - Public Facility Impact Fee	0.00	145,622.00	145,622.00	0.00	0.00	145,622.00	0.00 %
08-539-931	Reserves - Public Facility Int/Divide	0.00	14,388.00	14,388.00	0.00	0.00	14,388.00	0.00 %
08-572-930	Reserves - Parks & Rec Impact Fees	0.00	244,721.00	244,721.00	0.00	0.00	244,721.00	0.00 %
08-572-931	Reserves - Parks & Rec Int/Dividends	0.00	22,774.00	22,774.00	0.00	0.00	22,774.00	0.00 %
<b>DEPARTMENT TOTALS</b>		0.00	588,956.00	588,956.00	0.00	0.00	588,956.00	0.00 %
<b>GF Impact Fee Fund Revenues Total</b>		84,986.37	588,956.00	588,956.00	5,176.62	21,406.11	567,549.89	3.63 %
<b>GF Impact Fee Fund Expenditures Total</b>		0.00	-588,956.00	-588,956.00	0.00	0.00	588,956.00	0.00 %
<b>Total Revenue vs. Expenditures</b>		84,986.37	0.00	0.00	5,176.62	21,406.11	1,156,505.89	

CITY OF POLK CITY  
 Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Jan  
 Fund: 09 SPECIAL REVENUE FUND - EF IMPACT FEES

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	486,970.04	
09-101-900	EF Water Impact Fee Account	152,226.57	
09-151-800	Investements - Sewer Impact	1,839,322.88	
09-151-900	Investements - Water Impact	299,072.96	
	** TOTAL ASSET**		2,777,592.45
	** TOTAL LIABILITY**		0.00
	** TOTAL ENCUMBRANCE**		0.00
09-271-100	Unreserved Fund Balance	2,727,645.92	
	** TOTAL EQUITY**		2,727,645.92
	** TOTAL REVENUE**		49,946.53
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		2,777,592.45

CITY OF POLK CITY  
JANUARY 2025 MONTHLY FINANCIALS

EFIF Special Revenues  
33.33 % Yr Complete For Fiscal Year: 2025 / 1

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	YTD REVENUES	2025 (EXCESS)/DEFICIT	2025 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	24,211.00	244,580.00	244,580.00	1,394.00	7,235.00	237,345.00	2.96 %
09-361-200	Interest/Dividends - FL SAFE	39,735.00	618,100.00	618,100.00	4,415.00	8,830.00	609,270.00	1.43 %
		110,595.20	100,000.00	100,000.00	8,193.54	33,881.53	66,118.47	33.88 %
	DEPARTMENT TOTALS	174,541.20	962,680.00	962,680.00	14,002.54	49,946.53	912,733.47	5.19 %
EXPENDITURES								
09-533-650	Construction In Progress - Water IP S	91,133.57	91,544.00	91,544.00	0.00	0.00	91,544.00	0.00 %
09-533-930	Reserves - Water Impact Fees	0.00	153,036.00	153,036.00	0.00	0.00	153,036.00	0.00 %
09-533-931	Reserves - Water Int/Dividends	0.00	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00 %
09-535-650	Construction In Progress - Sewer IP S	0.00	315,000.00	315,000.00	0.00	0.00	315,000.00	0.00 %
09-535-930	Reserves - Sewer Impact Fees	0.00	303,100.00	303,100.00	0.00	0.00	303,100.00	0.00 %
09-535-931	Reserves - Sewer Int/Dividends	0.00	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00 %
	DEPARTMENT TOTALS	91,133.57	962,680.00	962,680.00	0.00	0.00	962,680.00	0.00 %

<b>EF Impact Fee Fund Revenues Total</b>	<b>174,541.20</b>	<b>962,680.00</b>	<b>962,680.00</b>	<b>14,002.54</b>	<b>49,946.53</b>	<b>912,733.47</b>	<b>5.19%</b>
<b>EF Impact Fee Fund Expenditures Total</b>	<b>-91,133.57</b>	<b>-962,680.00</b>	<b>-962,680.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-962,680.00</b>	<b>0.00%</b>
<b>Total Revenue vs. Expenditures</b>	<b>83,407.63</b>	<b>0.00</b>	<b>0.00</b>	<b>14,002.54</b>	<b>49,946.53</b>	<b>-49,946.53</b>	

## JANUARY 2025

### CIRCULATION

ADULT BOOKS	763
JUVENILE BOOKS	915
<b>TOTAL CIRCULATION</b>	<b>1,678</b>

### NEW BORROWERS

IN CITY	6
IN COUNTY	11
<b>TOTAL NEW BORROWERS</b>	<b>17</b>

### NUMBER OF PROGRAMS

FAMILY	
ADULT	1
JUVENILE	1
YOUNG ADULT	
<b>TOTAL PROGRAMS</b>	<b>2</b>

### PROGRAM ATTENDANCE

ADULT	10
JUVENILE	2
YOUNG ADULT	
<b>TOTAL ATTENDANCE</b>	<b>12</b>

### REFERENCE QUESTIONS

PHONE CALLS	97
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### NUMBER OF COMPUTER USERS

87

### TOTAL PATRONS

592

Prepared by:

*Hannah Ulloha*

Library Director

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

*STATISTICAL DATA*

West **Division**

Date: February 5, 2025 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for January 2025

ACTIVITY	
FELONY ARREST	6
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	2
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	8
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	4
TRAFFIC CITATIONS	11
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	\$700.00 trailer recovered
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	45
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	3
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	390
TRAFFIC STOPS	16
TOTAL DISPATCHED CALLS FOR SERVICE	90



# Public Works & Utilities Report

January 2025

## **Public Works Department- Work Orders: Total 187**

Building Maintenance: 39  
Custodial Services A/C: 2  
Custodial Services Bronson Center: 2  
Custodial services public works: 1  
Custodial services City Hall :1  
Vehicle/Equipment Maintenance: 17  
Event Set-Up/Inspection: 16  
Landscaping/Mowing: 8  
Parks and Recreation: 29  
Stormwater: 3  
Street signs: 31  
Trash Parks and  
Facilities:10 Trash Roads  
and Streets: 16 Tech  
Support: 2

## **Utilities Department- Work Orders: Total 195**

Turn-On: 24  
Turn-Off: 22  
Turn-Off for Non – Payment Of NSF on Account: 5  
Turn Back on from shut off list: 6  
Install Irrigation: 1  
Install water: 1  
Meter Maintenance: 62  
Lift Station Maintenance & Repair: 24  
WTP Repair Maintenance: 2  
Meter Reads: 3386  
Mis-Reads: 315  
Sewer:1  
Water line Repair 1086 Caravan Loop



# *Utility Billing Report*

## *January 2025*

New Accounts Established: 25  
Final/Terminated Service: 21  
Bills Processed: 2,729  
Email/ Bill Customers: 2145  
Work Orders Processed: 141  
Lock off for Nonpayment: 29  
Nonpayment fees (\$50): 36  
Billed Consumption: 11,382,000  
Billed/Revenue: \$289,980.31  
Residential Billing: 2,618  
Irrigation Billing: 591  
Commercial Billing: 94  
Building Rentals Activity/Bronson Center/Freedom Park: 14

### **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**

Continuing efforts on changeouts from 3g to 4g, reroute meters into walking order. Continue to work with staff to write procedures for Utility Billing. Continuing efforts in auditing accounts. Working with Master Meter to replace meters with issues.

Respectfully Submitted by:

**Chasity Guinn**

Utility Billing Supervisor

**City Commission Meeting  
February 18, 2025**

**AGENDA ITEM # 1:      Ordinance 2025-01, Text Amendment to Land  
Development Code Planned Unit Development Zoning**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

**Ordinance 2025-01** - an Ordinance of the City Commission of Polk City, Florida; Amending Article 2 – Regulations for Specific Districts, Section 2.04.02.15, “Planned Unit Development District” of the Uniform Land Development District; Removing the List of Permitted Uses from Planned Unit Developments to Allow Greater Innovation in Use and Design; Repealing All Ordinances in conflict therewith; Providing a Business Impact Estimate, Severability, Codification, and an Effective Date. **First Reading**

**ATTACHMENTS:**

Ordinance 2025-01  
Overview from CFRPC

**ANALYSIS:**

City Staff has identified the need for a City-initiated text amendment to the Polk City Land Development Code (LDC) to amend the Planned Unit Development Zoning District. The removal of the list of permitted uses from Planned Unit Developments will better serve flexibility and greater innovation in use and design.

This went before the Planning Commission on Monday, February 10, 2025, and approved to forward Ordinance 2025-01 to the City Commission.

**STAFF RECOMMENDATION:**

Approve Ordinance 2025-01 on First Reading.

## ORDINANCE 2025-01

**AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 2 – REGULATIONS FOR SPECIFIC DISTRICTS, SECTION 2.04.02.15, “PLANNED UNIT DEVELOPMENT DISTRICT” OF THE UNIFORM LAND DEVELOPMENT CODE; REMOVING THE LIST OF PERMITTED USES FROM PLANNED UNIT DEVELOPMENTS TO ALLOW GREATER INNOVATION IN USE AND DESIGN; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND 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 to remove the list of permitted uses from Planned Unit Developments to allow greater innovation in design.

(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 2.04.02.16 Planned Unit Development District 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.

**Section 2.04.02.16 Planned Unit Development District**

- (A) *FLUM designation:* All uses of a Planned Use Development must be consistent with the future land use designation of the property.
- (B) *Purpose and intent.*
  - 1. The planned unit development district is intended to provide a method for consideration and approval of unique zoning districts for individual Planned Unit Developments (PUD), which are not provided for or allowed in the zoning districts otherwise established by this chapter.
  - 2. The standards and procedures of this district are intended to promote flexibility of design and to permit planned diversification and integration of uses and structures, while at the same time reserving to the City Commission the absolute authority to establish limitations and regulations for the development deemed necessary to protect the public health, safety and welfare. In so doing, the PUD district is designed to:
    - a. Promote more efficient and economic uses of land, including bypassed lands.
    - b. Encourage more compatible and harmonious development of contiguous lands.
    - c. Promote home ownership opportunities for all residents of the community.
    - d. Provide flexibility to meet changing needs, technologies, economics, and consumer preferences.
    - e. Be totally controllable based on the needs of the city, in terms of the impact on the proposed site and surrounding neighborhoods.
    - f. Encourage uses of land, which reduce transportation needs and which conserve energy and natural resources.
    - g. Preserve to the greatest extent possible, and utilize in a harmonious fashion, existing landscaping features and amenities.

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

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

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

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

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

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

~~2. In an industrial PUD, the uses allowed in Polk City's M-1 and M-2I-H zoning districts may be permitted as principal or accessory uses.~~

~~3. In a residential PUD, the following uses shall be permitted:~~

- ~~a. Dwelling, one-family;~~
- ~~b. Dwelling, two-family;~~
- ~~c. Dwelling, multifamily;~~
- ~~d. Townhouses;~~
- ~~e. Public and private Recreation facilities;~~
- ~~f. Churches and other houses of worship;~~
- ~~g. Child and adult daycare centers;~~
- ~~h. Convenience, goods, retail and personal service stores primarily intended and designed to service the residents of the PUD;~~
- ~~i. Essential services;~~
- ~~j. Home occupations subject to the provisions contained herein.~~

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

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

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

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

**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 \_\_\_\_\_, 2025.**

**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 \_\_\_\_\_, 2025.**

\_\_\_\_\_  
Joe LaCascia, Mayor

**ATTEST:**

\_\_\_\_\_  
Patricia Jackson, City Manager/City Clerk





**POLK CITY COMMISSION  
TEXT AMENDMENT TO POLK CITY LAND DEVELOPMENT CODE  
PLANNED UNIT DEVELOPMENT ZONING**

**OVERVIEW**

February 18, 2025

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**TO:** Polk City Commission

**SUBJECT:** **Ordinance 2025-01: Text Amendment to the Land Development Code:**  
The ordinance will change the amend the Planned Unit Development (PUD) district to remove the requirements for permitted uses, which will allow for more flexibility in the district.

**AGENDA DATES:**

City Commission Meeting (Overview): January 21, 2025

Planning Commission Meeting: February 10, 2025

**City Commission Meeting (First Reading): February 18, 2025**

City Commission Meeting (Second Reading): March 18, 2025

**PLANNING COMMISSION ACTION:**

On Monday, February 3, 2025, the Polk City Planning Commission unanimously voted to forward Ordinance 2025-01 to the City Commission with a **recommendation of Approval.**

**CITY COMMISSION MOTION OPTIONS:**

1. Approve Ordinance 2025-01 on first reading.
2. Approve Ordinance 2025-01 with changes on first reading.
3. Deny Ordinance 2025-01 in first reading.

**OVERVIEW:**

City staff has identified the need for a City-initiated text amendment to the Polk City Land Development Code (LDC) to amend the Planned Unit Development Zoning District. The removal of the list of permitted uses from Planned Unit Developments will better serve the City as it would allow the Planned Unit Development district to provide increased flexibility and greater innovation in use and design.

Draft Text Amendments are provided below.

**PROPOSED TEXT AMENDMENTS:**

Text shown as underlined is proposed to be added. Text shown as ~~strikethrough~~.

***Section 2.04.02.16 Planned Unit Development District***

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

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

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minimum lot size, setbacks, percentage of lot coverage, or lot width except as specified in the PUD approval document.

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~~3. In a residential PUD, the following uses shall be permitted:~~

~~a. Dwelling, one family;~~

~~b. Dwelling, two family;~~

~~c. Dwelling, multifamily;~~

~~d. Townhouses;~~

~~e. Public and private  
Recreation facilities;~~

~~f. Churches and other  
houses of worship;~~

~~g. Child and adult day care centers;~~

~~h. Convenience, goods, retail and personal service stores  
primarily intended and designed to service the residents of the  
PUD;~~

~~i. Essential services;~~

~~j. Home occupations subject to the provisions contained herein.~~

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

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

12. The separation and buffering of parking areas and sections of parking areas.
13. The variety and design of dwelling types.
14. The particular land uses proposed and the conditions and limitations thereon.
15. The form of ownership proposed for various uses.
16. Any other factor deemed relevant to the privacy, safety, preservation, protection or welfare of any proposed use within the proposed development.

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

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

**City Commission Meeting  
February 18, 2025**

**AGENDA ITEM #2:**

**Ordinance 2025-02 - Text Amendment to Land  
Development Code Recreational Vehicle Parks**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

**Ordinance 2025-02** - an Ordinance of the City Commission of Polk City, Florida; Amending Article 3 – Development design and improvement Standards, Section 3.09.01.02 “Recreational Vehicle Parks” of the Uniform Land Development Code; Changing the Buffering Requirement from a Masonry Wall to a Solid Fence; Repealing all Ordinances in Conflict Therewith; Providing a Business Impact Estimate, Severability, Codification, and an Effect Date; **First Reading**

**ATTACHMENTS:**

Ordinance 2025-02  
Overview from CFRPC

**ANALYSIS:**

City staff has identified the need for a City-initiated text amendment to the Polk City Land Development Code (LDC) specific to buffering requirements for Recreational Vehicle Parks to remove the requirement of a masonry wall along the perimeter.

This went before the Planning Commission on Monday, February 10, 2025, and approved to forward Ordinance 2025-02 to the City Commission.

**STAFF RECOMMENDATION:**

Approve Ordinance 2025-02 on First Reading.

## ORDINANCE 2025-02

**AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING ARTICLE 3 – DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS, SECTION 3.09.01.02 “RECREATIONAL VEHICLE PARKS” OF THE UNIFORM LAND DEVELOPMENT CODE; CHANGING THE BUFFERING REQUIREMENT FROM A MASONRY WALL TO A SOLID FENCE; REPEALING ALL ORDINANCES IN CONFLICT THEREWITH; PROVIDING A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.**

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

**SECTION 1. FINDINGS AND INTENT.** In adopting this Ordinance 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 to remove the list of permitted uses from Planned Unit Developments to allow greater innovation in design.

(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 3, DEVELOPMENT DESIGN AND IMPROVEMENT STANDARDS. Article 3, Section 3.09.01.02 Recreation Vehicle (RV) Parks 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.

**Section 3.09.01.02 Recreation Vehicle (RV) Parks**

It is the purpose of these standards to provide minimum development guidelines for an RV park designed only to accommodate the recreation vehicle. For the purposes of this ordinance, a recreation vehicle park is defined as a development in which recreation vehicles and/or "park model" mobile homes are permanently sited and occupied year round. An RV campground, on the other hand, is a development for overnight or limited vacation-season type. These provisions are intended to protect established or permitted uses in the vicinity of such a park, and to protect and promote the orderly growth and development of the City of Polk City.

- (A) *General Requirements.* RV parks shall be a permitted use in PR district, and may be permitted in R-MHA and R-MHB districts **with a Site Development Plan**. Development standards provided in this Section shall supersede those of the underlying zoning district. RV Campgrounds are a Special Exception use (see Article 3, Section 3.09.00, "Devel. Standards for Uses Permitted by Special Exception, 3.09.02").

*Duration of Stay in an RV Park.* Vehicle sites are intended for year round occupancy.

- (B) *Environmental Requirements*

- (1) General. Condition of soil, groundwater level, drainage, and topography shall not create hazards to the property or to the health and safety of the occupants.
- (2) Soil and Ground Cover Requirements. Exposed ground surfaces in all parts of every vehicle site area or other vehicle parking area shall be paved, or covered with stone screening, or other solid material, or protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust.
- (3) Drainage Requirements. Surface drainage plans for the entire tract



shall be reviewed by appropriate City staff, who shall determine whether the proposed plan is compatible with the surrounding existing drainage pattern and any relevant drainage plan of the City, prior to issuance of Site Development Plan approval and building permits. No permit shall be issued in such instance where the Building Official finds the plan to be incompatible with surrounding areas.

Table 1 - Table of Development Standards for RV Parks

	Max. Density (units/acre)	Minimum Tract Size/Lot Size	Minimum Tract/Lot Width (feet)	Setbacks (feet)		
				Front	Rear	Sides
Per Tract	15	7.5 acres	150 x 200	25	25	25
Per Unit		1500 s.f.	30 x 50	7.5	7.5	7.5

(C) *Tract Requirements.* The tract requirements are listed in the Table of Development Standards, above, with additional requirements as follows:

- (1) The tract shall have at least 75 feet of frontage on a Principal or Minor Arterial roadway, as designated on the Future Traffic Circulation Map of the City of Polk City Comprehensive Plan.
- (2) The minimum width of the tract shall be 150 feet at the front building setback line.
- (3) Where any property line of a RV Park abuts land either zoned for residential use or occupied by a residential use permitted by this Code, there shall be provided and maintained along, or within ten feet of, said property line a solid face masonry wall fence meeting acceptable design and compatibility for the area, with a finish of stucco or other texture, no less than six feet in height, which shall be in addition to the buffer yard required by Section 3.07.00.
- (4) Where an RV Park abuts an agricultural use, the tract setbacks shall be 50 feet on the front, sides and rear.

**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 on businesses for which businesses will be financially responsible, and (5) does not create any additional municipal regulatory cost which is not recovered appropriately and lawfully by the City. Thus, it is estimated that neither residents nor any business will incur additional costs. The City does not seek to impose any additional user or regulatory fees or charges, nor are any direct compliance costs expected. The Business Impact Estimate form for this ordinance is on file with the City Clerk.

**SECTION 4. 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 \_\_\_\_\_, 2025.**

**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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
Joe LaCascia, Mayor

**ATTEST:**

\_\_\_\_\_  
Patricia Jackson, City Manager/City Clerk



**POLK CITY COMMISSION  
TEXT AMENDMENT TO POLK CITY LAND DEVELOPMENT CODE  
RECREATIONAL VEHICLE PARKS**

**OVERVIEW**

February 18, 2025

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**TO:** Polk City Commission

**SUBJECT:** **Ordinance 2025-02: Text Amendment to the Land Development Code:**  
The ordinance will change the requirement from a wall to a fence to be built surrounding an RV park.

**AGENDA DATES:**

City Commission Meeting (Overview): January 21, 2025

Planning Commission Meeting: February 10, 2025

**City Commission Meeting (First Reading): February 18, 2025**

City Commission Meeting (Second Reading): March 18, 2025

**PLANNING COMMISSION ACTION:**

On Monday, February 3, 2025, the Polk City Planning Commission unanimously voted to forward Ordinance 2025-02 to the City Commission with a **recommendation of Approval.**

**CITY COMMISSION MOTION OPTIONS:**

1. Approve Ordinance 2025-02 on first reading.
2. Approve Ordinance 2025-02 with changes on first reading.
3. Deny Ordinance 2025-02 in first reading.

**OVERVIEW:**

City staff has identified the need for a City-initiated text amendment to the Polk City Land Development Code (LDC) specific to buffering requirements for Recreational Vehicle Parks to remove the requirement of a masonry wall along the perimeter.

Draft Text Amendments are provided below.

**PROPOSED TEXT AMENDMENTS:**

Text shown as underlined is proposed to be added. Text shown as ~~strikethrough~~.

*Section 3.09.01.02 Recreation Vehicle (RV) Parks*

It is the purpose of these standards to provide minimum development guidelines for an RV park designed only to accommodate the recreation vehicle. For the purposes of this ordinance, a recreation vehicle park is defined as a development in which recreation vehicles and/or "park model" mobile homes are permanently sited and occupied year round. An RV campground, on the other hand, is a development for overnight or limited vacation-season type. These provisions are intended to protect established or permitted uses in the vicinity of such a park, and to protect and promote the orderly growth and development of the City of Polk City.

- (A) *General Requirements.* RV parks shall be a permitted use in PR district, and may be permitted in R-MHA and R-MHB districts **with a Site Development Plan**. Development standards provided in this Section shall supersede those of the underlying zoning district. RV Campgrounds are a Special Exception use (see Article 3, Section 3.09.00, "Devel. Standards for Uses Permitted by Special Exception, 3.09.02").

*Duration of Stay in an RV Park.* Vehicle sites are intended for year round occupancy.

- (B) *Environmental Requirements*

- (1) General. Condition of soil, groundwater level, drainage, and topography shall not create hazards to the property or to the health and safety of the occupants.
- (2) Soil and Ground Cover Requirements. Exposed ground surfaces in all parts of every vehicle site area or other vehicle parking area shall be paved, or covered with stone screening, or other solid material, or protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust.
- (3) Drainage Requirements. Surface drainage plans for the entire tract

shall be reviewed by appropriate City staff, who shall determine whether the proposed plan is compatible with the surrounding existing drainage pattern and any relevant drainage plan of the City, prior to issuance of Site Development Plan approval and building permits. No permit shall be issued in such instance where the Building Official finds the plan to be incompatible with surrounding areas.

Table 1 - Table of Development Standards for RV Parks

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(C) *Tract Requirements.* The tract requirements are listed in the Table of Development Standards, above, with additional requirements as follows:

- (1) The tract shall have at least 75 feet of frontage on a Principal or Minor Arterial roadway, as designated on the Future Traffic Circulation Map of the City of Polk City Comprehensive Plan.
- (2) The minimum width of the tract shall be 150 feet at the front building setback line.
- (3) Where any property line of a RV Park abuts land either zoned for residential use or occupied by a residential use permitted by this Code, there shall be provided and maintained along, or within ten feet of, said property line a solid ~~face masonry wall~~ fence meeting acceptable design and compatibility for the area, with a finish of stucco or other texture, no less than six feet in height, which shall be in addition to the buffer yard required by Section 3.07.00.
- (4) Where an RV Park abuts an agricultural use, the tract setbacks shall be 50 feet on the front, sides and rear.

**City Commission Meeting  
February 18, 2025**

**AGENDA ITEM # 3**

**Resolution 2025-01 - Final Subdivision Plat - The Landings -  
Phase 1**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

**Public Hearing – Resolution 2025-01**, a Resolution of the City Commission of Polk City, Florida; Approving a Final Subdivision Plat Titled “The Landings at Mount Olive Phase One (1)” Located in Section 6, Township 27 South, Range 26 East, Within Polk City, Polk County, Florida; Providing for an Effective Date.

**ATTACHMENTS:**

- |                             |   |
|-----------------------------|---|
| -Resolution 2025-01         | -Certified Boundary Survey                          |
| -Overview Report from CFRPC | -Final Subdivision Plat                             |
| -Aerial Photo Map           | -Final Subdivision Plat Application including Title |
| -Future Land Use Map        | Certification Letter                                |
| -Zoning Map                 |   |

**ANALYSIS:**

Starlight Homes, LLC (‘applicant’) on behalf of CW Mt. Olive, LLC (‘property owner’) is requesting final subdivision plat approval for a residential subdivision situated on approximately 58.241 acres of land, more or less, generally located on the south side of Mt. Olive Road, east of Lake Margaret.

The applicant is requesting to subdivide the property into 135 residential lots to facilitate the development of 135 single-family homes.

This went before the Planning Commission on Monday, February 10, 2025, and approved to forward Resolution 2025-01 to the City Commission.

**STAFF RECOMMENDATION:**

Approve Resolution 2025-01 for final subdivision plat for The Landings at Mount Olive Phase 1.

**RESOLUTION 2025-01**

**A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; APPROVING A FINAL SUBDIVISION PLAT TITLED “THE LANDINGS AT MOUNT OLIVE PHASE ONE (1)” LOCATED IN SECTION 6, TOWNSHIP 27 SOUTH, RANGE 26 EAST, WITHIN POLK CITY, POLK COUNTY, FLORIDA; PROVIDING FINDINGS; PROVIDING FOR RECORDATION OF FINAL PLAT; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Starlight Homes, LLC (“applicant”) is requesting final subdivision plat approval of Phase 1 of a residential subdivision titled “The Landings at Mount Olive Phase One (1)”, contained within lands depicted in Exhibit “A”, comprising +/-58.241 acres, generally located south of Mt. Olive Road and east of Lake Margaret, as legally described in Exhibit “B”; and

**WHEREAS**, Section 7.05.06 of the Polk City Land Development Code establishes the procedure to subdivide and plat lands within the City in accordance with Chapter 177, Florida Statutes; and

**WHEREAS**, the final plat for Phase 1 of the residential subdivision has been reviewed and found to be in compliance with the requirements of Chapter 177, Florida Statutes and all applicable provisions of the Polk City Land Development Code; and

**WHEREAS**, notice of the meeting to take action on the final plat for Phase 1 of the residential subdivision by Polk City was advertised in accordance with the Polk City Land Development Code and Chapter 177, Florida Statutes; and

**WHEREAS**, in regular meeting on February 18, 2025, the City Commission reviewed the final plat, specific to Phase 1 of the residential subdivision.

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

**Section 1. City Commission Findings.** The City Commission has reviewed the final plat for Phase 1 of the Landings of Mount Olive residential subdivision, and based upon that review and other competent, substantial evidence, hereby determines and finds that said final plat is in compliance with the requirements of Chapter 177, Florida Statutes and all applicable provisions of the Polk City Land Development Code.

**Section 2. Approval of Final Plat for Phase 1, Subject to Conditions.** The City Commission hereby approves the final subdivision plat of Phase 1 of residential subdivision titled “The Landings at Mount Olive Phase One (1)”, contained within lands depicted in Exhibit “A”, comprising +/-58.241 acres, generally located south of Mt. Olive



Road and east of Lake Margaret and as legally described in Exhibit "B", is hereby approved, subject to the following conditions:

1. The performance bond issued by the applicant to cover the cost and completion of required infrastructure improvements shall be reviewed by the City Attorney and accepted by the City prior to the recording of the final plat.

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

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

**INTRODUCED AND PASSED** by the City Commission of Polk City, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**POLK CITY, FLORIDA**

\_\_\_\_\_  
Joe LaCascia, Mayor

**ATTEST:**

**APPROVED AS TO FORM AND  
CORRECTNESS**

\_\_\_\_\_  
Patricia Jackson, City Manager/Clerk

\_\_\_\_\_  
Thomas A. Cloud, City Attorney

# Exhibit "A"

**VICINITY MAP**  
1/17/16

**KEY MAP**  
1/17/16

**LEGEND**

- 1. 10' wide easement
- 2. 15' wide easement
- 3. 20' wide easement
- 4. 25' wide easement
- 5. 30' wide easement
- 6. 35' wide easement
- 7. 40' wide easement
- 8. 45' wide easement
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- 94. 475' wide easement
- 95. 480' wide easement
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- 129. 650' wide easement
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- 133. 670' wide easement
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- 135. 680' wide easement
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- 157. 790' wide easement
- 158. 795' wide easement
- 159. 800' wide easement
- 160. 805' wide easement
- 161. 810' wide easement
- 162. 815' wide easement
- 163. 820' wide easement
- 164. 825' wide easement
- 165. 830' wide easement
- 166. 835' wide easement
- 167. 840' wide easement
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- 189. 950' wide easement
- 190. 955' wide easement
- 191. 960' wide easement
- 192. 965' wide easement
- 193. 970' wide easement
- 194. 975' wide easement
- 195. 980' wide easement
- 196. 985' wide easement
- 197. 990' wide easement
- 198. 995' wide easement
- 199. 1000' wide easement

**LANDINGS AT MOUNT OLIVE PHASE 1**  
SITUATED IN SECTION 6, TOWNSHIP 27 SOUTH, RANGE 25 EAST,  
POLK CITY, POLK COUNTY, FLORIDA

SHEET 1 OF 6

PLAT BOOK	PAGE
LANDINGS AT MOUNT OLIVE PHASE 1 DEDICATION	

**APPROVALS**

OWNER: \_\_\_\_\_

DESIGNER: \_\_\_\_\_

RECORDING OFFICER: \_\_\_\_\_

PLAT BOOK: \_\_\_\_\_

PAGE: \_\_\_\_\_

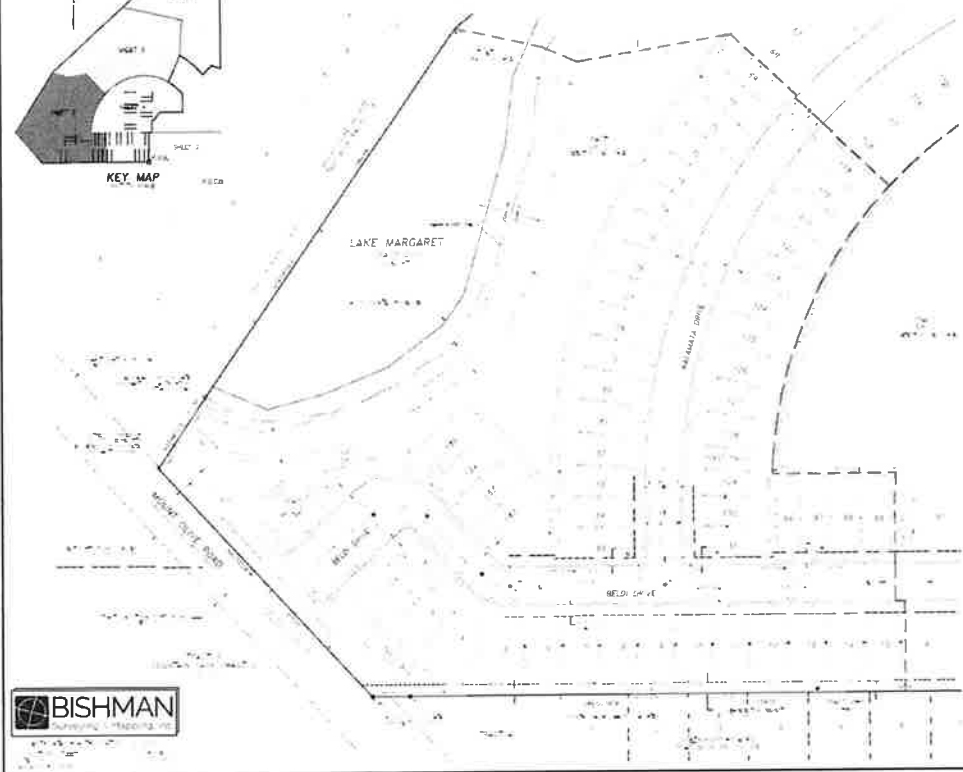
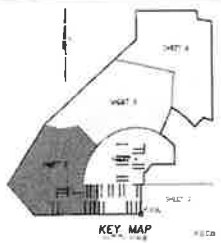
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**LANDINGS AT MOUNT OLIVE PHASE 1**  
 SITUATED IN SECTION 6, TOWNSHIP 27 SOUTH, RANGE 25 EAST,  
 POLK CITY, POLK COUNTY, FLORIDA

SHEET 3 OF 6

PLAT BOOK PAGE



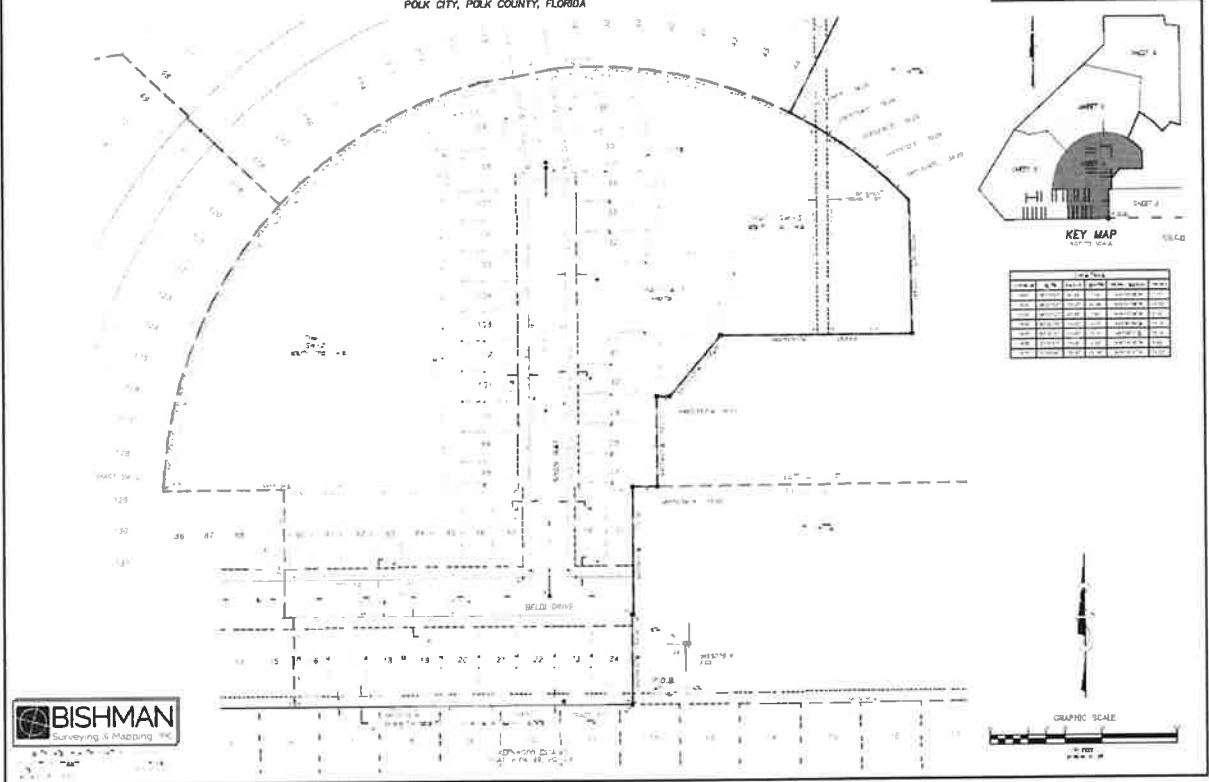
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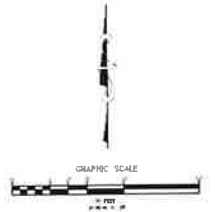
**LANDINGS AT MOUNT OLIVE PHASE 1**  
 SITUATED IN SECTION 6, TOWNSHIP 27 SOUTH, RANGE 25 EAST,  
 POLK CITY, POLK COUNTY, FLORIDA

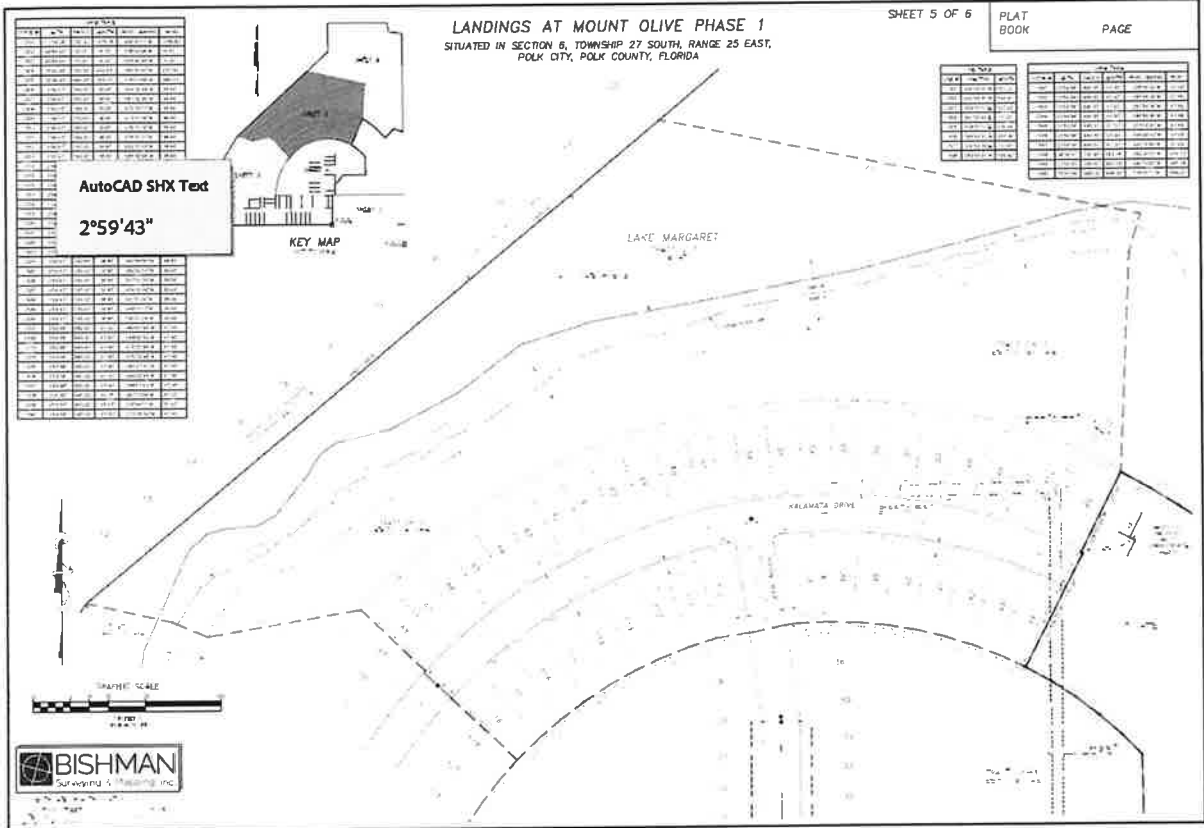
SHEET 4 OF 6

PLAT BOOK PAGE



LOT NO.	AREA (SQ. FT.)	AREA (SQ. YD.)	PERCENTAGE OF TOTAL
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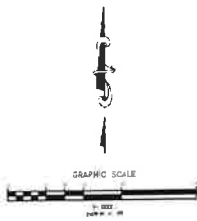
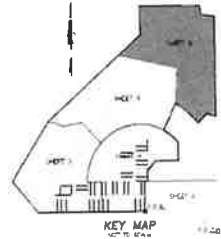
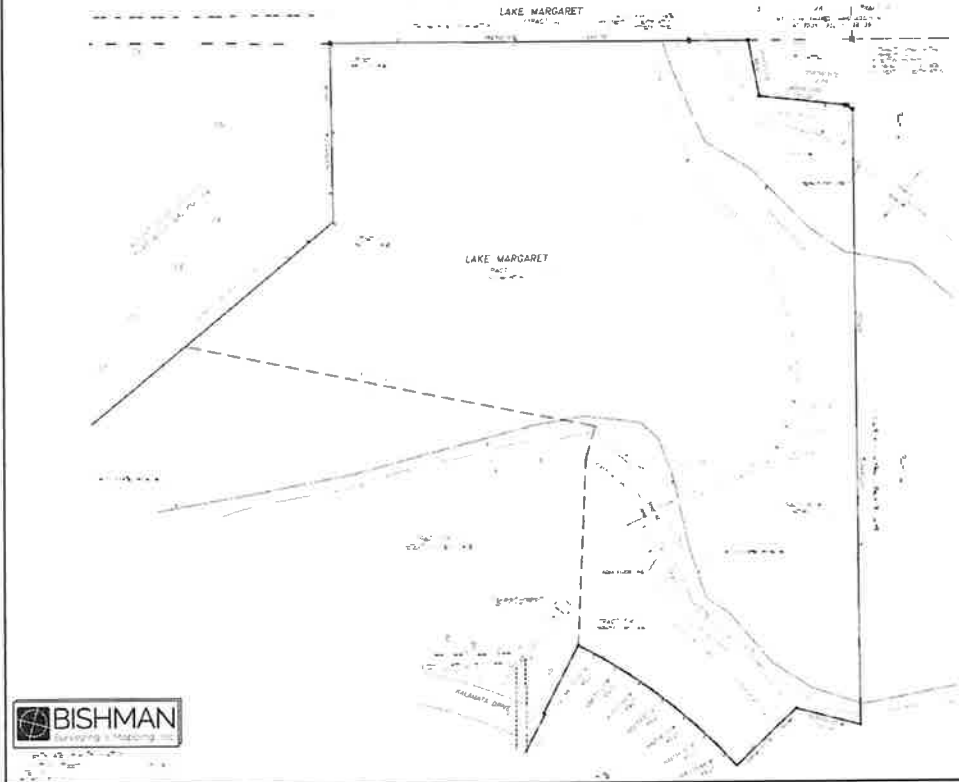




LANDINGS AT MOUNT OLIVE PHASE 1  
SITUATED IN SECTION 8, TOWNSHIP 27 SOUTH, RANGE 25 EAST,  
POLK CITY, POLK COUNTY, FLORIDA

SHEET 6 OF 6

PLAT BOOK	PAGE
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## Exhibit "B"

### Property Legal Description

THAT PORTION OF THE SOUTHEAST 1/4 OF SECTION 6, TOWNSHIP 27 SOUTH, RANGE 25 EAST, POLK COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF SAID SOUTHEAST 1/4 OF SECTION 6; THENCE RUN N00°16'50"W ALONG THE EAST LINE OF GREENWOOD ESTATES, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 89, PAGE 29, PUBLIC RECORDS OF POLK COUNTY, FLORIDA, 657.78 FEET TO THE NORTHEAST CORNER OF SAID GREENWOOD ESTATES; THENCE RUN S89°50'59"W ALONG THE NORTH LINE OF SAID GREENWOOD ESTATES, 796.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID NORTH LINE OF GREENWOOD ESTATES S89°50'59"W, 1154.10 FEET TO THE EASTERLY RIGHT OF WAY LINE OF MOUNT OLIVE ROAD; THENCE RUN N42°55'24"W ALONG SAID EASTERLY RIGHT OF WAY LINE, 415.01 FEET TO THE MOST SOUTHERLY CORNER OF MOUNT OLIVE HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 64, PAGE 14, PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE RUN THE FOLLOWING FOUR (4) COURSES ALONG THE SOUTHEAST LINE OF SAID MOUNT OLIVE HEIGHTS, N33°49'10"E, 111.51 FEET; N34°28'04"E, 589.48 FEET; N50°11'58"E, 1305.00 FEET; N00°43'53"W, 281.80 FEET TO THE NORTH LINE OF AFORESAID SOUTHEAST 1/4 OF SECTION 6; THENCE DEPARTING SAID SOUTHEAST LINE OF MOUNT OLIVE HEIGHTS RUN S89°56'14"E ALONG SAID NORTH LINE OF THE SOUTHEAST 1/4 OF SECTION 6, 661.79 FEET; THENCE DEPARTING SAID NORTH LINE RUN S11°13'23"E, 89.97 FEET; THENCE RUN S83°46'21"E, 137.09 FEET; THENCE RUN S59°59'31"E, 12.84 FEET TO THE EAST LINE OF AFORESAID SOUTHEAST 1/4 OF SECTION 6; THENCE RUN S00°19'42"E ALONG SAID EAST LINE, 970.02 FEET; THENCE RUN N75°09'32"W, 104.16 FEET; THENCE RUN S46°41'02"W, 130.86 FEET THENCE RUN N43°34'49"W, 45.21 FEET; THENCE RUN N46°34'32"W, 45.21 FEET; THENCE RUN N49°34'15"W, 45.21 FEET; THENCE RUN N52°33'57"W, 45.21 FEET; THENCE RUN N55°33'40"W, 45.21 FEET; THENCE RUN N58°33'22"W, 45.21 FEET; THENCE RUN N61°33'05"W, 45.21 FEET; THENCE RUN S26°57'04"W, 120.00 FEET TO A NON-TANGNET CURVE CONCAVE TO THE SOUTHWEST; THENCE RUN SOUTHEASTERLY ALONG SAID CURVE HAVING A CENTRAL ANGLE OF 00°12'31", A RADIUS OF 745.00 FEET, AN ARC LENGTH OF 2.71 FEET, A CHORD BEARING OF S62°56'41"E AND A CHORD DISTANCE OF 2.71 FEET; THENCE RUN S27°09'35"W RADIAL TO SAID CURVE, 170.00 FEET; THENCE RUN S60°52'56"E, 39.29 FEET; THENCE RUN S56°57'58"E, 39.29 FEET; THENCE RUN S53°03'00"E, 39.29 FEET; THENCE RUN S49°08'02"E, 39.29 FEET; THENCE RUN S45°13'04"E, 39.29 FEET; THENCE RUN S01°00'30"E, 177.48 FEET; THENCE RUN S89°59'57"W, 253.69 FEET; THENCE RUN S40°24'23"W, 105.39 FEET; THENCE RUN N89°23'07"W, 18.23 FEET; THENCE RUN S00°09'01"E, 120.00 FEET; THENCE RUN S89°50'59"W, 33.00 FEET; THENCE RUN S00°09'01"E, 170.00 FEET; THENCE RUN S89°50'59"W, 2.05 FEET ; THENCE RUN S00°09'01"E, 120.00 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 58.241 ACRES MORE OR LESS.





**POLK CITY**  
**FINAL SUBDIVISION PLAT REVIEW**  
**OVERVIEW REPORT**

February 18, 2025

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**TO:** Polk City Commission

**SUBJECT:** **Resolution 2025-01: Final Subdivision Plat Review – Phase I**  
The Landings at Mount Olive – Residential subdivision in Polk City, Florida

**AGENDA DATES:**

- February 10, 2025: Planning Commission (Final Plat Review)
- **February 18, 2025: City Commission Meeting (Final Plat Review)**

**ATTACHMENTS:**

- Aerial Photo Map
- Future Land Use Map
- Zoning Map
- Certified Boundary Survey
- Final Subdivision Plat
- Final Subdivision Plat Application including Title Certification Letter
- Resolution 2025-01

**PLANNING COMMISSION ACTION:**

On Monday, February 3, 2025, the Polk City Planning Commission unanimously voted to forward Resolution 2025-01 to the City Commission with a **recommendation of Approval.**

**CITY COMMISSION MOTION OPTIONS:**

1. Approve Resolution 2025-01.
2. Approve Resolution 2025-01 with changes.

**OVERVIEW:**

<b>Applicant</b>	Starlight Homes, LLC
<b>Property Owner</b>	CW Mt. Olive, LLC
<b>Physical (Property) Address</b>	South side of Mt. Olive Road, South of Lake Margaret
<b>Parcel ID#</b>	25-27-06-000000-021010 25-27-06-000000-021030 25-27-06-000000-021020
<b>Subject Area</b>	Approx. 58.241 acres
<b>Future Land Use</b>	Residential Low-X (Green Swamp Area of Critical State Concern)
<b>Zoning</b>	PUD, Planned Unit Development X - Green Swamp
<b>Proposed Request</b>	Subdivide property into 135 single-family residential lots

**REASON FOR REQUEST:**

Starlight Homes, LLC ('applicant') on behalf of CW Mt. Olive, LLC ('property owner') is requesting final subdivision plat approval for a residential subdivision situated on approximately 58.241 acres of land, more or less, generally located on the south side of Mt. Olive Road, east of Lake Margaret.

The applicant is requesting to subdivide the property into 135 residential lots to facilitate the development of 135 single family homes.

**STANDARDS FOR REVIEWING SUBDIVISION PLATS:**

The purpose of the subdivision plat is to establish a legal record of the subdivision.

The Planning Commission shall review and evaluate the subdivision plat and staff comments pertaining thereto, and shall take action to approve or disapprove the subdivision plat. Any conditions of approval shall be stated with the motion to approve the plat and shall be made clear to the applicant.

The City Commission shall review the recommendation of the Planning Commission and take action on the subdivision plat. Approval of the subdivision plat shall take into consideration any conditions that may be required, including any on-site or public improvements and dedications. The approval and any conditions shall be made by resolution and recorded as part of the final subdivision plat once all conditions are satisfied.

**FINAL SUBDIVISION PLAT EVALUATION:**

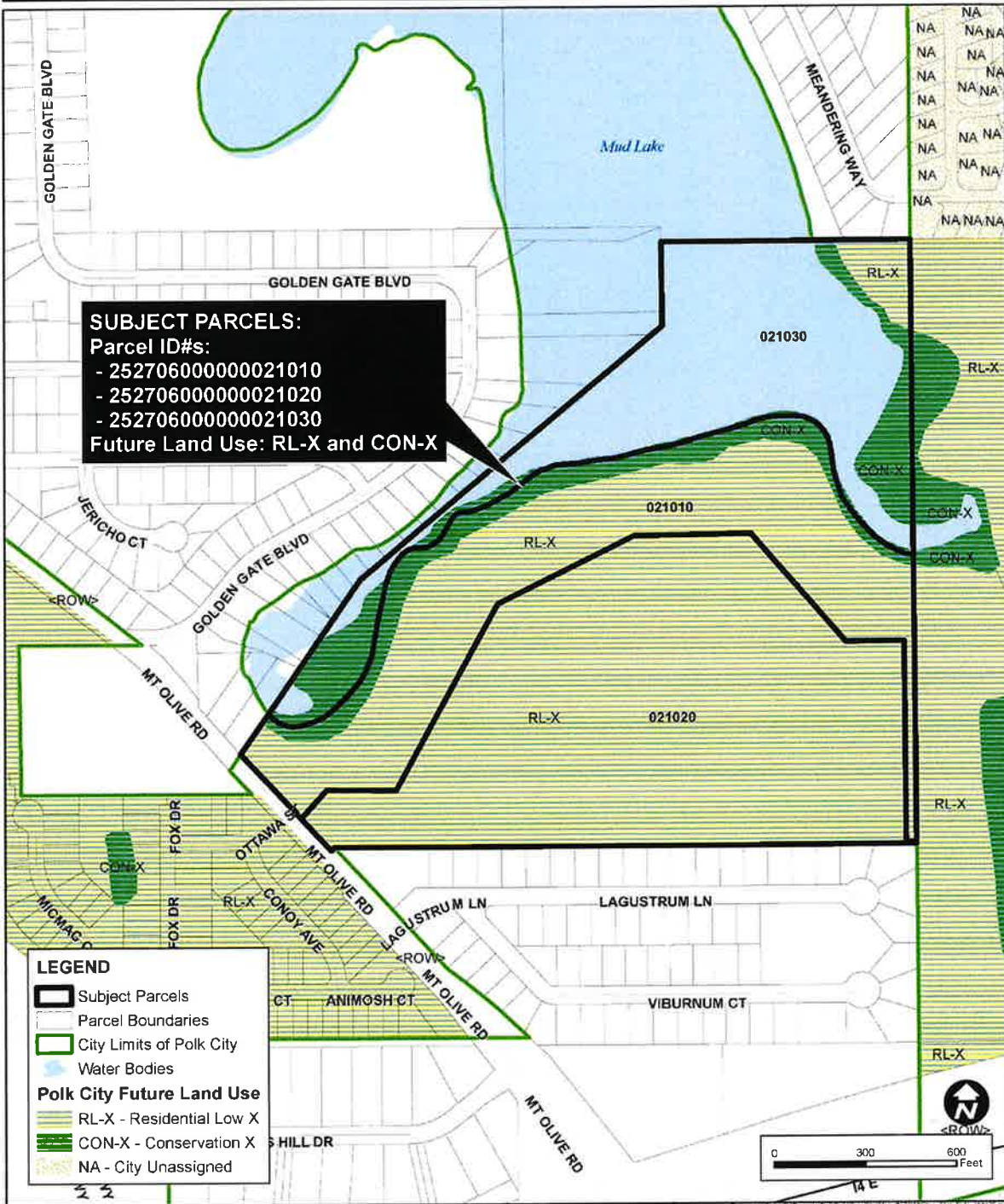
- The subject property is ±58.241 acres in size.
- The property has a Future Land Use of Residential Low-X and zoning of PUD-X, Planned Unit Development. The "X" indicates the property is located in the Green Swamp Area of Critical State Concern.
- The proposed subdivision will provide for 135 new single-family residential lots.

- The developer has bonded the following improvements: site work, sanitary sewer, storm drainage, water system, paved roads and sidewalks.
- Existing roadway infrastructure is available to serve each lot via Mt. Olive Road. The roads within the development will be private.
- Central [public] water and sewer systems will serve the proposed lots.
- As required, the applicant has submitted a Certified Boundary Survey which has been reviewed and accepted by the City's Surveyor.
- The applicant has submitted a certified title opinion acknowledging ownership and verification that all real estate taxes have been paid, as required the City's land Development Code. The title opinion is reviewed by the City. Title opinion attached for reference.
- Per the City, the City Engineer has reviewed and approved the final plat.

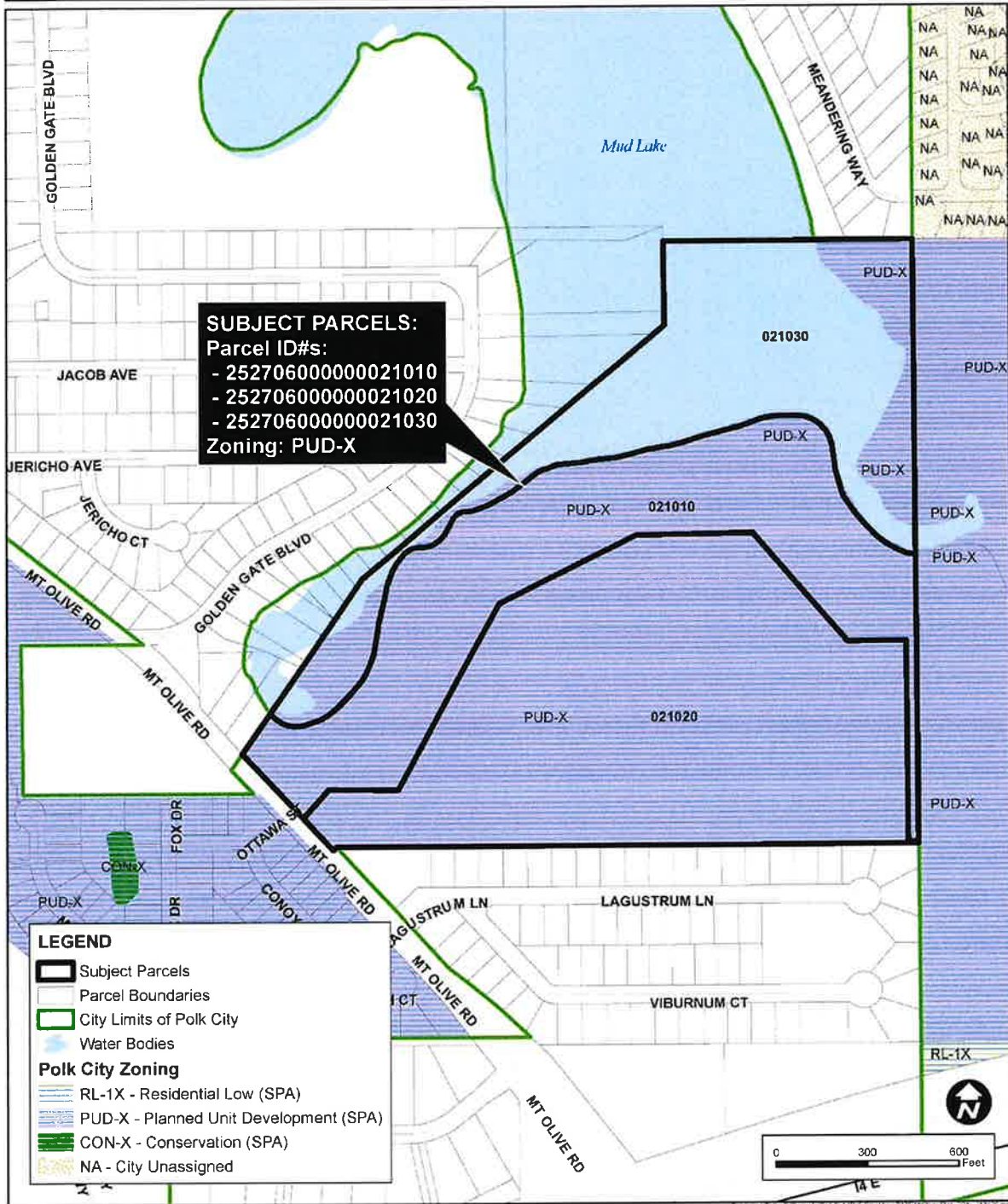
# CITY OF POLK CITY AERIAL PHOTO MAP



# CITY OF POLK CITY FUTURE LAND USE MAP



# CITY OF POLK CITY ZONING MAP









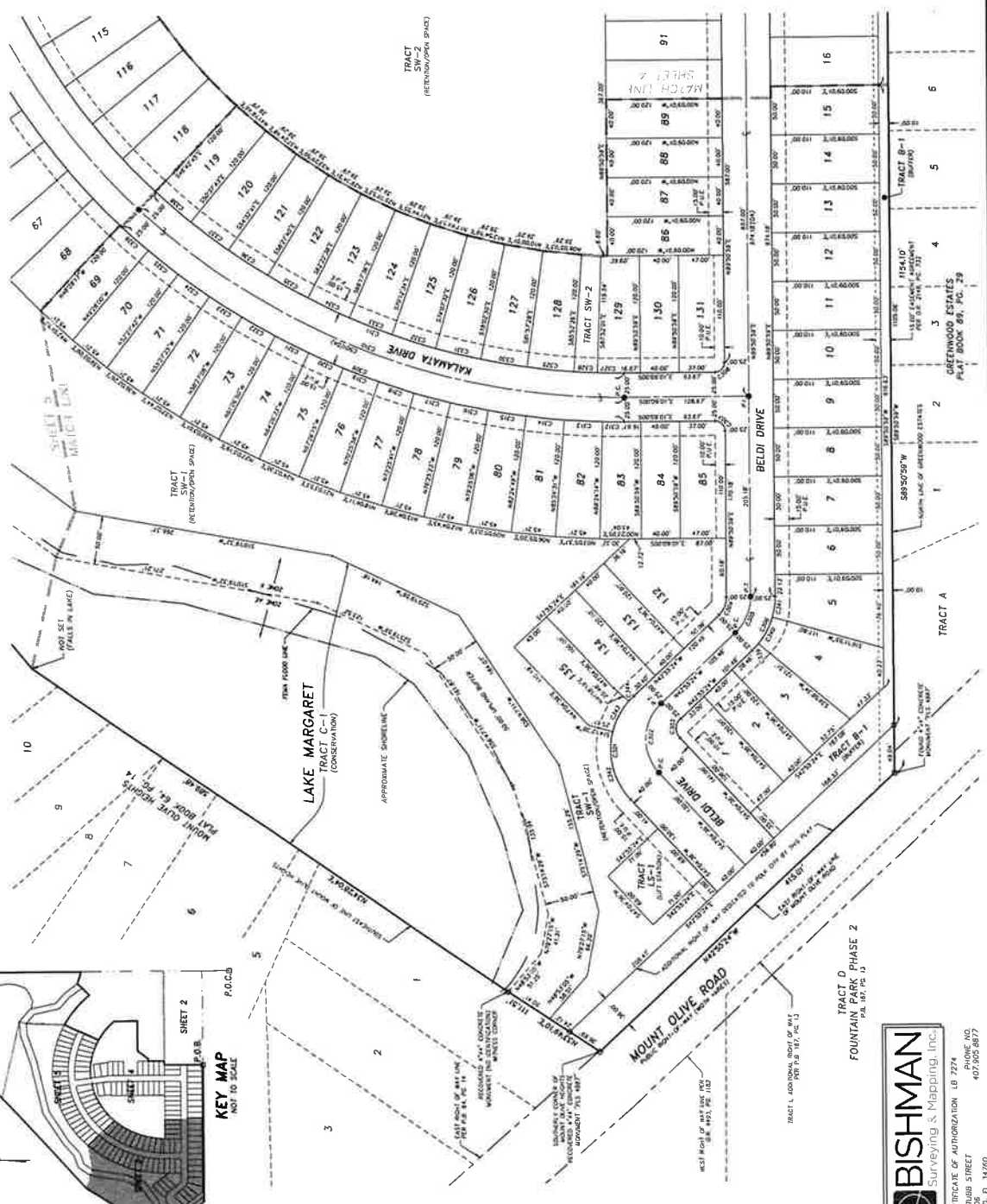


**LANDINGS AT MOUNT OLIVE PHASE 1**  
 SITUATED IN SECTION 6, TOWNSHIP 27 SOUTH, RANGE 25 EAST,  
 POLK COUNTY, FLORIDA

PLAT BOOK PAGE

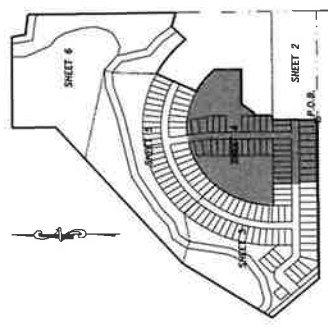
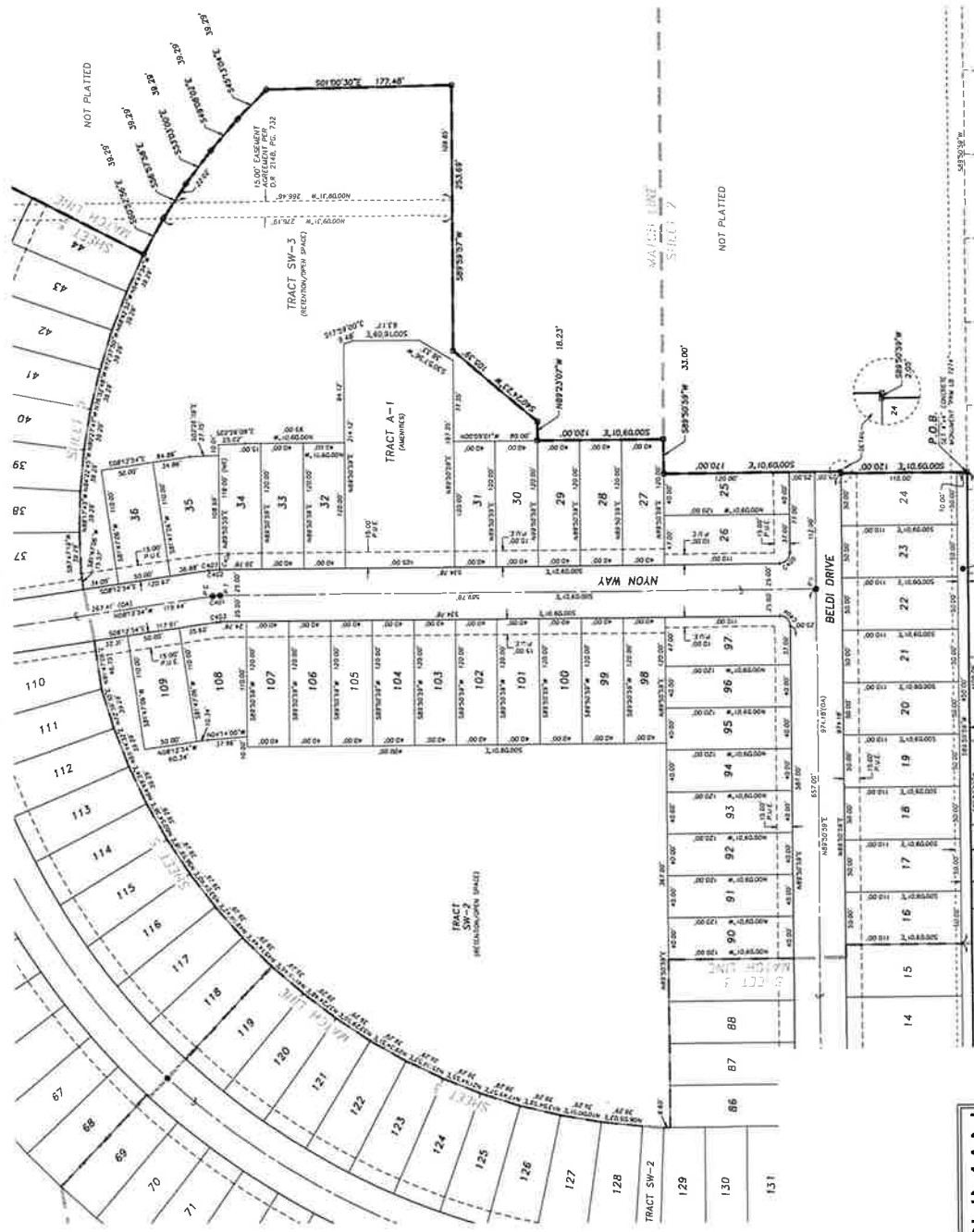


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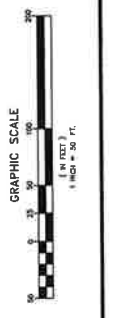


**BISHMAN**  
 Surveying & Mapping, Inc.  
 CERTIFICATE OF AUTHORIZATION LB 7274  
 JEDI IN TUBB STREET  
 SUITE 100  
 OAKLAND, FL 31760  
 PHONE NO. 678-855-8877

**LANDINGS AT MOUNT OLIVE PHASE 1**  
 SITUATED IN SECTION 6, TOWNSHIP 27 SOUTH, RANGE 25 EAST,  
 POLK COUNTY, FLORIDA



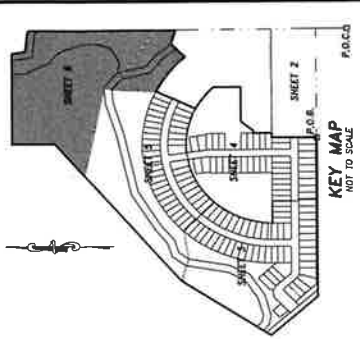
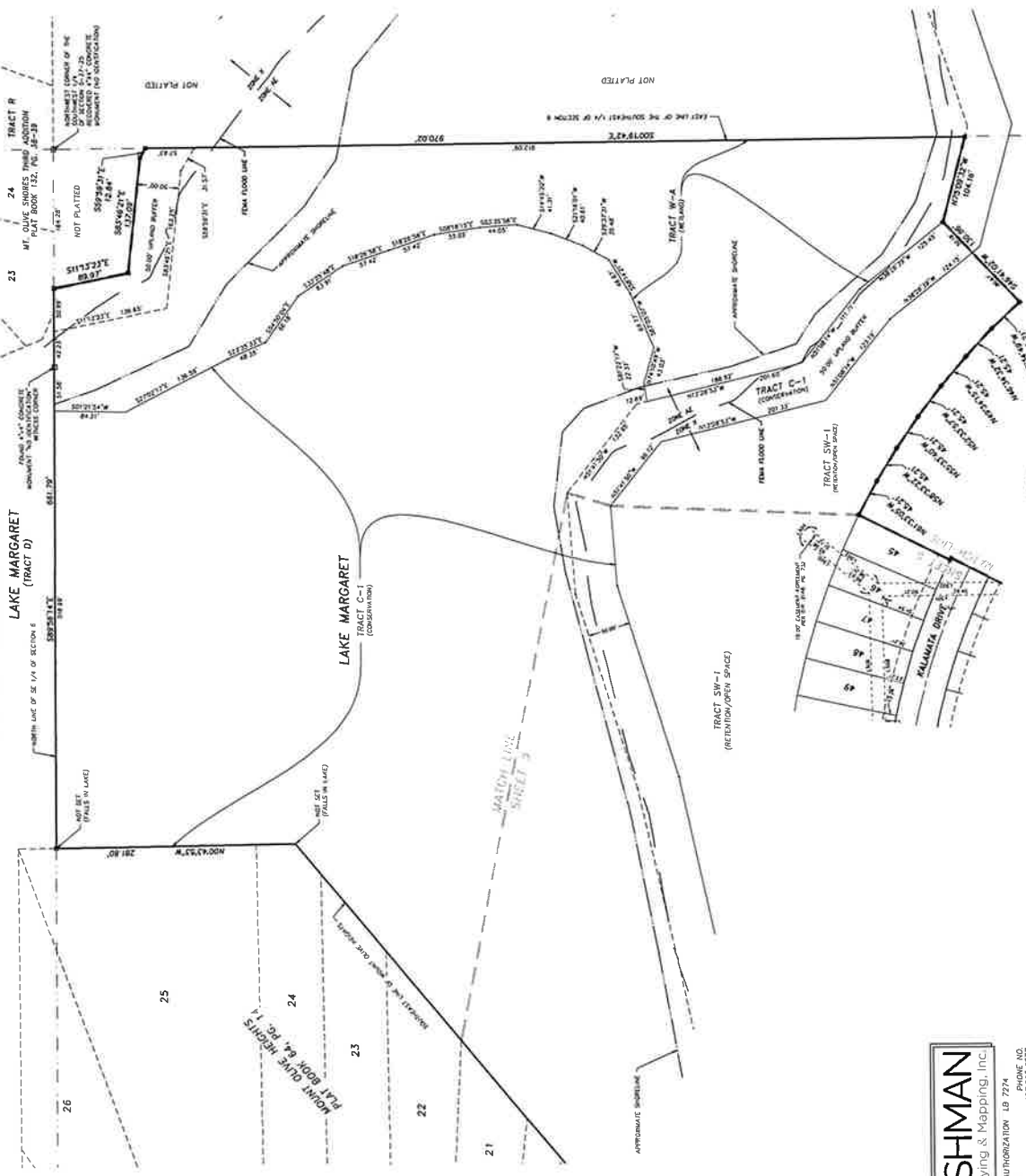
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9	S 89° 52' 30" W	7.74'	S 89° 52' 30" W	7.74'
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128	S 89° 52' 30" W	7.74'	S 89° 52' 30" W	7.74'
129	S 89° 52' 30" W	7.74'	S 89° 52' 30" W	7.74'
130	S 89° 52' 30" W	7.74'	S 89° 52' 30" W	7.74'
131	S 89° 52' 30" W	7.74'	S 89° 52' 30" W	7.74'



**BISHMAN**  
 Surveying & Mapping, Inc.  
 CERTIFICATE OF AUTHORIZATION LB 7274  
 201 N. HUBB STREET  
 OAKLAND, FL 34760  
 407.905.8877



**LANDINGS AT MOUNT OLIVE PHASE 1**  
 SITUATED IN SECTION 6, TOWNSHIP 27 SOUTH, RANGE 25 EAST,  
 POLK COUNTY, FLORIDA



CERTIFICATE OF AUTHORIZATION LB 7274  
 301 N. BURB STREET  
 OMAHA, NE 68104  
 PHONE NO. 402-662-8877

# \* STARLIGHT HOMES

January 16, 2025

Community Development Dept  
123 Broadway Blvd SE  
Polk City, FL 33868

Attention: Kathy Delp

RE: Request for Final Plat Approval – Landings at Mt. Olive, Ph 1.

To whom it may concern:

Starlight Homes is requesting Final Plat approval for Phase 1 of the Landings at Mt. Olive Subdivision. Please find along with this request and transmittal letter the following items:

- 2<sup>nd</sup> Signed Mylar (1<sup>st</sup> signed mylar previously submitted)
- Original Bond
- Title of Opinion (with Attorney statement on Tax Status)
- Paid Tax Receipt

Should you have any questions, please do not hesitate to contact me at [Jesse.Anderson@Ashtonwoods.com](mailto:Jesse.Anderson@Ashtonwoods.com) or 603-769-7382

Sincerely,

STARLIGHT HOMES, L.L.C.

BY: \_\_\_\_\_



[starlighthomes.com](http://starlighthomes.com)

1064 Greenwood Boulevard, Suite 124, Lake Mary, FL 32746

**SUBDIVISION BOND**

Bond No.: LICX1984315

Principal Amount: \$6,599,957.83

**KNOW ALL MEN BY THESE PRESENTS, that we**  
Starlight Homes Florida, L.L.C., a Delaware limited liability company

1064 Greenwood Blvd., Suite 124, Lake Mary, FL 32746

**as Principal, and**

Lexon Insurance Company

12890 Lebanon Road, Mt. Juliet, TN 37122

a TX

**Corporation, as Surety, are held and firmly bound unto**

City of Polk City

123 Broadway Blvd. SE, Polk City, FL 33868

**as Oblige, in the penal sum of**

Six Million Five Hundred Ninety Nine Thousand Nine Hundred Fifty Seven  
Dollars and 83/100 (Dollars) (\$ 6,599,957.83)

**), lawful money of the United States of America, for the payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.**

**WHEREAS,** Starlight Homes Florida, L.L.C., a Delaware limited liability company **has agreed to construct in**  
Mount Olive Phase 1 **Subdivision, in** Polk City, Florida **the following**  
**improvements:**

Site work, sanitary sewer, storm drainage, water system, paved roads and sidewalks.

**NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall construct, or have constructed, the improvements herein described, and shall save the Oblige harmless from any loss, cost or damage by reason of its failure to complete said work, then this obligation shall be null and void, otherwise to remain in full force and effect, and the Surety, upon receipt of a resolution of the Oblige indicating that the improvements have not been installed or completed, will complete the improvements or pay to the Oblige such amount up to the Principal amount of this bond which will allow the Oblige to complete the improvements.**

**Upon approval by the Oblige, this instrument may be proportionately reduced as the public improvements are completed.**

Signed, sealed and dated, this 7th day of January, 2025

Starlight Homes Florida, L.L.C., a Delaware limited liability company

**Principal**

By: [Signature]

Jack Traynor

Authorized Representative

Lexon Insurance Company

**Surety**

By: [Signature]

Stephen T. Kazmer

**Attorney-in-Fact**





# POWER OF ATTORNEY

KNOW ALL BY THESE PRESENTS, that **Endurance Assurance Corporation**, a Delaware corporation ("EAC"), **Endurance American Insurance Company**, a Delaware corporation ("EAIC"), **Lexon Insurance Company**, a Texas corporation ("LIC"), and/or **Bond Safeguard Insurance Company**, a South Dakota corporation ("BSIC"), each, a "Company" and collectively, "Sompo International," do hereby constitute and appoint: **Stephen T. Kazmer**

as true and lawful Attorney(s)-in-Fact to make, execute, seal, and deliver for, and on its behalf as surety or co-surety; bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Company for any portion of the penal sum thereof in excess of the sum of **One Hundred Million Dollars (\$100,000,000.00)**.

Bond No.: LICX1984315  
Principal: Starlight Homes Florida, L.L.C., a Delaware limited liability company  
Obligee: City of Polk City

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Company as fully and to the same extent as if signed by the President of the Company under its corporate seal attested by its Corporate Secretary.

This appointment is made under and by authority of certain resolutions adopted by the board of directors of each Company by unanimous written consent effective the 30<sup>th</sup> day of March, 2023 for BSIC and LIC and the 17<sup>th</sup> day of May, 2023 for EAC and EAIC, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the board of directors of each Company by unanimous written consent effective the 30<sup>th</sup> day of March, 2023 for BSIC and LIC and the 17<sup>th</sup> day of May, 2023 for EAC and EAIC and said resolution has not since been revoked, amended or repealed:


RESOLVED, that the signature of an individual named above and the seal of the Company may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, each Company has caused this instrument to be signed by the following officers, and its corporate seal to be affixed this 25th day of May, 2023.

<p><b>Endurance Assurance Corporation</b> By: <i>Richard M Appel</i> Richard Appel; SVP &amp; Senior Counsel</p> 	<p><b>Endurance American Insurance Company</b> By: <i>Richard M Appel</i> Richard Appel; SVP &amp; Senior Counsel</p> 	<p><b>Lexon Insurance Company</b> By: <i>Richard M Appel</i> Richard Appel; SVP &amp; Senior Counsel</p> 	<p><b>Bond Safeguard Insurance Company</b> By: <i>Richard M Appel</i> Richard Appel; SVP &amp; Senior Counsel</p> 
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### ACKNOWLEDGEMENT

On this 25th day of May, 2023, before me, personally came the above signatories known to me, who being duly sworn, did depose and say that he/she is an officer of each of the Companies; and that he executed said instrument on behalf of each Company by authority of his office under the by-laws of each Company.

By: *Amy Taylor*  
Amy Taylor, Notary Public - My Commission Expires 3/9/27  


### CERTIFICATE

I, the undersigned Officer of each Company, DO HEREBY CERTIFY that:

- That the original power of attorney of which the foregoing is a copy was duly executed on behalf of each Company and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof;
- The following are resolutions which were adopted by the board of directors of each Company by unanimous written consent effective 30<sup>th</sup> day of March, 2023 for BSIC and LIC and the 17<sup>th</sup> day of May, 2023 for EAC and EAIC and said resolutions have not since been revoked, amended or modified:

"RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Company any and all bonds, undertakings or obligations in surety or co-surety with others: RICHARD M. APPEL, MATTHEW E. CURRAN, MARGARET HYLAND, SHARON L. SIMS, CHRISTOPHER L. SPARRO,

and be it further

RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds, undertakings or obligations in surety or co-surety for and on behalf of the Company."

- The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this 7th day of January, 2025.

By: *Daniel S. Lurie*  
Daniel S. Lurie, Secretary

### NOTICE: U. S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC)

No coverage is provided by this Notice nor can it be construed to replace any provisions of any surety bond or other surety coverage provided. This Notice provides information concerning possible impact on your surety coverage due to directives issued by OFAC. Please read this Notice carefully.

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorist organizations, and narcotics traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's website - <https://www.treasury.gov/resource-center/sanctions/SDN-List>.

In accordance with OFAC regulations, if it is determined that you or any other person or entity claiming the benefits of any coverage has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, any coverage will be considered a blocked or frozen contract and all provisions of any coverage provided are immediately subject to OFAC. When a surety bond or other form of surety coverage is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments may also apply.

Any reproductions are void.

Surety Claims Submission: [LexonClaimAdministration@sompo-intl.com](mailto:LexonClaimAdministration@sompo-intl.com)

Telephone: 615-553-9500 Mailing Address: Sompo International; 12890 Lebanon Road; Mount Juliet, TN 37122-2870




STATE OF ILLINOIS }  
COUNTY OF DU PAGE}

On January 7, 2025, before me, Diane M. Rubright, a Notary Public in and for said County and State, duly commissioned and sworn, personally appeared, Stephen T. Kazmer, known to me to be Attorney-in-Fact of Lexon Insurance Company, the corporation described in and that executed the within and foregoing instrument, and known to me to be the person who executed the said instrument on behalf of the said corporation, and he duly acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year stated in this certificate above.

My Commission Expires March 23, 2027

  
Diane M. Rubright, Notary Public  
Commission No. 817036



STATE OF FLORIDA       )  
COUNTY OF SEMINOLE   )

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 16th day of January, 2025 by Jack Traynor as Authorized Representative of Starlight Homes Florida L.L.C., a Delaware limited liability company, on behalf of the company, who is personally known to me or who has produced \_\_\_\_\_ as identification.



Christina M. Lee  
Notary Public  
My Commission expires: 10/11/2026



MARK D. THOMSON, Partner  
Shutts & Bowen LLP  
300 South Orange Avenue, Suite 1600  
Orlando, Florida 32801

Direct (407) 835-6738  
Fax (407) 425-8316  
Email [mthomson@shutts.com](mailto:mthomson@shutts.com)

December 17, 2024

Polk City Commissioners  
123 Broadway Boulevard SE  
Polk City, Florida 33868

**Re: Plat Title Certification Letter  
Proposed Plat of LANDINGS AT MOUNT OLIVE PHASE 1**

Dear Honorable City Commissioners:

**Authority.** Pursuant to Chapter 177.041(2), Florida Statutes, please be advised that I am an attorney at law licensed in Florida and have examined the Polk County Public Records with respect to the title to that certain property proposed to be platted as “LANDINGS AT MOUNT OLIVE PHASE 1,” more particularly described on Exhibit A attached hereto (the “**Property**”).

**Title Search.** My examination of the recorded public records based on a plat title search prepared by First American Title Insurance Company (FATIC File No. 110343482) from the earliest public records through **December 15, 2024 at 8:00 a.m.** (“**Plat Search**”), reveals the following as of the date of the Plat Search:

**Owner.** The owner and record title holder to the Property is in the name of **CW-MT Olive, LLC, a Delaware limited liability company**, by virtue of that certain Special Warranty Deed, dated November 8, 2023 and recorded November 14, 2023 in Official Records Book 12907, Page 147, Public Records of Polk County, Florida.

**Mortgages.** Mortgage, Security Agreement and Assignment of Rents and Fixture Filing recorded in Official Records Book 12907, Page 158; and Assignment of Note, Loan Agreement, Mortgage, Liens and Other Loan Documents recorded in Official Records Book 12958, Page 20, Public Records of Polk County.

**Encumbrances.** The Property is encumbered by the following:

1. Easement Agreement recorded in Official Records Book 2148, Page 732, Public Records of Polk County, Florida.
2. Easement Agreement recorded in Official Records Book 2167, Page 1305, Public Records of Polk County.

3. Pre-Annexation Agreement recorded in Official Records Book 5524, Page 388, Public Records of Polk County, Florida.
4. Ordinance No. 2003-32 recorded in Official Records Book 5617, Page 1012, Public Records of Polk County, Florida.
5. Ordinance No. 1084 recorded in Official Records Book 6664, Page 1787, Public Records of Polk County, Florida.
6. Recorded Notice of Environmental Resource Permit recorded in Official Records Book 12203, Page 1560, Public Records of Polk County, Florida.
7. Memorandum of Option Agreement recorded in Official Records Book 12907, Page 152, Public Records of Polk County, Florida.
8. Subordination, Non-disturbance and Attornment Agreement recorded in Official Records Book 12907, Page 197, Public Records of Polk County, Florida.

**Taxes.** 2024 Ad Valorem Taxes covering the Property for Tax Parcel Identification Numbers 252706-000000-021020, 252706-000000-021010, and 252706-000000-021030 **ARE PAID.**

**Reliance.** This Plat Title Certification letter is made for the expressed purposes of furnishing title information to the City Commissioners of Polk City, Florida in connection with the recording of the proposed plat of “**LANDINGS AT MOUNTAIN OLIVE PHASE 1,**” and is not to be relied upon by any other person, group, or entity other than the Polk City, Florida.

Sincerely,

SHUTTS & BOWEN LLP

*Mark D. Thomson*

---

Mark D. Thomson, Esq.  
Florida Bar No.: 0845019

Copies via email:  
CW-MT Olive, LLC  
Bishman Surveying & Mapping, Inc.

[Exhibit “A” Legal Description follows]

**EXHIBIT "A" to Plat Title Certification**

**LANDINGS AT MOUNT OLIVE PHASE 1**

**Property Legal Description**

THAT PORTION OF THE SOUTHEAST 1/4 OF SECTION 6, TOWNSHIP 27 SOUTH, RANGE 25 EAST, POLK COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

COMMENCE AT THE SOUTHEAST CORNER OF SAID SOUTHEAST 1/4 OF SECTION 6; THENCE RUN N00°16'50"W ALONG THE EAST LINE OF GREENWOOD ESTATES, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 89, PAGE 29, PUBLIC RECORDS OF POLK COUNTY, FLORIDA, 657.78 FEET TO THE NORTHEAST CORNER OF SAID GREENWOOD ESTATES; THENCE RUN S89°50'59"W ALONG THE NORTH LINE OF SAID GREENWOOD ESTATES, 796.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE ALONG SAID NORTH LINE OF GREENWOOD ESTATES S89°50'59"W, 1154.10 FEET TO THE EASTERLY RIGHT OF WAY LINE OF MOUNT OLIVE ROAD; THENCE RUN N42°55'24"W ALONG SAID EASTERLY RIGHT OF WAY LINE, 415.01 FEET TO THE MOST SOUTHERLY CORNER OF MOUNT OLIVE HEIGHTS, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 64, PAGE 14, PUBLIC RECORDS OF POLK COUNTY, FLORIDA; THENCE RUN THE FOLLOWING FOUR (4) COURSES ALONG THE SOUTHEAST LINE OF SAID MOUNT OLIVE HEIGHTS, N33°49'10"E, 111.51 FEET; N34°28'04"E, 589.48 FEET; N50°11'58"E, 1305.00 FEET; N00°43'53"W, 281.80 FEET TO THE NORTH LINE OF AFORESAID SOUTHEAST 1/4 OF SECTION 6; THENCE DEPARTING SAID SOUTHEAST LINE OF MOUNT OLIVE HEIGHTS RUN S89°56'14"E ALONG SAID NORTH LINE OF THE SOUTHEAST 1/4 OF SECTION 6, 661.79 FEET; THENCE DEPARTING SAID NORTH LINE RUN S11°13'23"E, 89.97 FEET; THENCE RUN S83°46'21"E, 137.09 FEET; THENCE RUN S59°59'31"E, 12.84 FEET TO THE EAST LINE OF AFORESAID SOUTHEAST 1/4 OF SECTION 6; THENCE RUN S00°19'42"E ALONG SAID EAST LINE, 970.02 FEET; THENCE RUN N75°09'32"W, 104.16 FEET; THENCE RUN S46°41'02"W, 130.86 FEET THENCE RUN N43°34'49"W, 45.21 FEET; THENCE RUN N46°34'32"W, 45.21 FEET; THENCE RUN N49°34'15"W, 45.21 FEET; THENCE RUN N52°33'57"W, 45.21 FEET; THENCE RUN N55°33'40"W, 45.21 FEET; THENCE RUN N58°33'22"W, 45.21 FEET; THENCE RUN N61°33'05"W, 45.21 FEET; THENCE RUN S26°57'04"W, 120.00 FEET TO A NON-TANGNET CURVE CONCAVE TO THE SOUTHWEST; THENCE RUN SOUTHEASTERLY ALONG SAID CURVE HAVING A CENTRAL ANGLE OF 00°12'31", A RADIUS OF 745.00 FEET, AN ARC LENGTH OF 2.71 FEET, A CHORD BEARING OF S62°56'41"E AND A CHORD DISTANCE OF 2.71 FEET; THENCE RUN S27°09'35"W RADIAL TO SAID CURVE, 170.00 FEET; THENCE RUN S60°52'56"E, 39.29 FEET; THENCE RUN S56°57'58"E, 39.29 FEET; THENCE RUN S53°03'00"E, 39.29 FEET; THENCE RUN S49°08'02"E, 39.29 FEET; THENCE RUN S45°13'04"E, 39.29 FEET; THENCE RUN S01°00'30"E, 177.48 FEET; THENCE RUN S89°59'57"W, 253.69 FEET; THENCE RUN S40°24'23"W, 105.39 FEET; THENCE RUN N89°23'07"W, 18.23 FEET; THENCE RUN S00°09'01"E, 120.00 FEET; THENCE RUN S89°50'59"W, 33.00 FEET; THENCE RUN S00°09'01"E, 170.00 FEET; THENCE RUN S89°50'59"W, 2.05 FEET ; THENCE RUN S00°09'01"E, 120.00 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL OF LAND CONTAINS 58.241 ACRES MORE OR LESS.

**JOE G. TEDDER, TAX COLLECTOR  
POLK COUNTY, FLORIDA**

**2024 REAL ESTATE PROPERTY TAX BILL**

ACCOUNT NUMBER  
252706-000000-021020

**PAY, SEARCH OR PRINT RECEIPT AT**  
**polktaxes.com**  
**(863) 534-4700**

01/07/2025 11:34:37

**NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS**

CW MT OLIVE LLC  
7855 S RIVER PKWY STE 222  
TEMPE, AZ 85284-1826

MT OLIVE RD  
BEG NE COR GREENWOOD ESTATES AS REC IN PB 89  
PG 24 RUN TO A POINT 662.92 FT N OF SE COR  
RUN W 33.25 FT N 663.75 FT W 192 FT N 40 DEG  
\*\*\* SEE TAX ROLL FOR EXTRA LEGAL \*\*\*

RETAIN THIS PORTION  
FOR YOUR RECORDS

AD VALOREM TAXES						
TAXING AUTHORITY	ASSESSED VALUE	EXEMPTION	TAXABLE VALUE	MILLAGE RATE	TAXES LEVIED	
C101 POLK COUNTY TRANSPORTATION	425,023	0	425,023	1.2000		\$510.03
C100 POLK COUNTY GENERAL FUND	425,023	0	425,023	4.9848		\$2,118.65
C102 POLK COUNTY EMERGENCY MEDICAL	425,023	0	425,023	0.2500		\$106.26
C103 POLK COUNTY ENV LANDS MGMT	425,023	0	425,023	0.0500		\$21.25
C104 POLK COUNTY ENV LANDS ACQUISITION	425,023	0	425,023	0.1500		\$63.75
110 SCHOOL GENERAL FUND	425,023	0	425,023	3.7960		\$1,613.39
100 SCHOOL LOCAL CAPITAL IMPROVEMENT	425,023	0	425,023	1.5000		\$637.53
575 CITY OF POLK CITY	425,023	0	425,023	5.2500		\$2,231.37
360 SOUTHWEST FLA WATER MGMT DIST	425,023	0	425,023	0.1909		\$81.14
<b>TOTAL</b>				<b>17.3717</b>		<b>\$7,383.37</b>

NON-AD VALOREM ASSESSMENTS			
LEVYING AUTHORITY	RATE	UNITS	AMOUNT
TOTAL NON-AD VALOREM ASSESSMENTS			\$0.00

COMBINED TAXES AND ASSESSMENTS \$7,383.37

<b>If Paid By</b>	<b>Jan 07, 2025</b>	
<b>Please Pay</b>	<b>0.00</b>	

**JOE G. TEDDER, TAX COLLECTOR  
POLK COUNTY, FLORIDA**

**2024 REAL ESTATE PROPERTY TAX BILL**  
**1129761**

ACCOUNT NUMBER  
252706-000000-021020

CW MT OLIVE LLC  
7855 S RIVER PKWY STE 222  
TEMPE, AZ 85284-1826

MT OLIVE RD  
BEG NE COR GREENWOOD ESTATES AS REC IN PB 89  
PG 24 RUN TO A POINT 662.92 FT N OF SE COR  
RUN W 33.25 FT N 663.75 FT W 192 FT N 40 DEG  
\*\*\* SEE TAX ROLL FOR EXTRA LEGAL \*\*\*

**PAY ONLY ONE AMOUNT**

**PAY IN U.S. FUNDS ON A U.S. BANK TO JOE G. TEDDER, TAX COLLECTOR -**

<b>If Paid By</b>	<b>Jan 07, 2025</b>	
<b>Please Pay</b>	<b>0.00</b>	

**PAID 11/19/2024 \$7,088.04 RECEIPT # 2773983**

**City Commission Meeting  
February 18, 2025**

**AGENDA ITEM #4**

738 1<sup>st</sup> Street Lien Reduction/Waiver Application

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

738 1<sup>st</sup> Street Lien Reduction/Waiver Application

**ATTACHMENTS:**

- Recorded Lien
- Special Magistrate order & photos

**ANALYSIS:**

Mr. Kimsey purchased the property on June 20, 2024. He did not use a title company, nor did he contact Polk City to see if there were any liens on the property.

Lien total is \$6,150.00.

This item was tabled at the last City Commission meeting.

**STAFF RECOMMENDATION:**



# Polk City

123 Broadway Boulevard Southeast, Polk City, Florida 33868  
Phone (863) 984-1375 • Fax (863) 984-2334

## Application for Reduction of Code Compliance Fine(s) and Release of Lien(s)

All information fields must be completed before this application can be processed. Requests are not reviewed by Polk City or presented before Special Magistrate until this application has been completed.

CONTACT INFORMATION		
APPLICANT'S NAME: <i>Don Kinsey</i>	E-MAIL: <i>Donkin@AOL.COM</i>	
PHONE: <i>863-698-4919</i> FAX:		
MAILING ADDRESS: <i>703 4th</i>		
CITY: <i>Polk city</i>	STATE: <i>FL</i>	ZIP CODE: <i>33868</i>
ADDRESS TO MAIL RELEASE OF LIEN TO: <i>Don Kinsey 703 4th</i>		
CITY: <i>Polk city</i>	STATE: <i>FL</i>	ZIP CODE: <i>33868</i>
AUTHORIZED REPRESENTATIVE'S NAME:		
WRITTEN AND NOTARIZED AUTHORIZATION OWNER: YES <input type="checkbox"/> NO <input type="checkbox"/>		
CASE INFORMATION		
CASE NUMBER(S):		
LIEN ADDRESS (PROPERTY SUBJECT TO THE LIEN(S)): <i>738 1st</i>		
NAME OF CURRENT OWNER OF LIEN ADDRESS: <i>Don Kinsey</i>		
CURRENT OWNER'S RELATIONSHIP OR AFFILIATION WITH ENTITY/PERSON NAMED IN LIEN (S): <i>was a Mortgage Holder on this home with Corlan</i>		
OTHER PROPERTY LOCATED IN POLK CITY WHICH BELONGS TO CURRENT OWNER: <i>Property is in a trust</i>		
VIOLATION(S) AT LIEN ADDRESS WHEN LIEN(S) WERE PLACED: <i>Robert Maxwell</i>		
WHO LIVED AT LIEN ADDRESS WHEN LIEN(S) WAS/WERE ASSESSED? <i>Robert Maxwell</i>		
REASONS VIOLATION(S) NOT CORRECTED BEFORE LIEN(S) PLACED: <i>Property was owned by Corla Green who was living in Tampa Property was leased by Robert Maxwell</i>		
WHAT IS THE REASON YOU ARE REQUESTING A REDUCTION OR RELEASE OF THE LIEN? <i>I purchased the property from Corla Green and had no idea there was a lien on the property until I was contacted by Marlene May on 9-11-2024</i>		

## Application for Reduction of Code Compliance Fine(s) and Release of Lien(s)

Has the applicant previously applied for lien release/reduction for this property?  Yes  No  
If yes, when? \_\_\_\_\_ (month & year)

Applicants are required to complete the Fine list below and to provide copies of any lien they want considered in this Lien Release/Fine Reduction Application. To obtain information on fines/liens contact Polk City at (863) 984-1375 or visit the Polk City Government Center at 123 Broadway Boulevard Southeast, Polk City, Florida 33868



**Applicant is requesting the below lien(s) be:**  
*(Check all that apply)*

- Released Completely
- Reduced
- Released from the Property located at \_\_\_\_\_ only.  
Lien(s) to remain in the name of the owner at time of lien.
- Other \_\_\_\_\_ >

Applicant's Request	
Amount of Fine	Date/Month Certified
\$ 86,150.00	
\$	

**Application for Reduction of Code Compliance Fine(s) and Release of Lien(s)**

Under penalty of perjury Florida Statute 837.02 (1), the undersigned swears or affirms that the information provided on this three (3) page Application for Reduction of Code Compliance Lien(s) is true and correct.

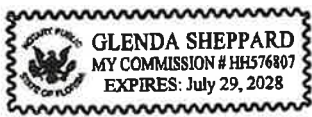
Don Kimsay  
Applicant's Signature

9-12-24  
Date

State of Florida  
Polk City

The foregoing was sworn to and subscribed before me this 12<sup>th</sup> day of Sept, 2024, by DON KIMSAY. He or she is personally known to me, or provided FIDR. Lic as identification and did appear before me at the time of notarization.

**Notary Public:**  
Signature: Glenda Sheppard  
Printed Name: Glenda Sheppard  
My Commission Expires: July 29, 2028



*For Polk City Use only*

Application Accepted on: \_\_\_\_\_ Total Amount of Lien(s): \$ \_\_\_\_\_

Total Reduction Approved by the City: \$ \_\_\_\_\_

Other: \_\_\_\_\_



City of Polk City  
 123 Broadway Blvd  
 Polk City, FL 33868  
 Phone: 863.984.1375  
 Fax: 863.984.2334

INSTR # 2024123825  
 BK 13132 Pg 1495 PG(s)1  
 RECORDED 03/29/2024 02:19:37 PM  
 STACY M. BUTTERFIELD, CLERK OF COURT  
 POLK COUNTY  
 RECORDING FEES \$10.00  
 RECORDED BY abizziah

Case # CE24-0002  
 738 1ST ST, POLK CITY, FLORIDA 33823  
 Subdivision  
 OAKRIDGE HEIGHTS PE 20 PG 2.49 Acres  
 PARCEL ID# 252632296C00004150  
 POLK CITY  
 Petitioner  
 V.  
 GREEN ARETTA / CARLAN WILLIAM 738 1ST ST, POLK CITY, FL 33868  
 Respondent(s)

**FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER**

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

**FINDINGS OF FACT**

1. On or about January 24, 2024 there existed at on the above-described property, the following conditions in violation of the Code of Ordinances of Polk City, such conditions constituting a nuisance and a threat to the public health, safety, and welfare within the meaning of §162.06(4), Florida Statutes.

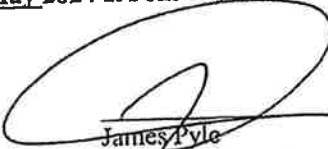
Violations: Sec. 34-102. Declaration of nuisance; prohibited conditions, Sec. 34-104. - Existence of abandoned property, junk and inoperative vehicles conditions. Sec. 34-103. - Abandonment of vehicles, 2.05.01 Swimming Pools, Sec. 22-51. - Building without a permit.

Owner: GREEN ARETTA / CARLAN WILLIAM Violation Address: 738 1<sup>st</sup> Street Polk City Florida 33868.

1. The property has been in violation since January 24, 2024. The property went before the Special Magistrate on March 20<sup>th</sup>, 2024, and was out of compliance for 41 days. A lien in the amount of \$ 6,150.00 has been set and will accrue by \$150.00 per day until total compliance as ordered by the Special Magistrate at the hearing on May 15<sup>th</sup> 2024 held at 1:30 pm. **DONE AND ORDERED** this 15<sup>th</sup> day of May 2024 at Polk City, Polk County Florida.

ATTEST:

  
 Kelly Downing  
 Administrative Assistant

  
 James Pyle  
 Special Magistrate

FURTHER AFFIANT SAYETH NOT.

  
 Tracy D. Appleton  
 Notary Public

May 15<sup>th</sup>, 2024  
 Date



TRACY D. APPLETON  
 Notary Public  
 State of Florida  
 Comm# HH379936  
 Expires 3/28/2027

12/24, 5:17 AM

Subject:

Date: 9/12/2024 5:17:53 AM Pacific Daylight Time

From: donkis@aol.com

Patrica Jackson,

I did not know the property I purchased from Aretta Green and William Carlan on 6/20/24 had a lien placed on it in violation of what I believe to be not obtaining a building permit for for a kiddie swimming pool. I am aware that Robert Maxwell and a Matthew?????? lived there and at the time I took possession of the property. William lives in North Carolina and Aretta Green is in Tampa attention to her Mother who is battling cancer. I was the mortgage holder and was approached by Aretta Green to buy back the property as she could not manage the property as her time was needed caring for her Mother. I knew nothing about the lien on the property until being informed my Melanie Mcvay on 9/11/24. It would be appreciated by myself if the City would see fit to forgive the lien of \$6,150.00 in whole or in part as I am a victim of circumstances.

*Don Kinsey*



City of Polk City  
 123 Broadway Blvd  
 Polk City, FL 33868  
 Phone: 863.984.1375  
 Fax: 863.984.2334



INSTR # 2024123825  
 BK 13132 Pg 1495 PG(s)1  
 RECORDED 05/29/2024 02:19:57 PM  
 STACY M. BUTTERFIELD, CLERK OF COURT  
 POLK COUNTY  
 RECORDING FEES \$10.00  
 RECORDED BY abiszamb

Case # CE24-0002  
 738 1ST ST, POLK CITY, FLORIDA 33823  
 Subdivision  
 OAKRIDGE HEIGHTS PB 20 PG 2.49 Acres  
 PARCEL ID# 252632296000004150

**POLK CITY**

Petitioner

V.

**GREEN ARETTA / CARLAN WILLIAM 738 1ST ST, POLK CITY, FL 33868**

Respondent(s)

**FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER**

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

**FINDINGS OF FACT**

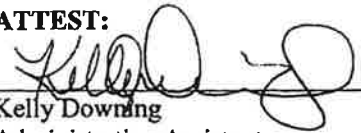
1. On or about January 24, 2024 there existed at on the above-described property, the following conditions in violation of the Code of Ordinances of Polk City, such conditions constituting a nuisance and a threat to the public health, safety, and welfare within the meaning of §162.06(4), Florida Statutes.

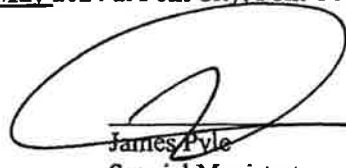
Violations: Sec. 34-102. Declaration of nuisance; prohibited conditions, Sec. 34-104. - Existence of abandoned property, junk and inoperative vehicles conditions. Sec. 34-103. - Abandonment of vehicles, 2.05.01 Swimming Pools, Sec. 22-51. - Building without a permit.

Owner: GREEN ARETTA / CARLAN WILLIAM Violation Address: 738 1<sup>st</sup> Street Polk City Florida 33868.

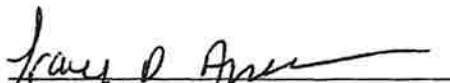
1. The property has been in violation since January 24, 2024. The property went before the Special Magistrate on March 20<sup>th</sup>, 2024, and was out of compliance for 41 days. A lien in the amount of \$ 6,150.00 has been set and will accrue by \$150.00 per day until total compliance as ordered by the Special Magistrate at the hearing on May 15<sup>th</sup> 2024 held at 1:30 pm. **DONE AND ORDERED** this 15<sup>th</sup> day of May 2024 at Polk City, Polk County Florida.

ATTEST:

  
 Kelly Downing  
 Administrative Assistant

  
 James Pyle  
 Special Magistrate

FURTHER AFFIANT SAYETH NOT.

  
 Tracy D. Appleton  
 Notary Public

May 15<sup>th</sup>, 2024  
 Date



TRACY D. APPLETON  
 Notary Public  
 State of Florida  
 Comm# HH379936  
 Expires 3/28/2027

**POLK CITY, FLORIDA  
CODE ENFORCEMENT SPECIAL MAGISTRATE  
123 BROADWAY BLVE SE  
POLK CITY FL 33823**

**Polk City,**

**Petitioner,**

**vs.**

**GREEN ARETTA / CARLAN WILLIAM  
738 1ST ST, POLK CITY, FL 33868**

**Respondent(s)./**

**Case Number: CE24-0002**

**AFFIDAVIT OF COMPLIANCE**

**STATE OF FLORIDA  
POLK CITY**

BEFORE ME, the undersigned authority personally appeared, Melaine McVay, Code Investigator for the Polk City Code Enforcement, who after being duly sworn, deposes and states that a re-inspection was performed on 5/22/2024, which revealed the corrective action ordered by the Special Magistrate had been taken.

  
\_\_\_\_\_  
Signature

**FURTHER AFFIANT SAYETH NOT.**

Dated this 5/22/2024 by Melanie McVay, who is personally known to me.

  
\_\_\_\_\_  
Notary Public

5/22/2024  
\_\_\_\_\_  
Date



**TRACY D. APPLETON**  
Notary Public  
State of Florida  
Comm# HH379936  
Expires 3/28/2027











**City Commission Meeting  
February 18, 2025**

**AGENDA ITEM #5:**

**Polk City Independent Auditor Selection**

INFORMATION ONLY  
 ACTION REQUESTED

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**ISSUE:**

Polk City's Auditor Mike Brynjulfson's contract expired on September 30, 2024, and he has chosen not to renew his contract with the City; therefore, Polk City needs to select a new auditor.

**ATTACHMENTS:**

- Meeting Minutes
- Committee Evaluation Tabulation Forms

**ANALYSIS:**

A request for proposals went out on 12/18/2024. Three (3) proposals were received for consideration: Purvis Gray CPA, James Moore and Company, and Powell and Jones CPA.

1. Per Section 218.391, Florida Statutes, a selection committee was formed for the Audit Selection Evaluation: Micheal T. Blethen, Mike Brynjulfson, George Cotellis, and Joanna Knowles (advisory capacity only)
2. Evaluation Criteria:

<b>EVALUATION CRITERIA</b>	<b>MAX POINTS</b>
Experience and qualifications	30
Knowledge of Auditing Requirements	30
Quality and clarity of the audit approach	20
Pricing	20

3. Auditor Selection Committee's purpose was to evaluate proposals, rank, and recommend them in order of preference.
4. The City Commission duty is to review the Audit Selection Committee's recommendations, choose an Independent Auditor and authorize the City Manager to negotiate a contract.

**STAFF RECOMMENDATION:**

The Audit Select Committee is requesting approval of Purvis Gray CPA as the Independent Auditor.

**Auditor Selection Committee Minutes**  
**February 6, 2025**  
**4:30 PM**

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**Committee Members in attendance:**

Micheal T. Blethen - Commissioner  
Mike Brynjulfson – Previous Auditor (Via Teams)  
George Cotellis - CPA  
Joanna Knowles - (Advisory Capacity)

Mike Brynjulfson explained the basics of the Audit Report and what Polk City should be looking for in an Auditor.

**Proposals Received:**

Purvis Gray - \$47,375.00  
James Moore - \$32,000.00  
Powell and Jones - \$40,000.00

The Committee discussed all three proposals at great length. The members thoroughly went through all the bid criteria and compared that to each of the proposals.

1. **Powell and Jones** were the last to submit their proposal to Polk City and did not send in a hard copy to the City Manager. Their proposal included preparing the Financial Statements and the City already contracts with Mr. Cotellis to prepare them. Additionally, the Senior Accountant responsible for the fieldwork was not a CPA. Lastly, the Committee doesn't feel that Powell and Jones have enough Governmental Audit experience compared to the other two firms. All agreed that they did not follow the full bid requirements. The consensus was that Powell and Jones were not on the same level as the other two firms.
2. **James Moore and Company's** RFP was impressive and thorough. James Moore submitted the lowest proposal, but after much review and discussion, it was determined that the Committee had concerns over the blended rate. James Moore's blended rate of \$121.74 without single audit and \$139.00 with a single audit indicated the level of staff working on the City Audit may not be experienced. Their staff would most likely be interns, first years fresh out of College, or Associate Accountants, thus making their experience with Government Audits questionable. The Committee also noticed that 24 of the accounting staff were outsourced. All three Committee members agreed on this assessment.

3. The Committee felt **Purvis Gray's** RFP was well presented. It detailed an exceptional amount of experience in Government Audits, including Audit IT services. A specific Audit Partner will be designated to the City to work with Management on the completion of the Audit. Purvis Gray's outline of their staff's rotation and responsibilities were well laid out. Purvis Gray's blended rate of \$184.24 without a single audit is indicative to a more experienced staff unlike James Moore or Powell Jones. They referenced knowledge of their experience in Florida which is important in understanding the regulatory issues. Purvis Gray is more prevalent in Polk County clients unlike the other two firms. The Committee was impressed with Purvis Gray.
4. Tally Sheets are attached.

**VOTE:**

Mike Brynjulfson – Purvis Gray  
Micheal T Blethen – Purvis Gray  
George Cotellis – Purvis Gray

**Final Recommendation of the Committee: PURVIS GRAY, CPA's**

**Meeting Adjourned – 6:15 pm**

# Polk City Audit Selection Tally Sheet

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## Powell and Jones CPA

AUDIT \$ 36,000.00  
 HOURS 240.00  
 BLENDED RATE \$ 150.00  
  
 SINGLE AUDIT \$ 4,000.00

Powell				
	MB	MTB	GC	
EXP-QUAL	20	20	20	60
KNOWLEDGE	20	20	20	60
QUALITY-CLARITY	20	20	20	60
PRICING	15	15	15	45
<b>TOTAL SCORE</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>

## James Moore and Company

AUDIT \$ 28,000.00  
 HOURS 230.00  
 BLENDED RATE \$ 121.74  
  
 SINGLE AUDIT \$ 4,000.00

James Moore				
	MB	MTB	GC	
EXP-QUAL	30	20	25	75
KNOWLEDGE	30	25	30	85
QUALITY-CLARITY	20	15	20	55
PRICING	15	20	15	50
<b>TOTAL SCORE</b>	<b>95</b>	<b>80</b>	<b>90</b>	<b>88</b>

## Purvis Gray CPA

AUDIT \$ 42,375.00  
 HOURS 230.00  
 BLENDED RATE \$ 184.24  
  
 SINGLE AUDIT \$ 5,000.00

Purvis Gray				
	MB	MTB	GC	
EXP-QUAL	25	25	25	75
KNOWLEDGE	30	30	30	90
QUALITY-CLARITY	20	20	20	60
PRICING	20	15	20	55
<b>TOTAL SCORE</b>	<b>95</b>	<b>90</b>	<b>95</b>	<b>93</b>

MB - Mike Brunjulfson  
 MTB - Micheal T Blethen  
 GC - George Cotellis

Prepared by: Joanna Knowles - Finance Director

**City of Polk City**

**Auditor Proposal Evaluation Form  
Beginning with Fiscal Year Ending September 30, 2025**

**Evaluator Name:** Mike Brynjulfson

**Date:** 2-5-2025

**Firm Being Evaluated:** Powell and Jones CPA

**Evaluation Criteria and Scoring**

<b>Evaluation Criteria</b>	<b>Max Points</b>	<b>Score</b>
<b>Experience and Qualifications</b> (Firm's experience in auditing local governments, qualifications of key personnel)	30	<u>20</u>
<b>Knowledge of Auditing Requirements</b> (Understanding of applicable laws, regulations, and reporting standards)	30	<u>20</u>
<b>Quality and Clarity of the Audit Approach</b> (Comprehensive, well-structured, and logical audit plan)	20	<u>20</u>
<b>Pricing</b> (Cost-effectiveness of the proposal relative to the services provided)	20	<u>15</u>
<b>Total Score</b>	<b>100</b>	<u><b>75</b></u>

**Comments and Justification for Scores**

(Please provide brief explanations for your rankings)

All firm member except for Richard Powell has less than 10 years of experience. Knowledge and clarity of the proposal are fine and price is second lowest in gross by with a blended rate of \$150 this shows that the majority of the work will be performed by their senior level associate which is not necessarily a bad area but lower than PGC. Not member of the GAQC. Senior accountant is not a CPA

**Evaluator Certification and Signature**

I certify that I have reviewed and fairly scored this proposal in accordance with the criteria listed above.

**Evaluator Signature:** 

**Date:** February 5, 2025

City of Polk City

**Auditor Proposal Evaluation Form  
Beginning with Fiscal Year Ending September 30, 2025**

Evaluator Name: Blafka

Date: 2/5/2025

Firm Being Evaluated: Powell

**Evaluation Criteria and Scoring**

Evaluation Criteria	Max Points	Score
Experience and Qualifications (Firm's experience in auditing local governments, qualifications of key personnel)	30	<u>20</u>
Knowledge of Auditing Requirements (Understanding of applicable laws, regulations, and reporting standards)	30	<u>20</u>
Quality and Clarity of the Audit Approach (Comprehensive, well-structured, and logical audit plan)	20	<u>20</u>
Pricing (Cost-effectiveness of the proposal relative to the services provided)	20	<u>15</u>
<b>Total Score</b>	<b>100</b>	<b><u>75</u></b>

**Comments and Justification for Scores**

(Please provide brief explanations for your rankings)

A lot of inexperience in upper management  
personnel

**Evaluator Certification and Signature**

I certify that I have reviewed and fairly scored this proposal in accordance with the criteria listed above.

Evaluator Signature: [Signature]

Date: 2/5/2025

City of Polk City

**Auditor Proposal Evaluation Form**

Beginning with Fiscal Year Ending September 30, 2025

Evaluator Name: George Catellis

Date: 2/5/2025

Firm Being Evaluated: Powell & Jones CPA

**Evaluation Criteria and Scoring**

Evaluation Criteria	Max Points	Score
Experience and Qualifications (Firm's experience in auditing local governments, qualifications of key personnel)	30	<u>20</u>
Knowledge of Auditing Requirements (Understanding of applicable laws, regulations, and reporting standards)	30	<u>20</u>
Quality and Clarity of the Audit Approach (Comprehensive, well-structured, and logical audit plan)	20	<u>20</u>
Pricing (Cost-effectiveness of the proposal relative to the services provided)	20	<u>15</u>
<b>Total Score</b>	<b>100</b>	<b><u>75</u></b>

**Comments and Justification for Scores**

(Please provide brief explanations for your rankings)

Staff has less experience. Senior audit accountant  
not CPA.

**Evaluator Certification and Signature**

I certify that I have reviewed and fairly scored this proposal in accordance with the criteria listed above.

Evaluator Signature: George Catellis

Date: 2/5/25



**City of Polk City**

**Auditor Proposal Evaluation Form  
Beginning with Fiscal Year Ending September 30, 2025**

**Evaluator Name:** Mike Brynjulfson

**Date:** February 5, 2025

**Firm Being Evaluated:** James Moore and Co

**Evaluation Criteria and Scoring**

<b>Evaluation Criteria</b>	<b>Max Points</b>	<b>Score</b>
<b>Experience and Qualifications</b> (Firm's experience in auditing local governments, qualifications of key personnel)	30	<u>30</u>
<b>Knowledge of Auditing Requirements</b> (Understanding of applicable laws, regulations, and reporting standards)	30	<u>30</u>
<b>Quality and Clarity of the Audit Approach</b> (Comprehensive, well-structured, and logical audit plan)	20	<u>20</u>
<b>Pricing</b> (Cost-effectiveness of the proposal relative to the services provided)	20	<u>15</u>
<b>Total Score</b>	<b>100</b>	<u><b>95</b></u>

**Comments and Justification for Scores**

(Please provide brief explanations for your rankings)

Ranked PGC higher given the experience of IT director and the PGC director is more qualified and all other members of the team have similar years of experience. James Moore consulting partner has 30 years which is the most experienced but unsure his involvement in engagement. While they are the lowest fee, their blended rate of \$139 falls very close to the Associate Accountant level which is not desirable compared to other firms.

**Evaluator Certification and Signature**

I certify that I have reviewed and fairly scored this proposal in accordance with the criteria listed above.

**Evaluator Signature:** 

**Date:** February 5, 2025

City of Polk City

Auditor Proposal Evaluation Form

Beginning with Fiscal Year Ending September 30, 2025

Evaluator Name: R. Allen

Date: 2/5/2025

Firm Being Evaluated: JCO

Evaluation Criteria and Scoring

Evaluation Criteria	Max Points	Score
Experience and Qualifications (Firm's experience in auditing local governments, qualifications of key personnel)	30	<u>20</u>
Knowledge of Auditing Requirements (Understanding of applicable laws, regulations, and reporting standards)	30	<u>25</u>
Quality and Clarity of the Audit Approach (Comprehensive, well-structured, and logical audit plan)	20	<u>15</u>
Pricing (Cost-effectiveness of the proposal relative to the services provided)	20	<u>20</u>
<b>Total Score</b>	<b>100</b>	<b><u>80</u></b>

Comments and Justification for Scores

(Please provide brief explanations for your rankings)

Concerns on experience of staff doing the work.  
Over 50% are out of Goineville, Blended Rate  
suggests young staff. Single Audit info not in  
Audit package

Evaluator Certification and Signature

I certify that I have reviewed and fairly scored this proposal in accordance with the criteria listed above.

Evaluator Signature: [Signature]

Date: 2/5/2025

**City of Polk City**

**Auditor Proposal Evaluation Form**

**Beginning with Fiscal Year Ending September 30, 2025**

Evaluator Name: George Cotellis

Date: 2/5/25

Firm Being Evaluated: James Moore & Co

**Evaluation Criteria and Scoring**

Evaluation Criteria	Max Points	Score
Experience and Qualifications (Firm's experience in auditing local governments, qualifications of key personnel)	30	<u>25</u>
Knowledge of Auditing Requirements (Understanding of applicable laws, regulations, and reporting standards)	30	<u>30</u>
Quality and Clarity of the Audit Approach (Comprehensive, well-structured, and logical audit plan)	20	<u>20</u>
Pricing (Cost-effectiveness of the proposal relative to the services provided)	20	<u>15</u>
<b>Total Score</b>	<b>100</b>	<b><u>90</u></b>

**Comments and Justification for Scores**

(Please provide brief explanations for your rankings)

Too many outsourced accounting staff. See page 4

**Evaluator Certification and Signature**

I certify that I have reviewed and fairly scored this proposal in accordance with the criteria listed above.

Evaluator Signature: George Cotellis

Date: 2/5/25

**City of Polk City**

**Auditor Proposal Evaluation Form  
Beginning with Fiscal Year Ending September 30, 2025**

**Evaluator Name:** Mike Brynjulfson

**Date:** February 5, 2025

**Firm Being Evaluated:** Purvis Gray

**Evaluation Criteria and Scoring**

<b>Evaluation Criteria</b>	<b>Max Points</b>	<b>Score</b>
<b>Experience and Qualifications</b> (Firm's experience in auditing local governments, qualifications of key personnel)	30	<u>25</u>
<b>Knowledge of Auditing Requirements</b> (Understanding of applicable laws, regulations, and reporting standards)	30	<u>30</u>
<b>Quality and Clarity of the Audit Approach</b> (Comprehensive, well-structured, and logical audit plan)	20	<u>20</u>
<b>Pricing</b> (Cost-effectiveness of the proposal relative to the services provided)	20	<u>20</u>
<b>Total Score</b>	<b>100</b>	<u><b>95</b></u>

**Comments and Justification for Scores**

(Please provide brief explanations for your rankings)

Engagement partner is equivalent to James Moore but IT director has more experience than James Moore and  
quality control partner has 18 years of experience but consulting partner and quality control partner both have 30 years  
of experience so James Moore is scored at 30 and PGC at 25. While they have a higher gross fee, the blended rate  
of \$184 clearly shows that more experienced personnel will be performing the audit since the hours are essentially  
the same across all respondents. More qualified staff is definitely more desirable so PGC is scored at 20.  
**Evaluator Certification and Signature**

I certify that I have reviewed and fairly scored this proposal in accordance with the criteria listed above.

**Evaluator Signature:** \_\_\_\_\_

**Date:** February 5, 2025

**City of Polk City**

**Auditor Proposal Evaluation Form**

**Beginning with Fiscal Year Ending September 30, 2025**

Evaluator Name: B. Aiken

Date: 2/5/2025

Firm Being Evaluated: PGC

**Evaluation Criteria and Scoring**

Evaluation Criteria	Max Points	Score
Experience and Qualifications (Firm's experience in auditing local governments, qualifications of key personnel)	30	<u>25</u>
Knowledge of Auditing Requirements (Understanding of applicable laws, regulations, and reporting standards)	30	<u>30</u>
Quality and Clarity of the Audit Approach (Comprehensive, well-structured, and logical audit plan)	20	<u>20</u>
Pricing (Cost-effectiveness of the proposal relative to the services provided)	20	<u>15</u>
<b>Total Score</b>	<b>100</b>	<b><u>90</u></b>

**Comments and Justification for Scores**

(Please provide brief explanations for your rankings)

Quality experienced staff during our evaluation.

**Evaluator Certification and Signature**

I certify that I have reviewed and fairly scored this proposal in accordance with the criteria listed above.

Evaluator Signature: [Signature]

Date: 2/5/2025

City of Polk City

**Auditor Proposal Evaluation Form**

**Beginning with Fiscal Year Ending September 30, 2025**

Evaluator Name: George Cotellis

Date: 2/5/25

Firm Being Evaluated: Purvis Gray

**Evaluation Criteria and Scoring**

Evaluation Criteria	Max Points	Score
Experience and Qualifications (Firm's experience in auditing local governments, qualifications of key personnel)	30	<u>25</u>
Knowledge of Auditing Requirements (Understanding of applicable laws, regulations, and reporting standards)	30	<u>30</u>
Quality and Clarity of the Audit Approach (Comprehensive, well-structured, and logical audit plan)	20	<u>20</u>
Pricing (Cost-effectiveness of the proposal relative to the services provided)	20	<u>20</u>
<b>Total Score</b>	<b>100</b>	<b><u>95</u></b>

**Comments and Justification for Scores**

(Please provide brief explanations for your rankings)

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**Evaluator Certification and Signature**

I certify that I have reviewed and fairly scored this proposal in accordance with the criteria listed above.

Evaluator Signature: George Cotellis

Date: 2/5/25

**City Commission Meeting  
February 18, 2025**

**AGENDA ITEM #6:**

**Polk City Government Center Marquee**

INFORMATION ONLY  
 ACTION REQUESTED

---

**ISSUE:**

The Polk City Government Center has a five-year-old marquee that was deemed irreparable by local sign companies, and we are in need of a new one.

**ATTACHMENTS:**

- Quotes and diagrams from:
  - o Cypress Signs
  - o Signs Plus Signs
  - o Gulf State Signs

**ANALYSIS:**

Polk City began to have intermittent issues with the current sign in 2022. Since then, three different sign companies have come to repair the marquee for certain problems such as: connection with the sending computer, overheating, and the LED display freezing at different points in a slide. Of the three companies, only one was willing to work on it due to the low quality of the sign.

On December 27, 2023, this company stated that the sign is irreparable and recommended replacement. Since that time, the City Manager, Public Works Directors, and I have carefully considered the current quotes listed below:

- |                    |             |
|--------------------|-------------|
| - Cypress Signs    | \$48,213.78 |
| - Signs Plus Signs | \$36,989.00 |
| - Gulf State Signs | \$41,459.00 |

Each of these companies come with their own warranty for service and parts; however, Cypress Signs has agreed to match the 5-year parts warranty with a 5-year service warranty; which is something that the other sign companies could not do. Their digital sign is a Watchfire system. A well-known brand in the surrounding cities for their customer service and outstanding quality. They have also agreed to train all parties involved with the operation of the new sign board.

Each of these quotes are comparable in size and quality, however,

**STAFF RECOMMENDATION:**

It is after much conversation and consideration that City Staff would like to recommend Cypress Signs as the best option in the amount of \$48,213.78.

Proposal

# Cypress Signs

160 Spirit Lake Road  
 Winter Haven, FL 33880-1242  
 Ph: 863-294-1683 USA Fax: 863-293-4614

Proposal Submitted To:	Job Location:	Date:
City of Polk City 123 Broadway Blvd Polk City, FL 33868	City of Polk City 123 Broadway Blvd Polk City, FL 33868	Jan 22, 2025
		Quote:
		8665
		Page: 1

Customer ID	Good Thru	Payment Terms	Sales Contact
City of Polk City	2/21/25	Net 10 Days	MJ
Customer Contact	Email	Phone	
Patricia Jackson	patricia.jackson@mypolkcity.org	352-275-2129	

Qty	Description	Amount
	Fabricate and install double face internally illuminated monument sign. Sign to be fabricated of aluminum and finished with acrylic polyurethane paint. Faces to be flat white acrylic with HP translucent vinyl copy. Sign installed on existing pipe and footer, covered with an aluminum pole cover. CYPRESS SIGNS IS NOT RESPONSIBLE FOR RUNNING ELECTRICAL WIRING TO SIGN LOCATION. THERE MUST BE PRIMARY WIRING WITHIN 5' OF SIGN LOCATION FOR CONNECTING SIGNS. COLOR 10MM LED Message Center: Watchfire. Cabinet size: 3'-5" x 8'-3"; Active area: 3' x 8'. Computer not included. Must have minimum of XP, Vista, or Windows 7. *5 YEAR PARTS & LABOR WARRANTY INCLUDED. *ON SITE PRODUCT TRAINING & SOFTWARE INSTALLATION INCLUDED. *LIFE OF SIGN CELLULAR DATA PLAN FEES INCLUDED (approximately \$200.00 per year).	
1.00	Fabricate and install double sided <u>3'-0" x 8'-3" ID sign</u> with 3' x 8' 10mm led digital display	46,613.78
1.00	Engineering fee	300.00
1.00	Estimated permit fee	1,000.00
1.00	Permit acquisition fee	250.00
1.00	Notice of Commencement	50.00

**50% Deposit Required To Proceed**  
**3% Surcharge For Credit Card Payments**

We Propose hereby to furnish material and labor complete in accordance with the above specifications

Subtotal	48,213.78
Sales Tax	
<b>TOTAL</b>	<b>48,213.78</b>

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. The above work and material remain property of Cypress Signs until PAID IN FULL. Cypress Signs reserves the right of ingress and egress, including the right to remove signs and material described above from the property in the event of default of the contract. All payments on any account, bill or invoice are due upon receipt of the billing. Any account, bill or invoice not paid within 10 days of the billing date will be charged a 1-1/2% (annual percentage rate 18%) on the unpaid monthly balance. In connection with the collection of any overdue balance or with a litigation arising out of the contract. Cypress Signs shall be entitled to recover all costs incurred including a reasonable attorney's fee.

**Customer Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Cypress Sign authorized to do the work specified. Payment will be made as outlined above.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Drivers Lic # or Fed ID# \_\_\_\_\_

Signature: \_\_\_\_\_



Proposal

# Cypress Signs

160 Spirit Lake Road  
 Winter Haven, FL 33880-1242  
 Ph: 863-294-1683 USA Fax: 863-293-4614

Proposal Submitted To:	Job Location:	Date:
City of Polk City 123 Broadway Blvd Polk City, FL 33868	City of Polk City 123 Broadway Blvd Polk City, FL 33868	Jan 22, 2025
		Quote:
		8664
		Page: 1

Customer ID	Good Thru	Payment Terms	Sales Contact
City of Polk City	2/21/25	Net 10 Days	Lisa Malady
Customer Contact	Email	Phone	
Patricia Jackson	patricia.jackson@mypolkcity.org	352-275-2129	

Qty	Description	Amount
1.00	Fabricate and install double sided <u>2'-0" x 8'-3" ID sign</u> with 3' x 8' 10mm led digital display	43,299.64
1.00	Engineering fee	250.00
1.00	Estimated permit fee	1,000.00
1.00	Permit acquisition fee	250.00
1.00	Notice of Commencement	50.00

**50% Deposit Required To Proceed**  
**3% Surcharge For Credit Card Payments**

Subtotal	44,849.64
Sales Tax	
<b>TOTAL</b>	<b>44,849.64</b>

We Propose hereby to furnish material and labor complete in accordance with the above specifications

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. The above work and material remain property of Cypress Signs until PAID IN FULL. Cypress Signs reserves the right of ingress and egress, including the right to remove signs and material described above from the property in the event of default of the contract. All payments on any account, bill or invoice are due upon receipt of the billing. Any account, bill or invoice not paid within 10 days of the billing date will be charged a 1-1/2% (annual percentage rate 18%) on the unpaid monthly balance. In connection with the collection of any overdue balance or with a litigation arising out of the contract, Cypress Signs shall be entitled to recover all costs incurred including a reasonable attorney's fee.

**Customer Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Cypress Sign authorized to do the work specified. Payment will be made as outlined above.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Drivers Lic # or Fed ID# \_\_\_\_\_

Signature: \_\_\_\_\_



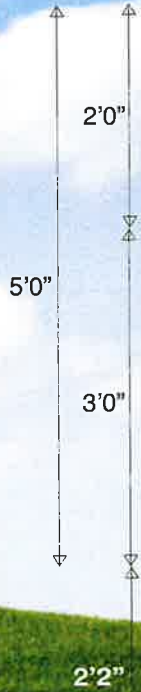
8mm 120 x 320



8'0"



6'0"



6' Man

Reference #: **sk- 145809-2**  
Product Manager: **David**  
Date: **March 12, 2024**

ID Face Vinyl: *Digital Print*  
ID Cabinet & Mount Color: **PMS294c Blue/RAL 5005**  
LED Display: *Full Color*



**SIGNS PLUS**  
NEW IDEAS-NEW TECHNOLOGY, INC.  
**800-848-4262**  
info@SignsPlusSigns.com  
www.SignsPlusSigns.com



**APPROVAL**

DATE
PRINT NAME
SIGNATURE

A FAX SIGNATURE IS BINDING UPON BOTH PARTIES

Custom artwork by Signs Plus is provided as an example and is not intended to represent an exact match for ink, vinyl, paint or LED colors. With the exception of our Polyarmour products, masonry and brickwork are not included in the proposed quote. Measurements shown are approximations and final product dimensions may vary. Original Signs Plus design - reproduction is prohibited.



**NEW IDEAS - NEW TECHNOLOGY, INC.**  
 4242 McIntosh Ln., Sarasota, Florida 34232  
 t. 800-848-4262 f. 941-378-4062

Polk County City Government Center

123 Broadway Blvd SE  
 Polk City FL 33868  
 Attention: Mr. Dustin Williams

David Clark  
 Project Specialist  
 david@signsplussigns.com  
 Quote #: 145809-8MM120X320-  
 Date: Jan 22, 2025

Qty	Description
1	8mm Ascend LED Sign: Double Sided 3' 0"x 8' 0" (HxW) - Active LED Screen Size of 3' 0"x 8' 0" with a Pixel Matrix of 120x 320 - High Resolution with 38,400 Pixels Per Side, in a Double Sided Configuration - 1'x 2' Self-contained Aluminum Modular System Replaces Traditional LED Cabinet - Display Text, Graphics, Images, and Video Clips - Brightness, up to 10,000 Nits, Average LED Life: 100,000 Hours - Fully Sealed & Waterproof Aluminum LED Panels, IP67 Rated, Front & Back - 6-YEAR Limited Warranty & 10-YEAR Part Availability for LED Panels. Refer to Warranty Document for Complete Details. - Ascend Media Player, Always-on Cloud Based Software Included - Industrial Waterproof Controller, Quad-core Processor, 16 GB On-board Storage PLUS Cloud Storage - Remote Diagnostics - Lifetime In-house Tech Support Included - Remote Calibration for LED Panel Brightness - 100% Solid State System. Zero Moving Parts - LED Panels have No Internal Serviceable Parts - LED Panels Removeable with Quick & Easy Latch System - Bidirectional Data-flow Between LED Panels - Non-daisy Chained PRECISE POWER Control System - Fanless System with Solid Aluminum Heatsinks - 60 Frames per Second for Smoother & More Realistic Imaging - Image Refresh Rate >3,000 HZ for Reduced Motion Blur - 16.7 Quadrillion Colors (On Average the Human Eye can Distinguish 710 Million Colors) - 100 Levels of Auto Brightness Control - ISO 9001 Certified Factory Compliance: FCC Part 15 & ETL Electrical Requirements: 1 Circuit, 240-Volt, Max Draw: 10.20 Amps
1	2' 0"x 8' 0" (HxW) Double Sided Identification Cabinet - 20" Deep, All Aluminum - Unitized, High-strength and All-welded Cabinet Frame - Energy Saving Internal LED Illumination with Day-Night Light Sensor - Unbreakable Solar Grade Polycarbonate Faces - Digital Graphics on 3M Vinyl Applied to Inside Surface to Prevent Fading, Scratching or Marring"
1	Single Pole Mount with Aluminum C-Wrap for Pedestal Appearance - Overall Sign Height up to 8' 0", Leg Width: 6' 0" - Entire Sign Engineered for 125mph Wind Load
1	Remote Diagnostics & Sign Communication Via Cell Data Modem .Includes Lifetime Prepaid Data Plan
1	Installation Included per Signs Plus Installation Agreement (Form SIA-0422.2)
1	Freight Included

Prices are valid for 30 days. Unless otherwise noted in Special Instructions freight & applicable sales tax will be added to your invoice. Organizations exempt from sales tax must include exempt certificate with order.

**Total Investment: \$36,989.00**

**Terms**

Authorized purchase order accepted with order with total invoice amount due 10 days from the sign(s) ship date.

Or

50% deposit of total investment due with order and balance due 10 days from the sign(s) ship date.

Unless otherwise indicated in the buyer approved sign installation agreement, Form SIA-0422.2, sign permits, footers, sign erection, electrical service, electrical connection and planters or other decorative masonry or other structures are the responsibilities of the buyer. All signs subject to zoning and code per city/county. Signs Plus furnishes engineered footer drawings when applicable. Buyer acknowledges and agrees that any cancellation may result in charges that exceed the deposit. In the event of payment default disruptions of the LED display operation may occur. The Buyer is responsible for all collection costs incurred by Signs Plus, including but not limited to court costs, filing fees and attorney fees. All legal proceedings will be in Sarasota County, Florida. A 2% convenience fee applies to all credit card transactions.

**Special Instructions**

**\*\*Installation & Freight Included\*\***

- LED & ID Warranty - Refer to Signs Plus Warranty for Complete Details
  - Limited Lifetime Warranty on Material & Workmanship on Entire Sign.
  - Lifetime Replacement of Makrolon Faces due to Breakage by Vandalism.
  - 10 Year Parts & 5 Year Labor Warranty on ID Cabinet LED Illumination.
  - 6 Year LED manufacturer's advanced replacement parts warranty with Lifetime Technical Support.
  - Lifetime FREE software training and support.
  - 10 year parts availability guarantee.
- Sign Installation Included per Buyer approved Signs Plus Installation Form SIA-1020-6

Quote #: 145809-8MM1

Signs Plus New Ideas - New Technologies, Inc.  
 4242 McIntosh Lane - Sarasota, FL 34232 800.848.4262

Date Quoted: Jan 22, 2025

[www.SignsPlusSigns.com](http://www.SignsPlusSigns.com)

**Qty Description**

**Approval / Authorization**

*I have read and fully understand the contents of this document and I agree to the stated terms and conditions.*

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Customer: Ship Sign To: Invoice To:**

Polk County City Government Center  
123 Broadway Blvd SE  
Polk City, FL 33868

Polk County City Government Center  
123 Broadway Blvd SE  
Polk City, FL 33868

Polk County City Government Center  
123 Broadway Blvd SE  
Polk City, FL 33868

Attention: Mr. Dustin Williams

Attention: Mr. Dustin Williams

Attention: Mr. Dustin Williams



# ASCEND

## TO HIGHER RESOLUTION



### We're Making Something Different.

Signs Plus Ascend uses our Advanced Modular System with ultra-bright LEDs, lightweight aluminum frames and waterproof aluminum LED panels. This transformative 100% solid-state design with its future proof functional elements results in long term value.



**Get In Touch**



800-848-4262



[info@signsplus.com](mailto:info@signsplus.com)



4242 McIntosh Ln, Sarasota, FL 34232

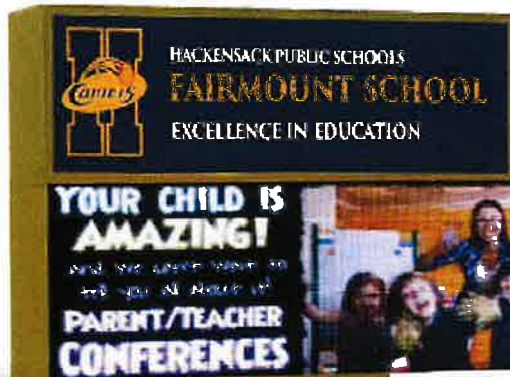
# New Ideas New Technology

*Present your message with a Full Color LED sign to grab the attention of passersby with something truly eye-catching. LED signs of the past have large pixel pitches resulting in coarse images with little detail.*

*That's why Signs Plus introduced our Ascend high resolution LED screens that will become the focal point and transform your presence within your community.*

*Increase your prominence with the Ascend and make the focal point **YOUR LOCATION.***

[www.signsplussigns.com](http://www.signsplussigns.com)



**SIGNS  
PLUS+**

NEW IDEAS-NEW TECHNOLOGY, INC.



**ASCEND**

5 of 7



We're Making  
Something Different



## Ascend Raises Your Organization to the **TOP LEVEL**

- ✓ **Precise Power Control**  
20% Energy Savings  
Creates Less Heat  
Longer Life
- ✓ **Future Proof**  
Upgrade to Higher Resolution or  
add LED Panels to Increase Size  
or Both! Without Replacing Your  
Sign.
- ✓ **Remote Diagnostics &  
Lifetime Technical Support**  
Our In-house Team Provides  
Support for the Life of Your Sign.
- ✓ **No Internal Servicable Parts**  
Traditional LED Cabinets  
have Dozens. The Ascend  
Advanced Modular System  
has ZERO.



# NEW IDEAS = BETTER SPECS.

Signs Plus Ascend uses our Advanced Modular System with ultra-bright LEDs, lightweight aluminum frames and waterproof aluminum LED panels. This transformative 100% solid-state design with its future proof functional elements results in long term value.



## Light Weight Frames

Combining structural aluminum and CNC Machining for extreme precision and reduced weight.



## Connectivity

Network with Wi-Fi, Ethernet, Fiber Optic or Cellular Technology.



## Waterproof LED Panel

IP 67 Rating  
Fully Sealed LED Modules  
Increased Lifespan  
IP67 Rating, Front and Back



## Ascend Media Player

Always-on Cloud Software  
Control with Remote  
Diagnostic System.



## 6-Year Warranty

6-Year Module Replacement  
Plus 10-Year Parts  
Availability Guarantee.



## SMD LEDs

Ultra Bright up to 10,000 nits  
100,000 Hours Lifetime  
More colors than the Eyes  
Can See!



## LED Display Control

Program Display with PC, Mac,  
Smartphone, Tablet, or any other  
Internet-connected Device.



A smaller pixel pitch of 4, 6, or 8mm produce higher resolution creating sharper images with crisp details..

A larger pixel pitch of 12, 16 or 20mm results in low resolution and coarse images with little to no details..





# Signage Proposal

Date	Proposal #	Revision #
1/29/2025	2335	B

City Of Polk City  
 123 Broadway Blvd. SE  
 Polk City, FL. 33868

Order...	Dustin
Telephone #	863-984-1375
Job Completed By	

Specifications	Qty	Cost	Total
our quote to supply & install entire sign as shown on your design with 10 mm dot pitch matrix electronic message centers Please review our below quote & your design & let me know if you have any questions. A) Supply (1) new 2-sided backlighted aluminum & steel cabinet pole sign backed with colored acrylic plastic & illuminated with low voltage LED lighting. (2) back-to-back 10 mm Dot Pitch Matrix Electronic message centers connected to your office computer via WI-FI or cellular connectivity with lifetime data & graphics package & software for your office computer which will send WI-FI signal to the receiving unit on the electronic message centers from www.impactledsigns.com. Connect to existing power at existing sign pole & base location. 120 VOLT/30 amp After removing & recycling the old sign; Includes 5-year parts warranty, 60-day labor warranty, lifetime technical support & easy to use software from Impact LED signs & spare parts kit. Also includes \$5,000 insurance coverage for vandalism & lightning (signs will be grounded) Accurate Time & Temperature from Weather.com	1	41,459.00	41,459.00
		<b>Total</b>	

### Terms & Conditions

Art deposit: The art deposit covers minimal costs involved in developing a concept. It does not cover the actual purchase of a custom design, which would be figured at an hourly rate, with a quoted minimum price. The art remains the property of the designer.  
 PRICE QUOTATION GOOD FOR 30 DAYS.

Prices as indicated above are minimum estimates for art or sign work only. Photos, typography, photographs, overtime, changes and/or time additions, delays caused by the client, special consultations and all other work expenses that cannot be estimated accurately in advance will be billed extra unless otherwise specified. Finished art, mechanicals, and signs will be released for use by the client only. Mechanicals, original art, sketches and materials other than signs originated by the designer are the property of the designer, and will be held for the client, unless otherwise shown.

If designers art work is utilized, by any means, by client or client's vendors, a per use charge will be assessed to the client. Special conditions on the client's purchase orders in no way negate the above Conditions of Sale. In ordering the work described above, the client accepts all of these conditions whether noted on his purchase order or not. If unusual digging conditions (ie. ledge, water, etc.) are encountered in ground installation, this contract is binding; however, an additional cost based on our labor, plus 18% on sub-contract labor and materials, will be added to the above price. The client agrees to pay all costs of collection in the event of default of payment by the client, including reasonable attorney's fees. In the event of delinquent payments, the client will be charged a rate of 15% interest for every month after the first 30 days. A 25% fee will be applied to a canceled proposal. All merchandise is the property of Gulf State Signs, Inc. until paid in full.

### Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work above as specified. Payment will be made as outlined above. Any changes after approval of this Proposal carry additional charges, and may change completion date.

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

1305 42nd St., N.W. • Winter Haven, FL 33881 • 863-967-0659 • Fax 863-967-7235

Visit Us At: [www.gulfstatesigns.net](http://www.gulfstatesigns.net)

E-mail: [bill@gulfstatesigns.com](mailto:bill@gulfstatesigns.com)