

# POLK CITY

## City Commission Meeting (6pm)

March 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**

1. Proclamation for National Donate Life Month
2. Proclamation for Irish American Heritage Month
3. Proclamation for Water Conservation Month

**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 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; **Second and Final 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. **Second and Final Reading**
- 3. Public Hearing – Ordinance 2025-03** – an Ordinance of Polk City, Florida, amending the official Polk City Zoning Map to change to zoning on approximately 18.71 acres located at the northwest corner of Commonwealth Avenue (SR 33) and Citrus Grove Boulevard North from Planned Unit Development for 168 Multi-Family Units to Planned Unit Development to allow for 69 single-family dwelling units; providing for a Business Impact Estimate, severability, codification, repeal of conflicting ordinances, and an effective date. **First Reading**

## **4. Civil Surv Professional Engineering Services Proposal – The Landings at Mt. Olive Phase 3**

### **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**  
**March 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. February 18, 2025 – Regular City Commission Meeting

**B. REPORTS**

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

**C. OTHER**

**City Commission Meeting  
March 18, 2025**

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

February 18, 2025 – Regular City Commission Meeting

       INFORMATION ONLY  
  X   ACTION REQUESTED

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

**ATTACHMENT:**

February 18, 2025 – Regular City Commission Meeting

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**      Approval of Minutes

## CITY COMMISSION MINUTES

February 18, 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, City Attorney Thomas Cloud and City Manager Patricia Jackson

### **APPROVE CONSENT AGENDA**

**Motion by Commissioner Blethen** to approve the January 21, 2025 Regular City Commission Meeting, Department Reports, and other items on the Consent Agenda.

**Motion carried unanimously by Voice Vote.**

**PRESENTATION**- None

### **PUBLIC COMMENT**

Lonnie Burton (550 Sunrise Blvd) – spoke regarding the Garbage Can Ordinance and why now is there a \$25 fine. Feels as long as the area is clean, what difference does it make!

Mayor LaCascia asked Mr. Burton what changes would he like to see?

Bob Baker, Code Enforcement Officer, stated that everyone is leaving their garbage cans out on the curb and also in the roadway. However, Mr. Burton did not get a violation, just a warning.

### **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. **First Reading**

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

Jennifer Codo-Salisbury stated this is simply a housekeeping item. Language for changing fence requirements – permitted use changes to PUD District section of the Land Development Code. This cleans up the language.

**Motion by Mayor LaCascia** to approve Ordinance 2025-01 on First Reading; this motion was seconded by Commissioner Wilson.

**Roll Call Vote:** Commissioner Wilson – aye, Commissioner Pettitt – aye, Commissioner Blethen – nay, Vice Mayor Nichols – aye, Mayor LaCascia

**Motion carried 4/1.**

**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**

City Attorney Cloud read this Ordinance by title only. Mayor LaCascia opened the Public Hearing.

Joe Dunlap (405 Citrus Grove Blvd) inquired about exactly what kind of fence.

Jennifer Codo-Salisbury stated the fence must be solid.

Vice Mayor Nichols stated the fence must meet the design of the area set by the Planning Commission.

City Attorney Cloud stated the type of solid fence has to be specified on the PUD.

Jennifer Codo-Salisbury stated this is a City-initiated Text Amendment to the Land Development Code. A fence would have to be six feet tall instead of a masonry wall.

Mr. Dunlap inquired about the fire hydrants.

City Attorney Cloud stated that part of the City system is provided by Polk County.

Kathy Delp stated the Fire Marshal is responsible for reviewing and making recommendations.

City Attorney Cloud reiterated all of this information is in the PUD.

Mayor Lacascia recommended that Mr. Dunlap take one of City Manager Jackson's business cards and reach out to her with any additional questions.

Mayor LaCascia closed the Public Hearing.

**Motion by Commissioner Pettit** to approve Ordinance 2025-02 on First Reading; this motion was seconded by Vice Mayor Nichols.

**Roll Call Vote:** Commissioner Wilson – aye, Commissioner Pettitt – aye, Commissioner Blethen – nay, Vice Mayor Nichols – aye, Mayor LaCascia

**Motion carried 4/1.**

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

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.

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 was approved to forward Resolution 2025-01 to the City Commission.

Jennifer Codo-Salisbury (CFRPC) stated this Resolution is for the Final Plat for Phase 1 at The Landings. This is 58.251 acres residential-low and is in the Areas of Critical State Concern and 135 lots are platted.

Gene Kniffen representing Mt. Olive Baptist Church, spoke regarding the Plat. The church deeded the right-of-way to Polk County. Worried about congregants leaving the church. Maybe problems with the deed and non-board members signed it over to Polk County. There is no apron. All the church is asking for is that the pavement be moved back 30-40 feet. Concerns about litigation and traffic going into the church.

Tina Lee spoke regarding Starlight homes.

John Hale (Gordon Road) discussed the official name of Lake Margaret is Mud Lake.

Jennifer Codo-Salisbury stated that the official plat calls it Lake Margaret.

City Attorney Cloud and Kathy Delp reiterated that this was approved by Polk County, NOT Polk City. Therefore, any concerns would need to go directly back to Polk County.

**Motion by Commissioner Wilson** to approve Resolution 2025-01 which is the Final Plat for Phase 1 of The Landings at Mt. Olive; this motion was seconded by Commissioner Blethen.

**Roll Call Vote:** Commissioner Blethen – aye, Commissioner Wilson – aye, Mayor LaCascia – aye, Vice Mayor Nichols – aye, Commissioner Pettit – aye

**Motion carried unanimously.**

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

Mayor LaCascia discussed during the January City Commission Meeting Mr. Kimsey purchased the abovementioned 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. After lengthy discussion, this item was tabled until the February Meeting.

Commissioner Blethen spoke regarding the timeframe concern.

City Attorney Cloud stated Polk City can adopt specific guidelines, but consider a specific number based on specific circumstances.

After lengthy discussion, a **motion by Mayor LaCascia** to reduce the fine to \$3,125. **This motion failed for lack of a Second.**

**Motion by Commissioner Blethen** to approve clearing the violation all together; this motion was seconded by Commissioner Wilson.

Commissioner Pettit stated to Mr. Kimsey that title searches be done before any property purchases.

**Motion carried unanimously by Voice Vote.**

**Polk City Independent Auditor Selection**

Joanna Knowles, Finance Director and Commissioner Blethen (member of the Auditor Selection Committee) spoke regarding the independent Auditor selection.

1. Per Section 218.391, Florida Statutes, a selection committee was





City Staff recommended Cypress Signs as the best option in the amount of \$48,213.78.

There is \$50,000 in the budget for the marquee.

**Motion by Vice Mayor Nichols** to approve Cypress Signs for the new City Hall Marquee in the amount of \$48,213.78; this motion was seconded by Mayor LaCascia.

**Motion carried unanimously by Voice Vote.**

### **CITY MANAGER ITEMS**

**Force Main Project** – is underway

**Centennial Celebration** – The day of celebration (April 12, 2025) will take place here at City Hall and at the Donald Bronson and on the grounds in between the two buildings.

Commissioner Pettit questioned the Fantasy of Flight option. City Manager Jackson responded that they gave us two options and neither option was conducive to our needs for this event.

Also, the Marker property is not level. We can't use Freedom Park as it will not be big enough for this event.

**Voyles Loop Repair** is underway.

**Bar Screen Project** will start next week.

**FDOT** – Red light project for Mt. Olive Road and SR 33 will start in March 2025. Mayor LaCascia stated that he learned through his attendance at the TPO Meetings, this is a complicated light and will be an intensive project.

**Resurfacing of Basketball and Tennis Courts** – Still awaiting quotes.

**Workshop in March for the City Commission** – will get that information out to everyone once a date/time has been set.

### **CITY ATTORNEY ITEMS**

City Attorney Cloud thanked **Pastor Walter Lawlor** for his attendance and giving the invocation at all of the City Commission Meetings. He has been a "rock" to this community.

**City of Lakeland** – The meeting with Lakeland regarding Bulk waste was very productive. Not sure of cost yet, as we are still doing our due diligence.

**FDEP Consent Order** – The fate and Transport Agreement. No wells were impacted. FDEP gave Polk City a Clean bill of health and no fines on this matter.

**COMMISSIONER ITEMS**

**Commissioner Pettit** – None

**Commissioner Blethen** – None

**Commissioner Wilson** – None

**Vice Mayor Nichols** – None

**Mayor LaCascia** – TPO Updates. Hwy 27 does not work anymore and FDOT must do something. Need to add lanes at I-4, Hwy 27 and Rt. 60

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 7:22 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

**City Commission Meeting  
March 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 – February 2025
2. Code Enforcement Report – January 2025/February 2025
3. Financial Report – February 2025
4. Library Report – February 2025
5. Polk Sheriff's Report – February 2025
6. Public Works and Utilities Report – February 2025
7. Utility Billing Report – February 2025

**ANALYSIS:**

**STAFF RECOMMENDATION:**

Approval of Department Reports via Consent Agenda

## Polk City Permits Added

From: 02/01/25 To: 02/28/2025

### COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2025-259	0 FS 119 CITY,	26,000.00	02/05/2025
		<b>Subtotal:</b>	<b>\$26,000.00</b>

### DEMO

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-3034	734 1ST ST, POLK CITY, FL 33868	600.00	02/11/2025
		<b>Subtotal:</b>	<b>\$600.00</b>

### ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-2407	111 APPALOOSA HILLS RD, POLK CITY, FL 33868	61,000.00	02/04/2025
BT-2025-2732	8728 MICMAC CT, POLK CITY, FL 33868	25,452.00	02/07/2025
		<b>Subtotal:</b>	<b>\$86,452.00</b>

### MECHANICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-3521	8922 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	14,821.00	02/19/2025
		<b>Subtotal:</b>	<b>\$14,821.00</b>

### POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-2832	526 SUNRISE BLVD, POLK CITY, FL 33868	500.00	02/10/2025
		<b>Subtotal:</b>	<b>\$500.00</b>

### RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2025-2694	358 BAYBERRY DR, POLK CITY, FL 33868	30,508.00	02/07/2025
BT-2025-2914	463 SUNRISE BLVD, POLK CITY, FL 33868	9,000.00	02/11/2025
BT-2025-2918	505 SUNRISE BLVD, POLK CITY, FL 33868	11,000.00	02/11/2025
BT-2025-2978	818 SW COMMONWEALTH AVE, POLK CITY, FL 33868	16,000.00	02/11/2025
BT-2025-2979	818 SW COMMONWEALTH AVE, POLK CITY, FL 33868	37,200.00	02/11/2025
BT-2025-3019	212 HAMOLIA AVE, POLK CITY, FL 33868	36,350.00	02/12/2025
BT-2025-3023	212 HAMOLIA AVE, POLK CITY, FL 33868	23,500.00	02/12/2025
BT-2025-3238	440 SUNRISE BLVD, POLK CITY, FL 33868	8,000.00	02/14/2025
BT-2025-3686	392 BAYBERRY DR, POLK CITY, FL 33868	26,900.00	02/20/2025
BT-2025-3740	201 N CITRUS GROVE BLVD, POLK CITY, FL 33868	5,000.00	02/21/2025
BT-2025-3744	201 N CITRUS GROVE BLVD, POLK CITY, FL 33868	5,000.00	02/21/2025
BT-2025-3745	201 N CITRUS GROVE BLVD, POLK CITY, FL 33868	5,000.00	02/21/2025

BT-2025-3746	201 N CITRUS GROVE BLVD, POLK CITY, FL 33868	5,000.00	02/21/2025
BT-2025-3747	201 N CITRUS GROVE BLVD, POLK CITY, FL 33868	5,000.00	02/21/2025
BT-2025-3749	201 N CITRUS GROVE BLVD, POLK CITY, FL 33868	5,000.00	02/21/2025
BT-2025-3953	550 MARKLEN LOOP, POLK CITY, FL 33868	21,576.19	02/25/2025
BT-2025-4090	201 N CITRUS GROVE BLVD, POLK CITY, FL 33868	26,000.00	02/27/2025
<b>Subtotal:</b>		<b>\$276,034.19</b>	

**RESIDENTIAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2025-1133	627 2ND ST, POLK CITY, FL 33868	1,500.00	02/10/2025
BR-2025-1255	561 HOMECOMING WAY, POLK CITY, FL 33868	43,326.00	02/13/2025
BR-2025-1448	325 NOLANE LN, POLK CITY, FL 33868	180,000.00	02/19/2025
BR-2025-1542	505 ASHLEY RD, POLK CITY, FL 33868	1,500.00	02/24/2025
BR-2025-922	222 TRAIL VIEW WAY, POLK CITY, FL 33868	1,555.00	02/03/2025
<b>Subtotal:</b>		<b>\$227,881.00</b>	

**Grand Total: \$632,288.19**

*1 SFR to Date  
Hobby Help*

## Code Enforcement Report January 2025

SNIPES SIGNS REMOVED	65	
LIEN SEARCHES	8	
CALLS	14	
INSPECTIONS	32	
CLOSED OUT CASES	0	
SPECIAL MAGISTRATE CASES	0	
CLOSED OUT SPECIAL MAGISTRATE CASES	2	
<b>CASE SUBJECTS</b>		
REFERRED TO COUNTY	8	
DISABLE VEHICLES	3	
BUILDING WITHOUT PERMIT	1	
OVERGROWTH	2	
HOUSE NUMBERS	0	
FENCE/INSPECTIONS	2	
JUNK AND DEBRIS	15	
RV/TRAILER PARKING	3	
OPEN STRUCTURE	0	
MET WITH CITIZEN	6	
NOISE	0	
PLACE LIEN	0	
CLOSE OUT LIEN	1	
YARD SALE	0	
ANIMAL	0	
POSTINGS	0	
EXTENDED CASES	4	
ACCESSORY USE	0	
DEMOLITION	0	
BUSINESS LICENSE	0	
MINIMUM STANDARD HOUSING	0	

## Code Enforcement Report February 2025

SNIFE SIGNS REMOVED	11	
LIEN SEARCHES	12	
CALLS	28	
INSPECTIONS	57	
CLOSED OUT CASES	0	
SPECIAL MAGISTRATE CASES	0	
CLOSED OUT SPECIAL MAGISTRATE CASES	0	
<b>CASE SUBJECTS</b>		
REFERRED TO COUNTY	14	
DISABLE INOP VEHICLES	2	
BUILDING WITHOUT PERMIT	3	
OVERGROWTH	1	
HOUSE NUMBERS	1	
FENCE/INSPECTIONS	2	
JUNK AND DEBRIS	3	
RV/TRAILER/COM PARKING	2	
OPEN STRUCTURE	0	
MET WITH CITIZEN	12	
NOISE	0	
PLACE LIEN	0	
CLOSE OUT LIEN	1	
YARD SALE	2	
TRASH BINS AT STREET	6	
ANIMAL	0	
POSTINGS	0	
EXTENDED CASES	2	
ACCESSORY USE	1	
DEMOLITION	0	
BUSINESS LICENSE	5	
MINIMUM STANDARD HOUSING	0	



CITY OF POLK CITY  
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
01-101-100	Cash - Checking	4,162,203.09	
01-101-990	Library Van Fleet Cycling Challenge	859.09	
01-101-995	City Centennial	18,540.00	
01-102-100	Cash on Hand	875.00	
01-115-100	Accounts Receivable - Utilities	49,066.98	
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	1,248,872.97	
01-151-902	Investments - FL SAFE GF Reserves	88,288.54	
01-153-302	Restricted Cash - New Local Opt Gas Tax	396,042.84	
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**		5,989,166.89
01-202-100	Accounts Payable	71,036.46-	
01-202-200	Accounts Payable - Year End	69,274.28	
01-202-900	Customer Deposits	9,310.00	
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	219.86	
01-208-320	Due to Dept of Business - License Fees	85.60	
01-208-330	Due to PCSO - Police Education Revenue	52.48	
01-216-100	Accrued Payroll	3,572.78-	
01-217-200	Accrued Sales Tax	98.60	
01-218-100	Payroll Taxes Payable	79.89-	
01-218-200	FRS Retirement Payable	1,110.55	
01-218-300	Health Plan Payable	650.31	
01-218-320	Supplemental Insurance Payable	1,282.69	
01-218-400	Dental Plan Payable	61.26-	
01-218-410	Vision Plan Payable	716.01	
01-218-700	ICMA-RC	120.00	
	** TOTAL LIABILITY**		176,586.95
01-243-100	Encumbrances Placed	48,213.08	
01-245-100	Reserved for Encumbrances	48,213.08-	
	** TOTAL ENCUMBRANCE**		0.00
01-271-100	Fund Balance Unreserved	5,092,961.94	
	** TOTAL EQUITY**		5,092,961.94
	** TOTAL REVENUE**		2,076,817.17
	** TOTAL EXPENSE**		1,357,199.17
	TOTAL LIABILITY AND EQUITY		5,989,166.89

CITY OF POLK CITY  
FEBRUARY 2025 MONTHLY FINANCIALS

03/04/2025 14:13  
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GENERAL FUND REVENUES  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

G/Y ACCOUNT	DESCRIPTION	2024 PRIOR YR 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	36,545.17	1,332,817.15	66,730.85	95.23 %
01-312-300	9th Cent Gas Tax	17,418.69	18,801.00	18,801.00	1,676.14	3,374.34	15,426.66	17.95 %
01-312-400	Local Option Gas Tax	106,239.92	108,748.00	108,748.00	8,736.96	36,655.55	72,092.45	33.71 %
01-312-410	New Local Option Gas Tax	68,017.72	69,118.00	69,118.00	5,733.04	22,553.20	46,564.80	32.63 %
01-314-100	Electric - Utility Tax	148,047.40	129,331.00	129,331.00	12,717.60	30,078.62	99,252.38	23.26 %
01-314-300	Water - Utility Tax	76,489.81	78,000.00	78,000.00	0.00	26,558.06	51,441.94	34.05 %
01-314-301	Water - Utility Tax - Readiness to Se	1,153.69	6,212.00	6,212.00	0.00	0.00	6,212.00	0.00 %
01-314-400	Gas - Utility Tax	32,270.81	23,948.00	23,948.00	3,071.12	28,630.07	(4,682.07)	119.55 %
01-315-100	Communications Services Tax	141,054.64	170,189.00	170,189.00	10,951.52	47,969.97	122,219.03	28.19 %
01-316-100	Local Business Licenses	13,537.80	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	140.30	514.92	260.08	66.44 %
01-316-103	FLC Delinquent Bus. Tax Program	330.00	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	1,434.90	6,328.05	28,671.95	18.08 %
01-322-101	Bldg Permit - Plan Checking	15,703.56	15,000.00	15,000.00	369.00	1,589.75	13,410.25	10.60 %
01-322-102	Bldg Permit - Admin Fee	3,106.00	4,000.00	4,000.00	340.00	1,720.00	2,280.00	43.00 %
01-322-103	Bldg Permit - Electrical	3,825.00	5,000.00	5,000.00	450.00	1,900.00	3,100.00	38.00 %
01-322-104	Bldg Permit - Plumbing	1,500.00	3,700.00	3,700.00	125.00	700.00	3,000.00	18.92 %
01-322-105	Bldg Permit - Mechanical	3,375.00	4,700.00	4,700.00	250.00	1,250.00	3,450.00	26.60 %
01-322-107	Bldg Permit - Cert of Occupancy	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	3,037.16	43,137.16	169,032.84	20.33 %
01-323-100	Electric Franchise Fee	97,846.19	58,000.00	58,000.00	0.00	17,834.90	40,165.10	30.75 %
01-323-300	Solid Waste Franchise Fee	62,336.41	56,699.00	56,699.00	0.00	16,168.43	40,530.57	28.52 %
01-329-220	Site Plan Reviews	2,825.00	1,650.00	1,650.00	0.00	1,900.00	(250.00)	115.15 %
01-329-300	Permit - Alcohol Use	0.00	0.00	0.00	0.00	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 %
01-331-402	FEMA Federal Reimb. - Idalia 2023	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 %
01-335-120	MRS - State Sales Tax	105,576.32	105,093.00	105,093.00	7,622.59	39,541.18	65,551.82	37.62 %
01-335-122	SRS - 8th Cent. Motor Fuel Tax	22,951.42	23,069.00	23,069.00	1,673.25	8,679.75	14,389.25	37.63 %
01-335-140	Mobile Home License	8,031.14	5,636.00	5,636.00	505.49	4,027.69	1,608.31	71.46 %
01-335-150	Alcoholic Beverage License	1,027.83	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	19,961.40	73,301.96	154,144.04	32.23 %
01-337-100	Library Coop Funding	48,161.10	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	48,351.56	234,809.47	250,587.53	48.37 %
01-340-700	Stormwater Utility Fees	36,976.92	36,177.00	36,177.00	3,091.66	15,450.80	20,726.20	42.71 %
01-344-900	FDOT Maintenance Agreement	18,036.33	16,304.00	16,304.00	4,509.09	9,018.15	7,285.85	55.31 %
01-347-100	Library Income	3,964.32	5,500.00	5,500.00	249.79	2,018.23	3,481.77	36.70 %
01-351-200	Police Fines, Penalties, and Forfeitu	11,769.91	9,000.00	9,000.00	411.63	1,805.35	7,194.65	20.06 %
01-351-300	Code Enforcement Fines	76,357.72	0.00	0.00	5,000.00	5,032.95	(5,032.95)	0.00 %

CITY OF POLK CITY  
FEBRUARY 2025 MONTHLY FINANCIALS

GENERAL FUND REVENUES  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2024 ANTICIPATED REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	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	0.00 %
01-359-300	Late Fees	207.00	250.00	250.00	250.00	0.00	242.00	8.00	96.80 %
01-361-100	Interest Income	3,499.10	7,450.00	7,450.00	7,450.00	1,963.14	1,982.55	5,467.45	26.61 %
01-361-200	Interest/Dividends - FL SAFE	68,634.14	42,000.00	42,000.00	42,000.00	4,534.06	25,560.58	16,439.42	60.86 %
01-362-100	Activity Center Rentals	4,800.00	4,400.00	4,400.00	4,400.00	500.00	2,250.00	2,150.00	51.14 %
01-362-200	Donald Bronson Community Center Renta	10,650.00	5,350.00	5,350.00	5,350.00	1,100.00	5,250.00	100.00	98.13 %
01-365-100	Sales of Surplus Property	2,280.35	0.00	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	0.00	40.00	(40.00)	0.00 %
01-366-101	Private Donations - Christmas	400.00	1,000.00	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	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	3,000.00	715.00	13,215.00	(10,215.00)	440.50 %
01-366-110	Private Donations - Library	0.00	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	500.00	25.83	1,769.86	(1,269.86)	353.97 %
01-369-101	Misc Income - Copies and Faxes	0.64	0.00	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	3,000.00	0.00	474.28	2,525.72	15.81 %
01-369-104	NSF FEES	0.00	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	2,058.00	(2,058.00)	0.00 %
01-369-400	Insurance Proceeds	6,897.16	0.00	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	0.00	190.95	(190.95)	0.00 %
01-381-900	Cash Carry Forward	0.00	150,000.00	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00 %
DEPARTMENT TOTALS		3,494,660.01	3,589,027.00	3,589,027.00	3,589,027.00	186,821.40	2,076,817.17	1,512,209.83	57.87 %

CITY OF POLK CITY  
FEBRUARY 2025 MONTHLY FINANCIALS

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General Fund Expenditures  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
LEGISLATIVE								
01-511-120	Regular Salary - Wages - Legislative	12,300.00	18,000.00	18,000.00	1,800.00	9,000.00	9,000.00	50.00 %
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	895.60	896.40	49.98 %
01-511-240	worker#39;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	534.54	582.47	3,417.53	14.56 %
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	2,472.24	17,382.40	22,740.60	43.32 %
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EXECUTIVE								
01-512-120	Regular Salary - Wages - Executive	215,180.75	245,644.00	245,644.00	18,960.58	101,525.16	144,118.84	41.33 %
01-512-130	Other Salaries and Wages - Executive	4,800.12	4,800.00	4,800.00	369.24	2,030.82	2,769.18	42.31 %
01-512-140	Overtime - Executive	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)	105.25 %
01-512-210	Fica Taxes - Executive	20,730.83	25,454.00	25,454.00	1,464.01	11,735.45	13,718.55	46.10 %
01-512-220	Retirement Contribution - Executive	62,116.69	66,455.00	66,455.00	5,120.78	29,486.55	36,968.45	44.37 %
01-512-230	Life & Health Insurance - Executive	13,352.65	16,707.00	16,707.00	1,301.47	6,947.05	9,759.95	41.58 %
01-512-240	Worker#39;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	534.54	961.71	4,038.29	19.23 %
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	108.60	315.46	584.54	35.05 %
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	67.36	67.36	2,932.64	2.25 %
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  
FEBRUARY 2025 MONTHLY FINANCIALS

General Fund Expenditures  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

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	64.04	211.91	1,288.09	14.13 %
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	8,974.31	(6,974.31)	448.72 %
DEPARTMENT TOTAL		370,505.87	427,878.00	427,878.00	27,990.62	211,160.66	216,717.34	49.35 %
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LEGAL COUNSEL								
01-514-310	Professional Services - Legal Counsel	45,144.45	65,000.00	65,000.00	800.00	8,226.29	56,773.71	12.66 %
01-514-480	Promo Activities & Legal Ads - Legal	8,863.98	11,000.00	11,000.00	1,982.51	6,374.04	4,625.96	57.95 %
DEPARTMENT TOTAL		54,008.43	76,000.00	76,000.00	2,782.51	14,600.33	61,399.67	19.21 %
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COMPREHENSIVE PLANNING								
01-515-310	Professional Services - Comp Planning	35,000.00	35,000.00	35,000.00	0.00	17,500.00	17,500.00	50.00 %
DEPARTMENT TOTAL		35,000.00	35,000.00	35,000.00	0.00	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	9,211.66	48,905.87	63,773.13	43.40 %
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	580.09	3,298.43	5,321.57	38.26 %
01-516-220	Retirement Contribution - Fin & Acctn	14,452.06	15,358.00	15,358.00	1,255.54	7,094.36	8,263.64	46.19 %
01-516-230	Life & Health Insurance - Fin & Acctn	25,521.37	31,780.00	31,780.00	2,602.94	13,219.73	18,560.27	41.60 %
01-516-240	Worker'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	499.00	499.00	1,501.00	24.95 %
01-516-410	Communication Services - Fin & Acctng	318.35	850.00	850.00	24.89	99.56	750.44	11.71 %
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  
FEBRUARY 2025 MONTHLY FINANCIALS

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General Fund Expenditures  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

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	14,174.12	76,250.44	107,988.56	41.39 %
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DEBT SERVICE								
01-517-710	Principal - CB&T Debt Service Pmts	88,006.63	91,177.00	91,177.00	0.00	37,619.08	53,557.92	41.26 %
01-517-720	Interest - CB&T Debt Service Pmts	31,803.89	28,634.00	28,634.00	0.00	12,301.97	16,332.03	42.96 %
DEPARTMENT TOTAL		119,810.52	119,811.00	119,811.00	0.00	49,921.05	69,889.95	41.67 %
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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	11,432.10	40,015.10	67,984.90	37.05 %
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	11,432.10	67,975.10	151,864.90	30.92 %
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BUILDING AND ZONING								
01-524-120	Regular Salary - Wages - Bldg & Zonin	107,183.53	115,244.00	115,244.00	8,944.94	48,693.13	66,550.87	42.25 %
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	671.49	3,857.10	5,006.90	43.51 %
01-524-220	Retirement Contribution - Bldg & Zoni	15,045.48	15,793.00	15,793.00	1,219.19	6,997.55	8,795.45	44.31 %
01-524-230	Life & Health Insurance - Bldg & Zoni	27,445.56	31,956.00	31,956.00	2,602.94	13,310.90	18,645.10	41.65 %
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	12,535.00	58,194.25	191,805.75	23.28 %
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	219.06	219.06	80.94	73.02 %

CITY OF POLK CITY  
FEBRUARY 2025 MONTHLY FINANCIALS

General Fund Expenditures  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-524-520	Operating Supplies - Bldg & Zoning	300.00	400.00	400.00	0.00	0.00	400.00	0.00 %
01-524-540	Books, Pub., Sub., & Memberships - Bl	148.32	300.00	300.00	0.00	0.00	300.00	0.00 %
DEPARTMENT TOTAL		242,728.75	426,286.00	426,286.00	26,192.62	133,358.97	292,927.03	31.28 %
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CODE ENFORCEMENT								
01-529-120	Regular Salary - Wages - Code Enf	30,573.00	32,947.00	32,947.00	2,500.00	18,186.30	14,760.70	55.20 %
01-529-210	Fica Taxes - Code Enf	2,384.87	2,520.00	2,520.00	189.90	1,379.18	1,140.82	54.73 %
01-529-220	Retirement Contribution - Code Enf	4,295.20	4,491.00	4,491.00	340.76	2,478.82	2,012.18	55.20 %
01-529-230	Life & Health Insurance - Code Enf	(928.72)	167.00	167.00	5,205.89	5,277.09	(5,110.09)	3159.93 %
01-529-240	Worker's Compensation - Code Enf	1,056.36	804.00	804.00	0.00	0.00	804.00	0.00 %
01-529-310	Professional Services - Code Enf	7,874.89	7,000.00	7,000.00	500.00	2,800.00	4,200.00	40.00 %
01-529-400	Travel Expenses - Code Enf	395.69	500.00	500.00	0.00	0.00	500.00	0.00 %
01-529-405	TRAINING - CODE ENFORCEMENT	710.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
01-529-410	Communication Services - Code Enf	295.86	500.00	500.00	37.29	149.16	350.84	29.83 %
01-529-510	Office Supplies - Code Enf	140.36	200.00	200.00	125.05	125.05	74.95	62.53 %
01-529-520	Operating Supplies - Code Enf	505.25	600.00	600.00	8.99	8.99	591.01	1.50 %
01-529-540	Books, Pub., Sub., & Memberships - Co	326.17	500.00	500.00	0.00	85.00	415.00	17.00 %
DEPARTMENT TOTAL		47,628.93	51,229.00	51,229.00	8,907.88	30,489.59	20,739.41	59.52 %
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REFUSE/SANITATION								
01-534-341	Refuse Disposal - Residential - Refus	273,346.15	279,608.00	279,608.00	24,286.02	93,611.95	185,996.05	33.48 %
01-534-342	Refuse Disposal - Commercial - Refuse	145,677.46	160,053.00	160,053.00	13,136.40	61,790.56	98,262.44	38.61 %
DEPARTMENT TOTAL		419,023.61	439,661.00	439,661.00	37,422.42	155,402.51	284,258.49	35.35 %
=====								
STORMWATER								
01-538-310	PROFESSIONAL SERVICES - STORMWATER	4,475.00	0.00	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	6,887.50	16,750.00	8,250.00	67.00 %

CITY OF POLK CITY  
FEBRUARY 2025 MONTHLY FINANCIALS

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General Fund Expenditures  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

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	6,887.50	17,250.00	19,700.00	46.68 %
GENERAL GOV'T BUILDINGS								
01-539-310	Professional Services - Gen Gov&#39;t	36,431.22	30,000.00	30,000.00	2,170.87	10,817.51	19,182.49	36.06 %
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	2,375.60	8,630.12	1,369.88	86.30 %
01-539-414	Community Center-Communication-Gen Go	1,521.08	1,500.00	1,500.00	276.56	987.94	512.06	65.86 %
01-539-431	City Hall - Utilities - Gen Gov&#39;t	18,190.10	18,000.00	18,000.00	1,642.62	6,862.38	11,137.62	38.12 %
01-539-432	Activity Center - Utilities - Gen Gov	2,353.66	2,500.00	2,500.00	196.63	732.65	1,767.35	29.31 %
01-539-433	MULTI-PURPOSE BUILD - UTILITIES - GEN	2,905.51	3,000.00	3,000.00	222.15	942.24	2,057.76	31.41 %
01-539-440	Community Center-Utilities-Gen Gov&#3	5,729.69	5,000.00	5,000.00	608.64	2,328.08	2,671.92	46.56 %
01-539-440	Rentals and Leases - Gen Gov&#39;t Bl	6,954.36	8,000.00	8,000.00	402.22	2,141.90	5,858.10	26.77 %
01-539-461	City Hall - Repairs & Maint - Gen Gov	80,487.05	28,000.00	28,000.00	0.00	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	227.53	618.23	49,381.77	1.24 %
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	474.50	1,629.37	8,370.63	16.29 %
01-539-522	Activity Center - Operating Supplies	1,581.38	1,750.00	1,750.00	67.68	363.78	1,386.22	20.79 %
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	248.73	514.98	1,485.02	25.75 %
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	1,786.92	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	8,913.73	50,251.71	129,785.21	22.02 %
ROADS AND STREETS								



CITY OF POLK CITY  
FEBRUARY 2025 MONTHLY FINANCIALS

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General Fund Expenditures  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

G/I	ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 YTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
01-541-120	Regular Salary - Wages - Roads & Str	184,342.47	243,740.00	243,740.00	16,188.24	88,254.43	155,485.57	36.21 %	
01-541-130	Other Salaries and Wages - Roads & St	400.66	0.00	0.00	30.00	184.65	(184.65)	0.00 %	
01-541-140	Overtime - Roads & Streets	4,378.78	5,290.00	5,290.00	856.88	6,361.05	(1,071.05)	120.25 %	
01-541-210	Fica Taxes - Roads & Streets	14,055.86	19,051.00	19,051.00	1,282.02	7,187.29	11,863.71	37.73 %	
01-541-220	Retirement Contribution - Roads & Str	26,465.10	32,293.00	32,293.00	2,323.22	13,020.03	19,272.97	40.32 %	
01-541-230	Life & Health Insurance - Roads & Str	55,761.32	79,466.00	79,466.00	0.00	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	8,454.83	10,334.48	14,665.52	41.34 %	
01-541-311	Engineering Services - Roads & Street	16,795.29	10,000.00	10,000.00	0.00	16,101.69	(6,101.69)	161.02 %	
01-541-400	Travel Expenses - Roads & Streets	68.68	1,000.00	1,000.00	1.98	1.98	998.02	0.20 %	
01-541-405	Training - Streets	25.00	1,000.00	1,000.00	41.70	41.70	958.30	4.17 %	
01-541-410	Communication Services - Roads & Str	3,970.03	4,500.00	4,500.00	1,478.91	5,020.88	(520.88)	111.58 %	
01-541-430	Utilities - Roads & Streets	26,557.21	25,000.00	25,000.00	2,250.97	9,143.63	15,856.37	36.57 %	
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	768.00	2,228.23	2,771.77	44.56 %	
01-541-461	Repairs & Maintenance-Equipment - Roa	14,262.51	10,000.00	10,000.00	770.02	9,129.05	870.95	91.29 %	
01-541-464	Vehicle Fuel - Roads & Streets	13,343.63	13,000.00	13,000.00	1,743.73	4,369.18	8,630.82	33.61 %	
01-541-465	Vehicle Maintenance - Roads & Streets	3,720.49	6,000.00	6,000.00	54.92	1,148.25	4,851.75	19.14 %	
01-541-466	Public Works/Utilities facility - Rep	481.63	2,000.00	2,000.00	6,489.29	11,714.29	(9,714.29)	585.71 %	
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	3,499.28	5,241.80	985.20	84.18 %	
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	1,392.00	1,392.00	73,608.00	1.86 %	
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	6,824.60	6,824.60	(6,824.60)	0.00 %	
DEPARTMENT TOTAL			517,254.03	603,826.00	603,826.00	54,450.59	218,864.28	384,961.72	36.25 %
LIBRARY									
01-571-120	Regular Salary - Wages - Library	85,432.39	92,017.00	92,017.00	7,136.08	38,818.10	53,198.90	42.19 %	
01-571-140	Overtime - Library	0.00	608.00	608.00	0.00	1,490.88	(882.88)	245.21 %	

CITY OF POLK CITY  
FEBRUARY 2025 MONTHLY FINANCIALS

General Fund Expenditures  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

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	535.86	3,055.69	4,030.31	43.12 %
01-571-220	Retirement Contribution - Library	12,003.43	12,625.00	12,625.00	972.65	5,542.82	7,082.18	43.90 %
01-571-230	Life & Health Insurance - Library	25,180.82	31,821.00	31,821.00	2,602.94	13,258.90	18,562.10	41.67 %
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	270.00	1,090.30	4,409.70	19.82 %
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	522.32	1,566.48	2,433.52	39.16 %
01-571-430	Utilities - Library	3,015.54	4,000.00	4,000.00	214.49	904.09	3,095.91	22.60 %
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	1,122.77	1,738.74	1,261.26	57.96 %
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., & 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	1,396.20	4,017.26	14,682.74	21.48 %
DEPARTMENT TOTAL		174,499.57	194,859.00	194,859.00	14,773.31	71,513.26	123,345.74	36.70 %
PARKS								
01-572-310	Professional Services - Parks	15,858.67	12,000.00	12,000.00	540.00	4,842.50	7,157.50	40.35 %
01-572-430	Utilities - Parks	14,423.74	16,000.00	16,000.00	597.74	2,973.71	13,026.29	18.59 %
01-572-440	Rentals and Leases - Parks	0.00	0.00	0.00	204.37	860.41	(860.41)	0.00 %
01-572-460	Repairs and Maintenance - Parks	4,336.56	6,000.00	6,000.00	7,677.98	11,694.69	(5,694.69)	194.91 %
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	9.96	295.19	2,204.81	11.81 %
01-572-630	Improvements Other than Building - Pa	0.00	10,000.00	10,000.00	4,106.14	4,106.14	5,893.86	41.06 %
DEPARTMENT TOTAL		36,640.35	47,000.00	47,000.00	13,136.19	24,772.64	22,227.36	52.71 %
SPECIAL EVENTS								



CITY OF POLK CITY  
**FEBRUARY 2025 MONTHLY FINANCIALS**

General Fund Expenditures  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL. BUDGET	PERCENTAGE REALIZED
01-590-996	Bad Debt - Non-Dept	(105.37)	850.00	850.00	(184.89)	(340.17)	1,190.17	(40.02) %
01-590-999	Other - Non-Operating Charges - Non-D	2,269.32	3,743.00	3,743.00	0.00	360.76	3,382.24	9.64 %
DEPARTMENT TOTAL		199,983.67	282,075.00	282,075.00	3,500.98	140,378.00	141,697.00	49.77 %

<b>General Fund Revenues Total</b>	3,494,660.01	3,589,027.00	3,589,027.00	186,821.40	2,076,817.17	1,512,209.83	42.13%
<b>General Fund Expenditures Total</b>	2,899,155.68	3,589,027.00	3,589,027.00	226,566.97	1,403,998.51	2,185,028.49	60.88%
<b>Total Revenue vs. Expenditures</b>	595,504.33	0.00	0.00	-39,745.57	672,818.66	-672,818.66	

CITY OF POLK CITY  
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
05-101-100	Cash - Checking	3,118,122.79	
05-101-913	DEP Loan - Sinking Fund	72,586.66	
05-101-916	US Bank - Sink Fund	337,497.97	
05-101-917	US Bank - Renewal & Replacement Series	205,524.29	
05-101-918	DEP Loan WW531400 - Sink Fund	820.93	
05-101-919	DEP Loan WW531402 - Sink Fund	11,929.20	
05-101-920	Cash - Customer Deposits	374,001.20	
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	252,641.61	
05-115-130	Accounts Receivable - Readiness to Serve	23,831.74	
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	681,203.43	
05-151-902	Investments - FL SAFE EF Reserves	142,362.41	
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**		20,513,954.60
05-202-100	Accounts Payable	30,524.08	
05-202-200	Accounts Payable - Year End	32,014.84	
05-202-900	Customer Deposits	374,001.20	
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	7,683.89	
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**		12,141,096.75
05-243-100	Encumbrances Placed	61,911.20	
05-245-100	Reserved for Encumbrances	61,911.20-	

CITY OF POLK CITY  
 Simple Balance Sheet

For Fiscal Year: 2025 thru Month: Feb  
 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**		1,151,298.86
	** TOTAL EXPENSE**		1,095,010.60
	TOTAL LIABILITY AND EQUITY		20,513,954.60

CITY OF POLK COUNTY  
FEBRUARY 2025 MONTHLY FINANCIALS

ENTERPRISE FUND REVENUE  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	2025 YTD REVENUE	(EXCESS)/DEFICIT	2025 PERCENTAGE REALIZED
05-314-301	RTS - City 10% UTY T	1,117.81	1,114.00	1,114.00	(53.01)	29.03	1,084.97	2.61 %
05-325-111	Connection Fees - Water - Cash Basis	11,695.77	77,000.00	77,000.00	0.00	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	(1,387.96)	(138.76)	9,125.76	1.54 %
05-325-211	Readiness to Serve Charge - Water	11,495.06	11,143.00	11,143.00	(536.28)	284.04	10,858.96	2.55 %
05-329-200	Other Lic./Fees/Permits	752.28	600.00	600.00	113.64	1,268.20	(668.20)	211.37 %
05-331-500	American Rescue Plan Act - ARPA Imple	121,825.50	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	110,469.90	549,692.55	791,245.45	40.99 %
05-340-500	Sewer Utility Revenue	1,309,610.24	1,350,516.00	1,350,516.00	115,800.71	547,189.84	803,325.16	40.52 %
05-359-100	Other Fines and/or Forfeitures	24,585.00	22,280.00	22,280.00	3,430.00	13,535.00	8,745.00	60.75 %
05-359-200	Non Sufficient Funds	2,105.00	1,733.00	1,733.00	60.00	1,025.00	708.00	59.15 %
05-359-300	Late Fees	25,158.00	20,860.00	20,860.00	2,562.00	11,781.00	9,079.00	56.48 %
05-361-200	Interest/Dividends - FL SAFE	42,272.19	42,132.00	42,132.00	2,792.55	15,742.89	26,389.11	37.37 %
05-369-100	Misc. Income	13,634.70	15,000.00	15,000.00	1,300.00	6,600.00	8,400.00	44.00 %
05-369-110	Customer Refund of Overpmts	(17,627.81)	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 %
05-369-700	Misc Income - Reimbursement - Invoice	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	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	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	0.00	0.00	682,163.00	0.00 %
DEPARTMENT TOTALS		2,902,036.17	4,393,862.00	4,393,862.00	234,551.55	1,151,298.86	3,242,563.14	26.20 %

CITY OF POLK CITY  
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Enterprise Fund Expenditures  
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G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 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	49,049.33	81,066.67	37.70 %
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	753.31	3,882.39	6,151.61	38.69 %
05-518-220	Retirement Contribution - Water Admin	12,224.53	17,877.00	17,877.00	1,377.35	7,859.11	10,017.89	43.96 %
05-518-230	Life & Health Insurance - Water Admin	39,951.21	47,735.00	47,735.00	3,904.41	19,889.60	27,845.40	41.67 %
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	2,029.84	11,976.75	14,023.25	46.06 %
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	499.00	499.00	501.00	49.90 %
05-518-470	Printing and Reproduction - Water Adm	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	18,669.15	96,281.15	143,094.85	40.22 %
=====								
05-533-120	Regular Salary - Wages - Water Oper	138,307.58	152,697.00	152,697.00	12,084.02	60,623.34	92,073.66	39.70 %
05-533-130	Other Salaries and Wages - Water Oper	200.33	0.00	0.00	15.00	102.15	(102.15)	0.00 %
05-533-140	Overtime - Water Oper	7,561.14	7,246.00	7,246.00	238.06	5,712.56	1,533.44	78.84 %
05-533-210	Fica Taxes - Water Oper	10,965.41	12,236.00	12,236.00	924.94	5,021.21	7,214.79	41.04 %
05-533-220	Retirement Contribution - Water Oper	25,303.58	16,421.00	16,421.00	1,679.51	9,903.76	6,517.24	60.31 %
05-533-230	Life & Health Insurance - Water Oper	38,922.86	47,793.00	47,793.00	3,904.41	19,507.45	28,285.55	40.82 %
05-533-240	Worker's Compensation - Water Ope	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	625.00	9,365.83	5,634.17	62.44 %
05-533-311	Engineering Services - Water Oper	19,411.25	70,000.00	70,000.00	0.00	17,022.50	52,977.50	24.32 %
05-533-312	Professional Services - Other - Water	55,888.42	35,500.00	35,500.00	1,070.43	19,736.09	15,763.91	55.59 %
05-533-313	Professional Services - Polk Regional	1,533.27	3,750.00	3,750.00	0.00	1,818.46	1,931.54	48.49 %
05-533-314	Professional Services - Samples	3,611.00	5,000.00	5,000.00	288.00	2,856.00	2,144.00	57.12 %
05-533-400	Travel Expenses - Water Oper	844.41	1,250.00	1,250.00	0.98	0.98	1,249.02	0.08 %
05-533-405	Training - Water Oper	37.50	1,750.00	1,750.00	10.43	10.43	1,739.57	0.60 %
05-533-410	Communication Services - Water Oper	2,084.87	6,000.00	6,000.00	356.25	1,176.33	4,823.67	19.61 %
05-533-430	Utilities - PW/Utilities Facility Wat	1,480.13	3,000.00	3,000.00	121.16	550.03	2,449.97	18.33 %



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G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	PERCENTAGE REALIZED
05-533-431	Mt. Olive WTP - Utilities - Water Oper	6,819.83	10,000.00	10,000.00	196.74	1,099.03	8,900.97	10.99 %
05-533-432	Commonwealth WTP - Utilities - Water	4,111.24	2,750.00	2,750.00	25.38	337.75	2,412.25	12.28 %
05-533-433	V.Matt Williams WTP - Utilities - Wat	8,230.20	13,000.00	13,000.00	1,348.03	4,894.38	8,105.62	37.65 %
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	392.14	31,446.43	105,721.07	20.96 %
05-533-461	Mt. Olive WTP - Repairs and Maint - W	26,032.57	10,000.00	10,000.00	130.00	13,486.04	(3,486.04)	134.86 %
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	468.00	10,248.74	(5,248.74)	204.97 %
05-533-464	Vehicle Fuel - Water Oper	13,815.35	10,000.00	10,000.00	1,360.23	4,875.22	5,124.78	48.75 %
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	3,387.35	3,598.85	(599.85)	120.00 %
05-533-467	Repairs & Maintenance-Equipment - Wat	12,921.25	5,000.00	5,000.00	7.99	1,655.23	3,344.77	33.10 %
05-533-470	Printing and Reproduction - Water Oper	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	1,929.08	35,820.92	(21,170.50)	238.81 %
05-533-521	Mt.Olive WTP - Operating Supplies - W	538.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-522	Commonwealth WTP - Operating Supplies	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
05-533-523	V.Matt Williams WTP - Operating Suppl	21.97	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
05-533-524	Chemicals - Water Oper	23,022.13	17,000.00	17,000.00	1,162.40	5,632.80	11,367.20	33.13 %
05-533-526	Meter Supplies - New Installs - Water	0.00	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00 %
05-533-527	Meter Supplies - Repairs & Maintenan	28,333.03	100,000.00	100,000.00	576.28	6,583.27	93,416.73	6.58 %
05-533-540	Books, Pub., Sub., & Memberships - Wa	557.55	750.00	750.00	0.00	0.00	750.00	0.00 %
05-533-630	Improvements Other than Building - Wa	4,250.00	0.00	0.00	0.00	0.00	0.00	0.00 %
05-533-640	Machinery & Equipment - Water Oper	5,380.80	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00 %
05-533-660	Other Capital Assets - Water Operatio	0.00	0.00	0.00	3,412.31	3,412.31	(3,412.31)	0.00 %
05-533-710	Principal - Water Oper	0.00	66,178.00	66,178.00	0.00	0.00	66,178.00	0.00 %
05-533-720	Interest - Water Oper	65,658.84	63,742.00	63,742.00	0.00	0.00	63,742.00	0.00 %
DEPARTMENT TOTAL		664,704.99	986,891.00	986,891.00	35,714.12	283,767.26	703,123.74	28.75 %
Sewer								
05-535-120	Regular Salary - Wages - Sewer Oper	130,371.86	164,222.00	164,222.00	12,804.86	61,357.46	102,864.54	37.36 %
05-535-130	Other Salaries and Wages - Sewer Oper	200.32	0.00	0.00	15.00	102.15	(102.15)	0.00 %
05-535-140	Overtime - Sewer Oper	8,519.71	7,911.00	7,911.00	767.62	7,790.28	120.72	98.47 %
05-535-210	Fica Taxes - Sewer Oper	10,825.52	13,168.00	13,168.00	1,031.11	5,297.19	7,870.81	40.23 %

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G/L ACCOUNT	DESCRIPTION	2024 ACTUALS	2025 ADOPTED BUDGET	2025 ADJ BUDGET	2025 MTD EXPENSES	2025 YTD EXPENSES	2025 AVAIL BUDGET	2025 PERCENTAGE REALIZED
05-535-220	Retirement Contribution - Sewer Oper	18,761.92	18,082.00	18,082.00	1,849.93	10,735.05	7,346.95	59.37 %
05-535-230	Life & Health Insurance - Sewer Oper	28,200.72	47,824.00	47,824.00	3,904.40	19,605.33	28,218.67	40.99 %
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	2,800.00	18,138.33	45,611.67	28.45 %
05-535-311	Engineering Services - Sewer Oper	45,781.25	90,000.00	90,000.00	8,310.00	21,497.50	68,502.50	23.89 %
05-535-312	Professional Services - Other - Sewer	123,425.84	50,000.00	50,000.00	8,080.43	38,479.27	11,520.73	76.96 %
05-535-314	Professional Services - Samples	24,412.73	15,000.00	15,000.00	2,472.00	7,985.00	7,015.00	53.23 %
05-535-400	Travel Expenses - Sewer Oper	114.93	1,500.00	1,500.00	0.99	0.99	1,499.01	0.07 %
05-535-405	Training - Sewer Oper	57.50	2,000.00	2,000.00	10.42	20.42	1,979.58	1.02 %
05-535-410	Communication Services - Sewer Oper	3,934.90	7,000.00	7,000.00	754.82	2,367.21	4,632.79	33.82 %
05-535-411	Cardinal Hill WWTP - Comm Svcs - Sew	1,768.94	3,000.00	3,000.00	176.75	646.88	2,353.12	21.56 %
05-535-412	Mt. Olive WWTP - Comm Svcs - Sewer O	2,053.80	3,000.00	3,000.00	342.30	855.75	2,144.25	28.53 %
05-535-430	Utilities - PW/Utilities Facility Sew	7,999.72	11,652.00	11,652.00	449.17	2,016.87	9,635.13	17.31 %
05-535-431	Cardinal Hill WWTP - Utilities - Sewe	36,525.67	39,700.00	39,700.00	2,827.33	11,505.77	28,194.23	28.98 %
05-535-432	Mt. Olive WWTP - Utilities - Sewer Op	8,567.53	7,000.00	7,000.00	743.48	3,233.77	3,766.23	46.20 %
05-535-460	Repairs and Maintenance - Sewer Oper	84,712.17	556,805.00	556,805.00	79,098.25	133,035.41	379,588.59	23.89 %
05-535-461	Cardinal Hill - Repairs and Maint - S	43,435.96	430,000.00	430,000.00	1,577.22	6,921.51	423,078.49	1.61 %
05-535-464	Vehicle Fuel - Sewer Oper	6,790.58	12,300.00	12,300.00	787.75	1,683.64	10,616.36	13.69 %
05-535-465	Vehicle Maintenance - Sewer Oper	19,650.39	10,000.00	10,000.00	61.99	580.32	9,419.68	5.80 %
05-535-466	Public Works/Utilities Facility - Rep	0.00	5,000.00	5,000.00	3,101.94	3,314.44	1,685.56	66.29 %
05-535-467	Repairs & Maintenance-Equipment - Sew	7,614.84	6,000.00	6,000.00	1,121.28	2,531.22	(1,079.34)	42.19 %
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	0.00	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	1,774.54	4,418.19	15,581.81	22.09 %
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	37,672.50	40,462.50	(4,462.50)	112.40 %
05-535-524	Chemicals - Sewer Oper	33,452.90	40,000.00	40,000.00	2,082.43	16,943.44	23,056.56	42.36 %
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	3,412.31	3,412.31	(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 %

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G/I	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	0.00	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	1,049,797.82	2,896,406.00	2,896,406.00	178,030.82	568,511.31	2,327,894.69	19.63 %
		EF Non-Departmental							
	05-590-310	Professional Services - Non-Dept	17,227.00	12,500.00	12,500.00	863.00	5,530.25	6,969.75	44.24 %
	05-590-320	Accounting and Auditing - Non-Dept	41,991.44	61,000.00	61,000.00	1,067.81	4,726.85	56,273.15	7.75 %
	05-590-440	Rentals and Leases - Non-Dept	5,883.75	5,500.00	5,500.00	366.59	1,888.97	3,611.03	34.34 %
	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	157.92	276.39	723.61	27.64 %
	05-590-520	Operating Supplies - Non-Dept	11,668.48	12,000.00	12,000.00	1,291.92	4,034.27	7,965.73	33.62 %
	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	325.17	1,650.02	2,549.98	39.29 %
	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	0.00	500.00	500.00	0.00	0.00	500.00	0.00 %
	05-590-553	Employee Meeting/Awards	926.30	750.00	750.00	0.00	0.00	750.00	0.00 %
	05-590-554	Employee Holiday Dinner	1,027.81	1,750.00	1,750.00	0.00	977.00	773.00	55.83 %
	05-590-605	Depreciation - Right to Use Leased As	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
	05-590-630	Improvements Other than Bldg - Non-De	3,532.50	0.00	0.00	0.00	0.00	0.00	0.00 %
	05-590-720	Interest - Bond 2017 Issue	(37,897.37)	0.00	0.00	0.00	0.00	0.00	0.00 %
	05-590-725	Interest - Right to Use Leased Assets	0.00	600.00	600.00	0.00	0.00	600.00	0.00 %
	05-590-730	Other Debt Service Costs	54,289.46	0.00	0.00	0.00	0.00	0.00	0.00 %
	05-590-940	Reserves - Unrestricted Reserves NON-	0.00	6,889.00	6,889.00	0.00	0.00	6,889.00	0.00 %
	05-590-992	Unemployment Claims - Non-Dept	0.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
	05-590-994	Bank Fees - Non-Dept	74.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
	05-590-995	Refund of Overpayments - Non-Dept	531.71	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
	05-590-996	Bad Debt - Non-Dept	456.05	2,500.00	2,500.00	(5.00)	(560.38)	3,060.38	(22.42) %
	05-590-999	Other - Non-Operating Charges - Non-D	610.58	2,500.00	2,500.00	0.00	100.00	2,400.00	4.00 %
		DEPARTMENT TOTAL	219,598.16	271,189.00	271,189.00	4,067.41	146,450.88	124,738.12	54.00 %
		Enterprise Fund Revenues Total	2,902,036.17	4,393,862.00	4,393,862.00	234,551.55	1,151,298.86	3,242,563.14	26.20 %
		Enterprise Fund Expenditures Total	-2,142,675.97	-4,393,862.00	-4,393,862.00	-236,481.50	-1,095,010.60	-3,298,851.40	24.92 %
		Total Revenue vs. Expenditures	759,360.20	0.00	0.00	-1,929.95	56,288.26	-56,288.26	

CITY OF POLK CITY  
Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
08-101-100	GF Police Public Safety Impact Fees	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	240,168.03	
08-151-101	Investments - FL SAFE GF Fire Public Saf...	152,426.22	
08-151-102	Investments - FL SAFE GF Recreation	455,807.76	
08-151-103	Investments - FL SAFE GF Facilities	506,237.86	
	** TOTAL ASSET**		1,479,729.88
	** 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**		26,022.03
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		1,479,729.88

CITY OF POLK CITY  
**FEBRUARY 2025 MONTHLY FINANCIALS**

GFIF Special Revenues  
Budget Revenues

41.66 % Yr Complete For Fiscal Year: 2025 / 2

G/L ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	YTD REVENUE	2025 (EXCESS)/DEFICIT	PERCENTAGE REALIZED
REVENUES								
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 Fe	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	4,615.92	26,022.03	33,977.97	43.37 %
DEPARTMENT TOTALS		84,986.37	588,956.00	588,956.00	4,615.92	26,022.03	562,933.97	4.42 %
EXPENDITURES								
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 %
DEPARTMENT TOTALS		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>		<b>84,986.37</b>	<b>588,956.00</b>	<b>588,956.00</b>	<b>4,615.92</b>	<b>26,022.03</b>	<b>562,933.97</b>	<b>4.42%</b>
<b>GF Impact Fee Fund Expenditures Total</b>		<b>0.00</b>	<b>-588,956.00</b>	<b>-588,956.00</b>	<b>0.00</b>	<b>0.00</b>	<b>588,956.00</b>	<b>0.00%</b>
<b>Total Revenue vs. Expenditures</b>		<b>84,986.37</b>	<b>0.00</b>	<b>0.00</b>	<b>4,615.92</b>	<b>26,022.03</b>	<b>1,151,889.97</b>	

CITY OF POLK CITY  
 Simple Balance Sheet

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

Account Number	Account Title	Ending Bal	Net Amount
09-101-800	EF Sewer Impact Fee Account	486,970.04	
09-101-900	EF Water Impact Fee Account	152,226.57	
09-151-800	Investements - Sewer Impact	1,845,607.13	
09-151-900	Investements - Water Impact	300,094.78	
	** TOTAL ASSET**		2,784,898.52
	** 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**		57,252.60
	** TOTAL EXPENSE**		0.00
	TOTAL LIABILITY AND EQUITY		2,784,898.52

CITY OF POLK CITY  
FEBRUARY 2025 MONTHLY FINANCIALS

EFIF Special Revenues  
41.66 % Yr Complete For Fiscal Year: 2025 / 2

G/I ACCOUNT	DESCRIPTION	2024 PRIOR YR REVENUE	2025 ANTICIPATED REVENUE	ADJ ANTICIPATED	2025 CURRENT REVENUE	2025 YTD REVENUE	(EXCESS) / DEFICIT	2025 PERCENTAGE REALIZED
REVENUES								
TOTAL AR								
09-324-210	Water Capital Connection Charge	24,211.00	244,580.00	0.00	0.00	7,235.00	237,345.00	2.96 %
09-324-220	Wastewater Capital Connection Charge	39,735.00	618,100.00	0.00	0.00	8,830.00	609,270.00	1.43 %
09-361-200	Interest/Dividends - FL SAFE	110,595.20	100,000.00	0.00	7,306.07	41,187.60	58,812.40	41.19 %
DEPARTMENT TOTALS								
		174,541.20	962,680.00	962,680.00	7,306.07	57,252.60	905,427.40	5.95 %
EXPENDITURES								
09-533-650	Construction In Progress - Water IF 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 IF 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 %
EF Impact Fee Fund Revenues Total								
		174,541.20	962,680.00	962,680.00	7,306.07	57,252.60	905,427.40	5.95%
EF Impact Fee Fund Expenditures Total								
		-91,133.57	-962,680.00	-962,680.00	0.00	0.00	-962,680.00	0.00%
Total Revenue vs. Expenditures								
		83,407.63	0.00	0.00	7,306.07	57,252.60	-57,252.60	

## **FEBRUARY 2025**

### **CIRCULATION**

ADULT BOOKS	732
JUVENILE BOOKS	609
<b>TOTAL CIRCULATION</b>	<b>1,341</b>

### **NEW BORROWERS**

IN CITY	2
IN COUNTY	5
<b>TOTAL NEW BORROWERS</b>	<b>7</b>

### **NUMBER OF PROGRAMS**

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

### **PROGRAM ATTENDANCE**

ADULT	11
JUVENILE	1
YOUNG ADULT	
<b>TOTAL ATTENDANCE</b>	<b>12</b>

### **REFERENCE QUESTIONS**

PHONE CALLS	61
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### **NUMBER OF COMPUTER USERS**

98

### **TOTAL PATRONS**

617

Prepared by:

*Hannah Ulloha*

Library Director



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

*STATISTICAL DATA*

West Division

Date: March 6, 2025 Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for February 2025

ACTIVITY	
FELONY ARREST	1
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	3
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	2
PROCAP WARRANT ARREST	0
TOTAL ARRESTS	6
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	3
TRAFFIC CITATIONS	8
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	Motorcycle recovered For other agency.
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	19
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	4
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	336
TRAFFIC STOPS	25
TOTAL DISPATCHED CALLS FOR SERVICE	84

In February 2025, there was zero (0) PROCAP captured crimes as compared to one (1) in February 2024. In an attempt to eliminate any increase in crimes, myself and the Detail Deputies are working hard in identifying suspicious individuals who are new in the area, by completing field interrogation reports (FIR's). Several traffic stops are being conducted throughout the entire city limits. To date we are currently 4 Procap crimes down as compared to 7 at this in 2024. We are -57% in Procap related crimes.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
BURGLARY BUSINESS									
RETAIL THEFT									
UNFOUNDED / RECLASSIFIED CASES									

Department of Law Enforcement																															
Polk City - 2024 - 2025																															
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly	YTD			
	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	Change	2024	2025		
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Burg Business	1	0	0	0	0	0	0	0	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.5	0.0	
Burg Residence	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.0	0.0		
Burg Structure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0	
Burg Conveyance	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	3	1	-100%	1.5	0.5	
Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.0	0.0	
Grand Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	-100%	0.0	0.5
Petst Theft	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
Retail Theft	2	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	1	-100%	1.0	0.5
Criminal Mischief	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0%	0.0	0.0
<b>Totals</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>7</b>	<b>3</b>	<b>-300%</b>	<b>3.5</b>	<b>1.5</b>	
<b>% Change</b>	<b>-50%</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>N/A</b>		<b>-57%</b>		<b>-4</b>		<b>-57%</b>		
<b>FIR's</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>3</b>	<b>YTD FIR</b>		

# Public Works & Utilities Report

February 2025

## **Public Works Department- Work Orders: Total 155**

Building Maintenance:32  
Custodial services City Hall :2  
Vehicle/Equipment Maintenance: 12  
Event Set-Up/Inspection: 13  
Landscaping/Mowing:3 9  
Parks and Recreation: 24  
Street signs: 6  
Trash Parks and Facilities:8  
Trash Roads and Streets: 15  
Hurricane Natural Disaster:2

## **Utilities Department- Work Orders: Total 177**

Turn-On: 24  
Turn-Off: 29  
Temporary Shut off: 26  
Turn-Off for Non – Payment on Account: 1  
Turn Back on from shut off list: 23  
Meter Maintenance: 44  
Lift Station Maintenance & Repair: 11  
Locates: 6  
Misc Work Orders: 1  
Sewer Valve Maintenance/Repair: 1  
WTP Repair Maintenance: 2  
Meter Reads: 3386  
Mis-Reads: 315  
Water line Repair 335 Clearwater Ave, country trails & cypress Trails, 9318 wood view Dr.

# *Utility Billing Report*

## *February 2025*

New Accounts Established: 24  
Final/Terminated Service: 17  
Bills Processed: 2,731  
Email/ Bill Customers: 2,156  
Work Orders Processed: 94  
Lock off for Nonpayment: 28  
Nonpayment fees (\$50): 42  
Billed Consumption: 12,506,000  
Billed/Revenue: \$ 298,009.36  
Residential Billing: 2,697  
Irrigation Billing: 624  
Commercial Billing: 100  
Building Rentals Activity/Bronson Center/Freedom Park: 13

### **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  
March 18, 2025**

**PRESENTATIONS/RECOGNITIONS: Proclamation for LifeLink National Donate Life Month**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

This proclamation is in recognition of LifeLink National Donate Life Month

**ATTACHMENT:**

LifeLink National Donate Life Month Proclamation

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**

Recognize April 2025 as LifeLink National Donate Life Month



## ***Proclamation***

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

**WHEREAS**, over 104,000 men, women and children are currently on the national waiting list for organ transplantation, of which nearly 5,500 reside in Florida; and

**WHEREAS**, 48,149, historic number of organ transplants, occurred in the calendar year 2024 in the United States, thanks to the generosity of 24,018 deceased and living donors, of which Lifelink of Florida honored more donors than ever before serving 361 organ donors who provided 936 lifesaving transplants to patients in need; and

**WHEREAS**, more than 2.5 million people throughout the country, and in Floridians benefit annually from tissue transplantation thanks to thousands of tissue donors; and

**WHEREAS**, the need for organ, eye, and tissue donation remains critical as a new patient is added to the national waiting list for an organ transplant every 8 minutes and each day roughly 16 people die due to the lack of available organs; and

**WHEREAS**, more than 11.1 million Floridians have already registered their decision to give the Gift of Life through organ and tissue donation at [www.DonateLifeFlorida.org](http://www.DonateLifeFlorida.org) or on their driver license; and

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

**Now, therefore**, I, Joe LaCascia, Mayor of Polk City, Florida do hereby proclaim the month of April 2025 as

### ***DONATE LIFE MONTH***

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

**POLK CITY**

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Joe LaCascia, Mayor

**ATTEST:**

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Patricia R. Jackson, City Manager/Clerk

**Special City Commission Meeting  
March 18, 2025**

**PRESENTATIONS/RECOGNITIONS: Proclamation for Irish American Heritage Month**

INFORMATION ONLY  
 ACTION REQUESTED

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**ISSUE:**

This proclamation is in recognition of Irish American Heritage Month

**ATTACHMENT:**

Irish American Heritage Month Proclamation

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**

Recognize March 2025 as Irish American Heritage Month



## *Proclamation*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**POLK CITY**

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

**ATTEST:**

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



**City Commission Meeting  
March 18, 2025**

**PRESENTATIONS:**

**Proclamation for Water Conservation Month**

INFORMATION ONLY  
 ACTION REQUESTED

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**ISSUE:** This proclamation is in recognition of Water Conservation Month

**ATTACHMENTS:** Yes

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:** Recognize April 2025 as Water Conservation Month



## *Proclamation*

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

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

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

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

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

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

**WHEREAS**, efficient irrigation design, programming, and maintenance can conserve water, Polk City will encourage citizens and businesses to evaluate their irrigation systems for potential efficiency enhancements;

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

### *Water Conservation Month*

Polk City, Florida is calling upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water. For this, the 27<sup>th</sup> year of Water Conservation Month, there will be a special focus on irrigation system evaluations.

Polk City

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Joe LaCascia, Mayor

**ATTEST:**

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Patricia R. Jackson/City Manager/Clerk

**City Commission Meeting  
March 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. **Second and Final Reading**

**ATTACHMENTS:**

Ordinance 2025-01  
CFRPC Staff Report

**ANALYSIS:**

City Staff has identified the need for a City-initiated text amendment to the Polk City Land Development Code (LDC) to 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 item went before the Planning Commission on Monday, February 10, 2025, and was approved to forward Ordinance 2025-01 to the City Commission.

This Ordinance was presented at the City Commission Meeting on February 18, 2025 on First Reading and approved by the City Commission.

**STAFF RECOMMENDATION:**

Approve Ordinance 2025-01 on Second and Final 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-21-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.

(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.

(G) *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  
March 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; **Second and Final Reading**

**ATTACHMENTS:**

Ordinance 2025-02  
CFRPC Staff Report

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

This Ordinance was presented at the City Commission Meeting on February 18, 2025 on First Reading and approved by the City Commission.

**STAFF RECOMMENDATION:**

Approve Ordinance 2025-02 on **Second and Final 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

	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.

**City Commission Meeting  
March 18, 2025**

**AGENDA ITEM #3**

**Ordinance 2025-03 – Citrus Grove Boulevard PUD Zoning**

       INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

**Ordinance 2025-03** - AMENDING THE OFFICIAL POLK CITY ZONING MAP TO CHANGE THE ZONING ON APPROXIMATELY 18.71 ACRES LOCATED AT THE NORTHWEST CORNER OF COMMONWEALTH AVENUE (SR 33) AND CITRUS GROVE BOULEVARD NORTH FROM PLANNED UNIT DEVELOPMENT FOR 168 MULTI-FAMILY UNITS TO PLANNED UNIT DEVELOPMENT TO ALLOW FOR 69 SINGLE-FAMILY DWELLING UNITS. **First Reading**

**ATTACHMENTS:**

Ordinance 2025-03  
CFRPC Staff Report

**ANALYSIS:**

KB Homes is proposing rezoning of property on the corner of SR 33 & Citrus Grove Blvd. to PUD. This property has two previously approved PUD's that were never developed. This Ordinance is for Zoning. Per the conditions listed in Exhibit "C" of the Ordinance further review is required, we are strictly approving Zoning at this time. City Attorney Cloud has reviewed the Ordinance.

**STAFF RECOMMENDATION:**

Approve Ordinance 2025-03 (PUD Zoning) on First Reading



## ORDINANCE 2025-03

**AN ORDINANCE OF POLK CITY, FLORIDA, AMENDING THE OFFICIAL POLK CITY ZONING MAP TO CHANGE THE ZONING ON APPROXIMATELY 18.71 ACRES LOCATED AT THE NORTHWEST CORNER OF COMMONWEALTH AVENUE (SR 33) AND CITRUS GROVE BOULEVARD NORTH FROM PLANNED UNIT DEVELOPMENT FOR 168 MULTI-FAMILY UNITS TO PLANNED UNIT DEVELOPMENT TO ALLOW FOR 69 SINGLE-FAMILY DWELLING UNITS; PROVIDING FOR A BUSINESS IMPACT ESTIMATE, SEVERABILITY, CODIFICATION, REPEAL OF CONFLICTING ORDINANCES, 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 amending the City's Official Zoning Map of Polk City, the City Commission of Polk City, Florida hereby makes the following findings:

(1) Mohamed El Aswad (hereafter "Owner" or "Applicant") is the owner of certain property located within the corporate limits of Polk City, Florida, described by the following parcel numbers: 25-26-33-296500-102020; 25-26-33-296500-105000; 25-26-29-295302-003000; 25-26-29-295302-010000; and 25-26-29-295302-009010 (hereafter "Property").

(2) The Property consists of approximately 18.71 acres and was originally approved as a Planned Unit Development by Ordinance No. 2013-1304, then amended to PUD and R-4 under Ordinance No. 2020-12.

(3) The Applicant applied to modify the existing zoning to PUD to contain sixty-nine (69) single family residential units.

(4) If this Ordinance No. 2025-03 is approved, it shall repeal aforementioned ordinance 2013-1304 and ordinance 2020-12 and will change the Official Zoning Map by changing the zoning classification assigned to this property from Planned Unit Development to Planned Unit Development as depicted on the map attached to and incorporated in this Ordinance as Exhibit "A".

(5) Pursuant to applicable provisions of the City's Land Development Code, including but not limited to Section 2.04.02.16(V), the Planning Commission has reviewed and recommended the application to amend the 2020 zoning for approval subject to the terms and conditions set forth in Section 2 and Exhibit "C" hereof.

(6) The City Commission of Polk City, Florida, held meetings and hearings regarding the Property, with due public notice having been provided, to obtain public

comment, and considered all written and oral comments received during public hearings, including supporting documents.

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

(8) 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.

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

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

(11) The City previously adopted Ordinance No. 1098, creating Article 2 of the City's Unified Land Development Code (hereafter "ULDC") so as to create a Planned Unit Development district within its ULDC.

(12) Among its many purposes, the City's PUD District ordinance is intended to provide a method for consideration and approval of unique zoning districts for individual Planned Unit Developments, which are not provided for or allowed in other City zoning districts.

(13) The standards and procedures of the PUD 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.

(14) No development plan shall be approved for a PUD without adequate on-site and offsite public facilities, including but not limited to storm drainage, sanitary sewers, roadway capacity, fire/rescue service, police service, water distribution system and recreation facilities.

(15) In exercise of its authority, the City Commission has determined that for

the proposed development to be approved, it must be subject to conditions of approval to ensure compliance with the ULDC and the City's Comprehensive Plan.

(16) The PUD Ordinance requires that any proposed PUD must be adopted by ordinance, shall contain a conceptual site plan demonstrating or requiring compliance with the conditions set forth in the PUD Ordinance, and generally depicting the nature, intensity, and location of various uses.

**SECTION 2. APPROVAL OF PLANNED UNIT DEVELOPMENT; CONDITIONS OF APPROVAL.** The Official Zoning Map of Polk City is hereby amended so as to assign the zoning classification of Planned Unit Development (PUD) District to the Property. The City also hereby approves the conceptual site plan depicted in Exhibit "B" including development conditions attached hereto as Exhibit "C" to and incorporated in this Ordinance subject to the following conditions of approval:

(1) The proposed project shall meet all applicable regulations of the City of Polk City, Florida.

(2) The proposed developmental area of this site shall be limited to the uses and proposed site design that shall be approved by the Planning Commission and the City Commission.

(3) Any modification to the approved Site Plan shall be approved by the Planning Commission and the City Commission unless the proposed modifications are minor and in accordance with the City's ULDC.

(4) With the exception of clearing for access roads, survey lines, construction trailers, equipment staging areas, fencing, and specific building sites, construction shall commence within 90 days after completion of clearing and grubbing.

(5) The Applicant shall provide discharge control and treatment of the stormwater run-off in accordance with all applicable agency requirements in effect at the time of the permit application. The drainage system shall be maintained in an acceptable condition in accordance with the stormwater management plan.

(6) Development shall conform to the El Aswad PUD Land Use Plan dated January 2025, and to the following conditions of approval. Development based upon this approval shall comply with all other applicable federal, state, and city laws, rules, ordinances and regulations, which are incorporated herein by reference, except to the extent the applicable laws, ordinances, and regulations are expressly waived or modified by these conditions, or by action approved by the City Commission of Polk City.

(7) Prior to approval of any future site plans, construction plans, or issuance of any building permits, the Applicant shall enter into a recordable developer's agreement for the provision of water and wastewater service by Polk City. At a minimum, said agreement shall provide for the connection of the Property to the City's water and wastewater system, extension of the City's existing wastewater pipeline to the Property at the expense of the Applicant, construction and installation of all onsite and proximate

offsite improvements necessary for the City to provide water and wastewater service to the Property, and for payment of applicable water and wastewater capital charges to the City for water and wastewater service capacity adequate to service the development within the Property.

(8) A preliminary site plan must be submitted and approved by the Planning Commission and the City Commission within one (1) calendar year after approval of this Ordinance.

(9) Prior to approval of the preliminary site plan, the Applicant shall submit for City review and approval a traffic study and analysis of the transportation impacts of development on the Property.

**SECTION 3. SEVERABILITY.** If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or enforceable, then all remaining provisions and portions of this Ordinance shall remain in full effect.

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

**SECTION 5. COPY ON FILE.** This Ordinance shall be codified and made part of the official Code of Ordinances of Polk City.

**SECTION 6. REPEAL OF ORDINANCES IN CONFLICT.** All other ordinances of Polk City, or portions thereof which conflict with this or any part of this Ordinance are hereby repealed. Specifically, upon the effective date of this Ordinance, Ordinance Nos. 2013-1304 and 2020-12 are hereby repealed.

**SECTION 7. EFFECTIVE DATE.** This Ordinance shall become effective immediately upon its passage and approval as a non-emergency ordinance at two regular meetings of the City Commission.

(Remainder of this page left intentionally blank.)

**INTRODUCED, PASSED on FIRST READING, this \_\_\_\_\_ day of March 2025.**

**POLK CITY, FLORIDA**

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

**ATTEST:**

**APPROVED AS TO FORM AND  
CORRECTNESS**

\_\_\_\_\_  
**Patricia R. Jackson, City Manager/Clerk**

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

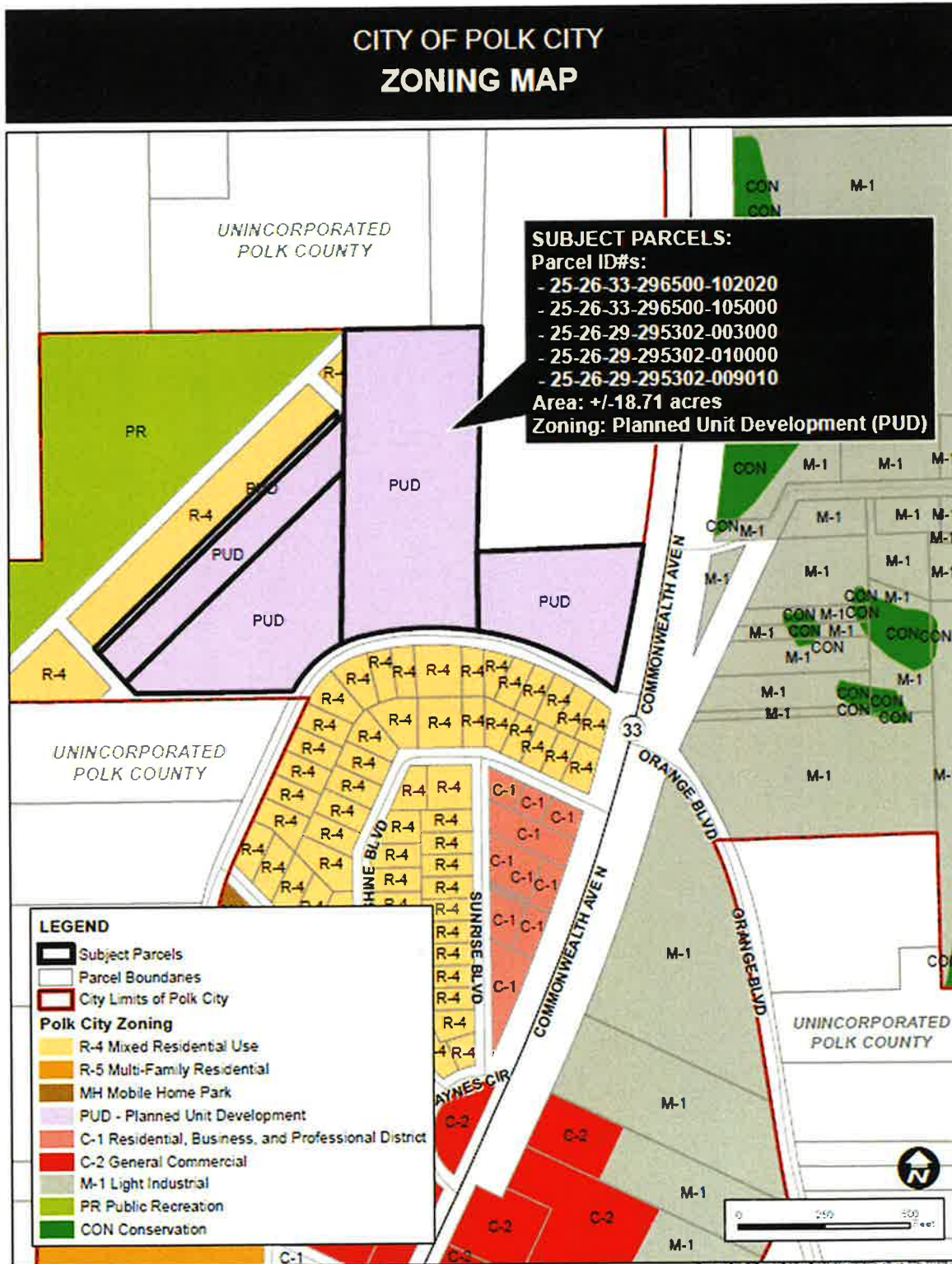
**PASSED AND DULY ADOPTED ON SECOND READING, with a quorum present and voting by the City Commission of Polk City, Florida meeting in Regular Session this \_\_\_ day of April, 2025.**

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

**ATTEST:**

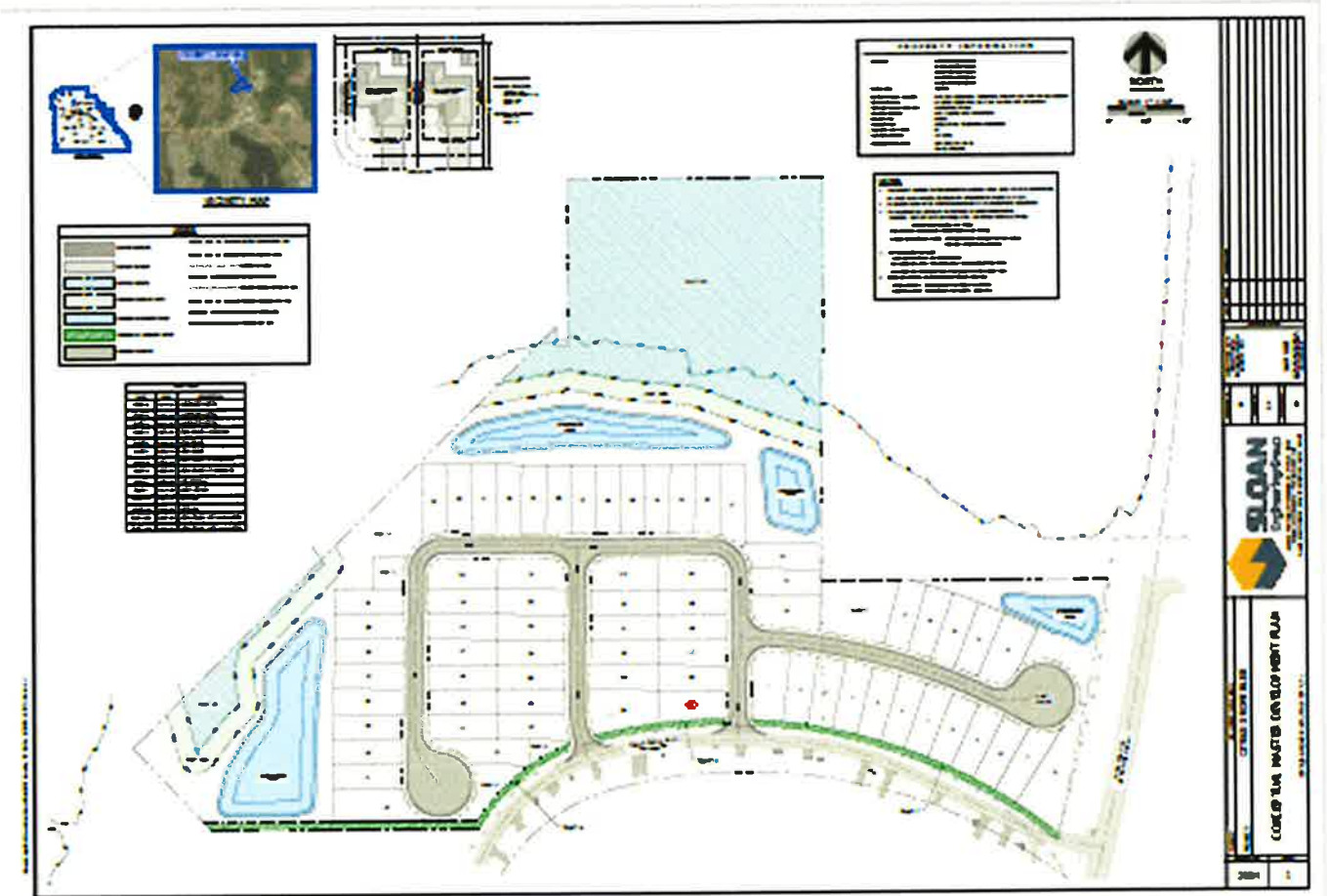
\_\_\_\_\_  
**Patricia R. Jackson, City Manager/Clerk**

**EXHIBIT "A"**  
**Zoning Map Amendment**



# EXHIBIT "B"

## Conceptual Site Plan





## EXHIBIT "C"

### **Citrus Grove Boulevard PUD Development Conditions**

The Citrus Grove Boulevard Planned Unit Development shall consist of up to sixty-nine (69) single family dwelling units. Prior to submittal of a final site plan and construction drawings, the Applicant shall comply with the following mandatory terms and conditions:

1. The proposed project shall meet all regulations of Polk City, Florida.
2. Proposed developmental area of this site shall be limited to the uses and proposed site design that shall be approved by the Planning Commission and the City Commission.
3. Any modification to the approved Site Plan must be submitted to and shall obtain the approval of the Planning Commission and the City Commission unless the proposed modifications are minor and in accordance with the City's ULDC.
4. With the exception of clearing for access roads, survey lines, construction trailers, equipment staging areas, fencing, and specific building sites, construction shall commence within ninety (90) days after completion of clearing and grubbing.
5. The Applicant shall provide discharge control and treatment of the stormwater runoff in accordance with all applicable state and local agency requirements in effect at the time of the permit application. The drainage system shall be maintained in an acceptable condition in accordance with the stormwater management plan.
6. Development shall conform to the Citrus Grove Road PUD Land Use Plan dated January 2025, and to the following additional conditions of approval. Development based upon this approval shall comply with all other applicable federal, state, and city laws, rules, ordinances and regulations, which are incorporated herein by reference, except to the extent the applicable laws, ordinances, and regulations are expressly waived or modified by these conditions, or by action approved by the City Commission of Polk City. All maps shall be updated with all current Future Land Use and zoning designations.
7. Prior to approval of any future site plans, construction plans, or issuance of any building permits, the Applicant shall enter into a recordable developer's agreement for the provision of central water and wastewater service by Polk City. Potable water service via individual wells is prohibited pursuant to City ordinance. At a minimum, said agreement shall provide for the connection of the Property to the City's water and wastewater system, extension of the City's existing wastewater pipeline to the Property at the expense of the Applicant, construction and installation of all onsite and proximate offsite improvements necessary for the City to provide water and wastewater service to the Property, and for payment of applicable water and wastewater capital charges to the City for water and wastewater service capacity adequate to service the development within the Property.



8. A preliminary site plan must be submitted to, reviewed by, and approved by the Planning Commission and the City Commission within one (1) calendar year after approval of this Ordinance.
9. Prior to approval of the preliminary site plan, the Applicant shall submit for City review and approval a traffic study and analysis of the transportation impacts of development on the Property.
10. Prior to the construction of any single-family homes on the Property, the Applicant shall widen Citrus Grove Boulevard to provide a twelve-foot (12') wide lane on the development side of the existing roadway centerline along the limits of the project frontage.
11. The Applicant shall provide a right-of-way dedication with a minimum width of thirty feet (30') extending from the Citrus Grove Boulevard roadway centerline on the development side of the project.
12. In accordance with Section 3.02.04 of the Polk City Land Development Code, a sidewalk shall be installed along State Road 33 and on both side of all internal streets. A sidewalk shall be installed in the Citrus Grove Boulevard right-of-way between the two (2) proposed roadway connections.
13. In accordance with Section 7.03.02(8), Polk City Land Development Code, the Applicant shall prepare and submit in writing an inventory of trees with an estimate of the canopy provided, together with an inventory of stands of mature trees and understory vegetation that may provide wildlife habitats or other environmentally unique areas.



**CITY OF POLK CITY  
ZONING MAP AMENDMENT  
OVERVIEW REPORT  
March 3, 2025**

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**TO:** POLK CITY COMMISSION

**FROM:** Central Florida Regional Planning Council

**SUBJECT:** Rezoning: An applicant-initiated rezoning of approximately 18.71 acres, from a zoning of PUD originally adopted under Ordinance 2013-1304 and then rezoned via ordinance 2020-11 to PUD, located west of North Commonwealth Avenue and north of Citrus Gove Boulevard North from Planned Unit Development which allowed multi-family uses to Planned Unit Development to allow for **69 single-family units** (Parcel numbers: 25-26-33-296500-102020; 25-26-33-296500-105000; 25-26-29-295302-003000; 25-26-29-295302-010000; and 25-26-29-295302-009010).

**MEETING DATES:**

Planning Commission Meeting: March 17, 2025 at 6:00 PM

**City Commission Meeting (First Reading): March 18, 2025 at 6:00 PM**

City Commission Meeting (Second Reading): April 15, 2025 at 6:00 PM

**OWNER/APPLICANT:** Mohamed Elawad / Sloan Engineering and KB Homes (Representatives)

**ATTACHMENTS:**

- Location Map
- Aerial Map
- Existing Zoning Map
- Proposed Zoning Map
- Existing Future Land Use Map
- Concept Plan
- Application
- Agent Authorization and Signing Authority

**PROJECT DESCRIPTION/REQUEST:**

**Project Location**

The property is located at the northwest corner of the intersection of Commonwealth Avenue North (SR 33) and Citrus Grove Boulevard North and on the north side of Citrus Grove Boulevard North.

**Request**

The owner, Mohamed Elswad, via his representatives KB Homes and Sloan Engineering, is requesting a Zoning Map Amendment An applicant-initiated rezoning of approximately 18.71 acres located west of North Commonwealth Avenue and north of Citrus Gove Boulevard North from Planned Unit Development to Planned Unit Development to allow for 69 single-family units. The use corresponds with the Residential Medium Future Land Use designation.

ZONING MAP AMENDMENT	
Property Owner	Mohamed El Aswad
Representative	KB Homes and Sloan Engineering
Property Size	18.71 acres
Previous Hearing Dates	2013 – Future Land Use Map Amendment and Rezoning 2021 – Future Land Use Map Amendment and Rezoning
Parcel ID	25-26-33-296500-102020 (3.22 acres) 25-26-33-296500-105000 (8.01 acres) 25-26-29-295302-003000 (4.53 acres) 25-26-29-295302-010000 (2.5 acres) 25-26-29-295302-009010 (0.45 acres)
Zoning	Existing: Planned Unit Development for 168 multi-family units Proposed: Planned Unit Development for 69 single-family units

**Background**

The parcel was originally rezoned to Planned Unit Development and C-2 Commercial General in 2013 via ordinance 2013-1304. In 2020 it was rezoned to R-4 and Planned Unit Development for 168 multi-family units via ordinance 2020-11. The current request is for 69 single-family units.

**SITE ANALYSIS:**

**Description of Property**

The property is currently vacant.

**Zoning**

This request is to change the Zoning on parcels totaling 18.71 acres to Planned Unit Development (PUD) to allow for 69 single-family dwelling units.

A description of each existing Zoning designation as defined in the City of Polk City’s Land Development Code is provided below.

***2.04.02.16 Planned Unit Development District.***

(B) Purpose

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

**Surrounding Uses**

SR 33 is located directly east of the subject property. Commercial and industrial properties are located east of SR 33. Residential properties are located south of the site. The property to the west is vacant. Vacant property is located to the north in Polk County. The following table indicates the Future Land Use (FLU), Zoning and Existing Use for the properties surrounding the site.

<p><u>Northwest:</u>  <b>FLU:</b>                  Recreation  <b>ZONING:</b>                  R-4 Mixed Residential  <b>EXISTING USE:</b>                  Vacant</p>	<p><u>North:</u>  <b>FLU:</b>                  Polk County Residential Suburban  <b>ZONING:</b>                  N/A  <b>EXISTING USE:</b>                  Vacant</p>	<p><u>Northeast:</u>  <b>FLU:</b>                  Polk County Residential Suburban  <b>ZONING:</b>                  N/A  <b>EXISTING USE:</b>                  Vacant</p>
<p><u>West:</u>  <b>FLU:</b>                  Residential Medium  <b>ZONING:</b>                  R-4 Mixed Residential Use  <b>EXISTING USE:</b>                  Vacant.</p>	<p><u>Subject Parcel</u>  <b>FLU:</b>                  Residential Medium  <b>ZONING:</b> Planned Unit Development  <b>EXISTING USE:</b>                  Vacant</p>	<p><u>East:</u>  <b>FLU:</b>                  Polk County Residential Suburban  <b>ZONING:</b>                  N/A  <b>EXISTING USE:</b>                  Vacant</p>
<p><u>Southwest:</u>  <b>FLU:</b>                  Polk County Residential Suburban  <b>ZONING:</b>                  N/A  <b>EXISTING USE:</b>                  Vacant</p>	<p><u>South:</u>  <b>FLU:</b>                  Residential Medium  <b>ZONING:</b>                  R-4 Mixed Residential Use  <b>EXISTING USE:</b>                  Residential</p>	<p><u>Southeast:</u>  <b>FLU:</b>                  Residential Medium  <b>ZONING:</b>                  R-4 Mixed Residential Use  <b>EXISTING USE:</b>                  Residential</p>

## **PUBLIC FACILITIES AND SERVICES ANALYSIS:**

The subject property will be required to undergo concurrency review during the development approval process. The following is an analysis of current conditions and capacity of public facilities that would be impacted by maximum development of the site.

### **Potable water**

To estimate potential potable water consumption for residential component, it is estimated that for residential uses, approximately 110 gallons per capita per day (gpcpd) can be assumed. Below are the estimates for the subject parcels using this equation:

- *Estimated water consumption for Residential based on maximum development potential of 69 residential dwelling units and 2.75 people per household:*

$$[69 \text{ units} \times 2.75 \text{ people per household} = 190 \text{ people}] \times [110 \text{ (gpcpd)}] = 20,900 \text{ gpcpd}$$

The City's water use permit (WUP) allows an average pumping of 967,200 gallons per day. Average daily water use in Polk City is 486,543, or one-half of its WUP capacity. No negative impacts are anticipated at this time. When development occurs on the subject parcel, the developer will be required to extend municipal water service to the site, and the City will require additional potable water calculations to be performed to address the possible need for additional permitted capacity.

### **Wastewater**

To estimate potential wastewater treatment for the residential component, it is estimated that for residential uses, approximately 100 gallons per capita per day (gpcpd) can be assumed. Below are the estimates for the subject parcels using this equation:

- *Estimated wastewater treatment for Residential based on maximum development potential of 69 residential dwelling units and 2.75 people per household:*

$$[69 \text{ units} \times 2.75 \text{ people per household} = 190 \text{ people}] \times [100 \text{ (gpcpd)}] = 19,000 \text{ gpcpd}$$

The current treatment capacity of the Mount Olive lift station is 215,000 gallons per day, and the current volume treated is approximately 93 percent of capacity. No negative impacts are anticipated at this time. When development occurs on the subject parcel, the developer will be required to extend municipal wastewater service to the site, and the City will require additional wastewater calculations to be performed to address the possible need for additional permitted capacity.

### **Traffic Circulation**

A detailed traffic study will be required prior to site plan approval.

### **Drainage**

Stormwater Level of Service is based on each new development project meeting the standards as reviewed and permitted by Southwest Florida Water Management District (SWFWMD). Development of the site will have to meet SWFWMD standards during the site plan approval process.

### **Recreation**

The proposed Planned Unit Development will create minimum impacts on the recreation system.

### **Solid Waste**

Polk County plans solid waste capacity for all municipalities in Polk County as well as unincorporated Polk County. Solid waste capacity would not be adversely impacted by the proposed Planned Unit Development.

### **School Concurrency**

To be provided by the School Board of Polk County.

### **Emergency Services**

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

## **CONDITIONS OF APPROVAL:**

The applicant submitted a conceptual site plan. This conceptual site plan will be binding upon City Commission approval. The following conditions are proposed in addition to the conceptual site plan.

Prior to submittal of a final site plan and construction drawings the following will be required:

1. The proposed project shall meet all regulations of the City of Polk City, Florida.
2. Proposed developmental area of this site shall be limited to the uses and proposed site design that shall be approved by the Planning Commission and the City Commission.
3. Any modification to the approved Site Plan shall be approved by the Planning Commission and the City Commission unless the proposed modifications are minor and in accordance with the City's ULDC.
4. With the exception of clearing for access roads, survey lines, construction trailers, equipment staging areas, fencing, and specific building sites, construction shall commence within 90 days after completion of clearing and grubbing.

5. The Applicant shall provide discharge control and treatment of the stormwater run-off in accordance with all applicable agency requirements in effect at the time of the permit application. The drainage system shall be maintained in an acceptable condition in accordance with the stormwater management plan.
6. Development shall conform to the Citrus Grove Road PUD Land Use Plan dated January 2025, and to the following conditions of approval. Development based upon this approval shall comply with all other applicable federal, state, and city laws, rules, ordinances and regulations, which are incorporated herein by reference, except to the extent the applicable laws, ordinances, and regulations are expressly waived or modified by these conditions, or by action approved by the City Commission of Polk City. All maps shall be updated with all current Future Land Use and zoning designations.
7. Prior to approval of any future site plans, construction plans, or issuance of any building permits, the Applicant shall enter into a recordable developer's agreement for the provision of water and wastewater service by Polk City. At a minimum, said agreement shall provide for the connection of the Property to the City's water and wastewater system, extension of the City's existing wastewater pipeline to the Property at the expense of the Applicant, construction and installation of all onsite and proximate offsite improvements necessary for the City to provide water and wastewater service to the Property, and for payment of applicable water and wastewater capital charges to the City for water and wastewater service capacity adequate to service the development within the Property.
8. A preliminary site plan must be submitted and approved by the Planning Commission and the City Commission within one (1) calendar year after approval of this Ordinance.
9. Prior to approval of the preliminary site plan, the Applicant shall submit for City review and approval a traffic study and analysis of the transportation impacts of development on the Property.
10. Citrus Grove Boulevard shall be widened to provide a 12 foot lane on the development side of the existing roadway centerline for the limits of the project frontage.
11. Provide a right-of-way dedication resulting in a minimum of 30 feet from the Citrus Grove Boulevard roadway centerline on the development side of the project.
12. Per Section 3.02.04 of the Polk City Land Development Code, a sidewalk shall be installed along State Road 33 and on both side of all internal streets. A sidewalk shall be installed in the Citrus Grove Boulevard right-of-way between the 2 proposed roadway connections.
13. Section 7.03.02(8), requires an inventory of trees with an estimate of the canopy that they provide and an inventory of stands of mature trees and understory vegetation that may provide wildlife habitats or other environmentally unique areas.

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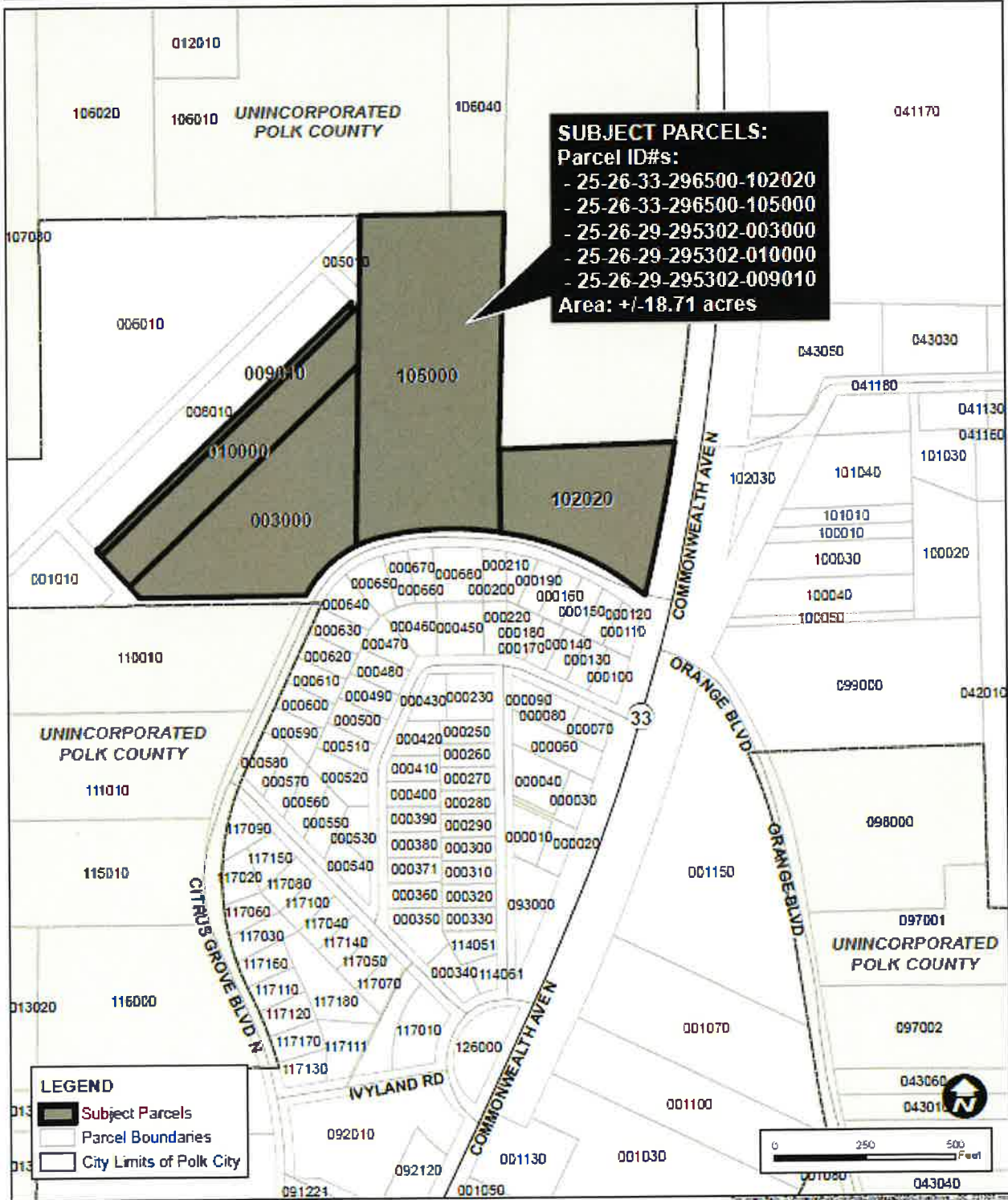
**CITY COMMISSION MOTION OPTIONS:**

Options for motions are listed below.

1. Move approval of **Ordinance 2025-03 on first reading.**
2. Move approval of **Ordinance 2025-03 on first reading with conditions.**
3. Move to continue **Ordinance 2025-03 to a date certain.**



# CITY OF POLK CITY LOCATION MAP





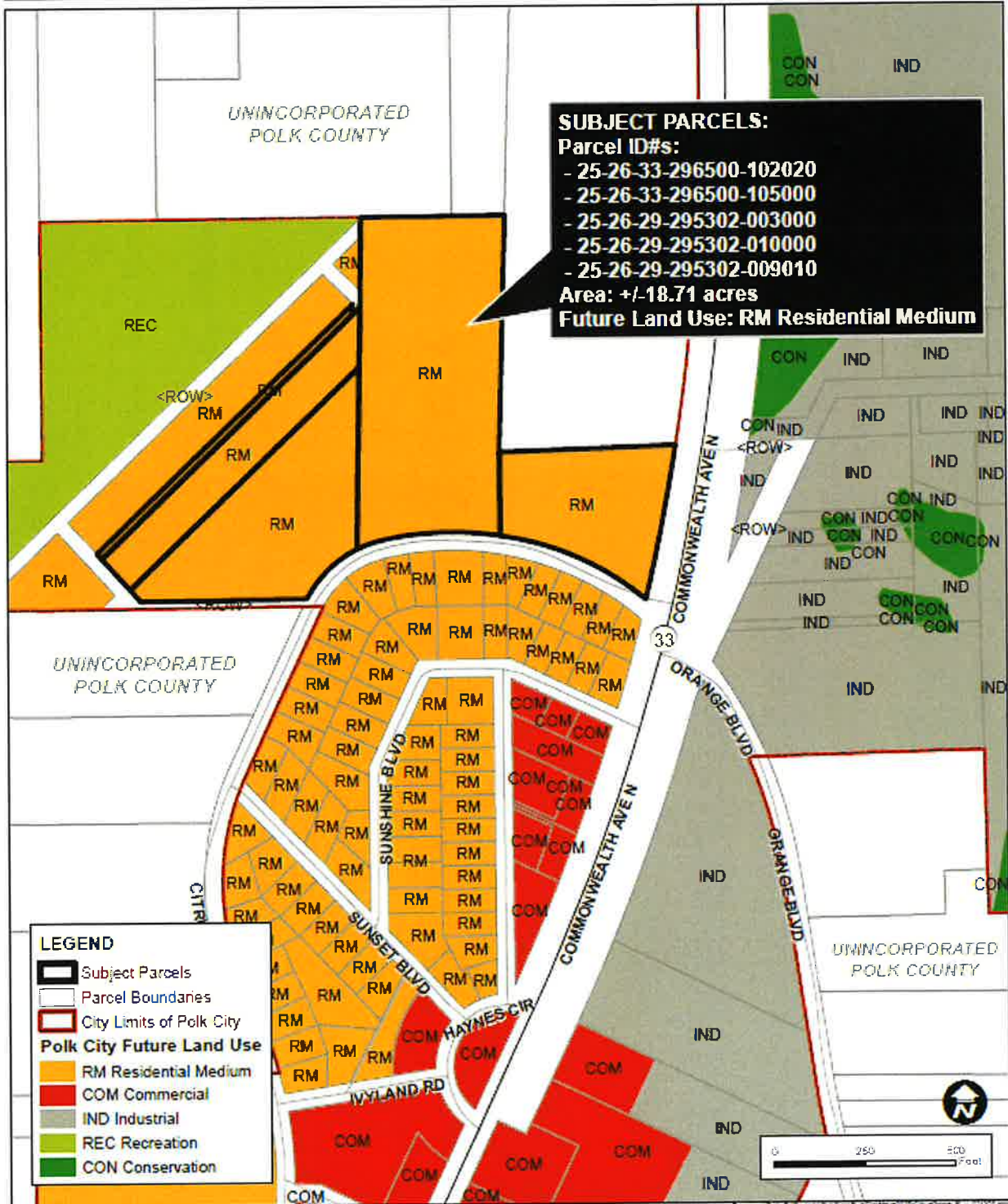
# CITY OF POLK CITY AERIAL PHOTO MAP







# CITY OF POLK CITY FUTURE LAND USE MAP







# Application



## City of Polk City

• 123 Broadway Blvd, SE • Polk City, Florida 33868 • (863) 984-3137 • Fax (863) 984-2334

### Application for Zoning or for Rezoning of Property

#### Applicant

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

Name of Property Owner: Mohamed Elswad  
Mailing Address: 140 26 July Street Cairo Egypt Phone: 00201000600330  
Name of Representative, if applicable: Sloan Engineering Group Inc  
Mailing Address: P.O. Box 253 Bartow Florida Phone: 863-800-3046  
Reason for Request: \_\_\_\_\_

#### Property Identification

Property Address or General Location: 611 Citrus Grove Blvd N Polk City  
Present Use of the Property: Vacant  
Existing Structures Located on the Site: None  
Total Acreage: 18.80 Number of Residents on Site: 0  
Parcel I.D.#. 752629-295302-003000-252629-295302-000010-252629-295302-010000-252633-296500-103020-252633-296500-115000  
Section: 29 Township: 26 Range: 25  
Legal Description of the Property: refer to survey  
\_\_\_\_\_  
Subdivision  
(if any) \_\_\_\_\_

#### Planning and Zoning Information

Current City Zoning Classification: PUD/R-4 Mixed Res Use  
Current Future Land Use Classification: Not Assigned/Very Low Residential/Res Medium  
Requested City Zoning Classification: PUD

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

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_ File Number: \_\_\_\_\_

**OWNER'S SIGNATURE PAGE**

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

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

**OWNERS**

\_\_\_\_\_  
Signature of Owner  
\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Signature of Owner  
\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Signature of Owner  
\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Signature of Owner  
\_\_\_\_\_  
Printed Name of Owner

STATE OF FLORIDA  
COUNTY OF POLK

**OWNER'S NOTARIZATION**

The foregoing instrument was acknowledged before me this \_\_\_ day of  
\_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is  
personally known to me or who has produced a driver's license as identification and who did  
not take an oath.

\_\_\_\_\_  
Notary Public  
Notarial Seal and Commission  
Expiration Date

**AGENT, LESSEE, OR BUYER'S SIGNATURE PAGE**

(I) (We), Sloan Engineering Group Inc.  
being duly sworn, depose and say that (I) (we) serve as Agent \_\_\_\_\_ for the  
owner(s)

(agent or lessee)

in making this petition and that the owner(s) (has) (have) authorized (me) (us) to act in this  
capacity.

Further, (I) (we) depose and say that the statements and answers herein contained and other  
information attached hereto present the arguments in behalf of the petition herein requested to  
the best of (my) (our) ability and that the statements and information above referred to are in  
all respects true and correct to the best of (my) (our) knowledge and belief.

**AGENT, LESSEE, OR BUYER(S)**

  
\_\_\_\_\_  
Signature of Agent, Lessee, or Buyer(s)  
Santos Medina III  
Printed Name of Agent, Lessee, or Buyer(s)

\_\_\_\_\_  
Signature of Agent, Lessee, or Buyer(s)  
\_\_\_\_\_  
Printed Name of Agent, Lessee, or Buyer(s)

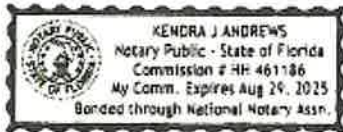
\_\_\_\_\_  
Signature of Agent, Lessee, or Buyer(s)  
\_\_\_\_\_  
Printed Name of Agent, Lessee, or Buyer(s)

\_\_\_\_\_  
Signature of Agent, Lessee, or Buyer(s)  
\_\_\_\_\_  
Printed Name of Agent, Lessee, or Buyer(s)

STATE OF FLORIDA  
COUNTY OF POLK

**AGENT, LESSEE, OR BUYER(S) NOTARIZATION**

The foregoing instrument was acknowledged before me this 7 day of  
January, 2025, by Santos Medina III, who is  
personally known to me or who has produced a driver's license as identification and who did  
not take an oath.



  
\_\_\_\_\_  
Notary Public  
Notarial Seal and Commission  
Expiration Date



## Agent Authorization and Signing Authority

Subject: Agent Authorization  
Project: Citrus Grove Blvd  
Parcel Id: 252629-295302-003000;252629-295302-009010;252629-295302-010000;  
252633-296500-102020;252633-296500-105000

To whom It may Concern:

I, Mohamed ElAswad, Owner, hereby designate and authorize Sloan Engineering Group and KB Homes Orlando, LLC to act on behalf of Owner, as the authorized agent, applicant, and representative in the processing and furnishing of supplemental information in support of the zoning, building and site development permit applications to the governing entities for the subject project.



Mohamed ElAswad (Dec 5, 2024 17:14 GMT+2)

Owner's Signature

Dec 5, 2024

Date

140 26 July street Cairo Egypt

Address

00201000600330

Phone Number

draswad22@gmail.com

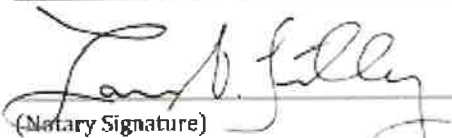
E-mail address

State of Virginia

County of Chesterfield

The foregoing instrument was acknowledged before me this 5th day of December 20 24

by Mohamed ElAswad who is personally known to me or who has produced Arab Republic of Egypt Passport as identification.

  
(Notary Signature)

Notary Stamp



My Commission expires: 06/30/2028

Notary Public Lauren N. Fridley  
Commission 7699515  
of Chesterfield County, Virginia

Completed via Remote Online Notarization using two-way Audio/Video technology



## SECRETARY'S CERTIFICATE

I, Tony Richelieu, do hereby certify that I am the duly elected, qualified and acting Secretary of KB HOME Orlando LLC, a Delaware limited liability company (this "Company").

I, do further certify the following:

1. I am the duly elected, qualified and acting Vice President and Corporate Secretary of KB Home, a Delaware corporation.
2. I am the duly elected, qualified and acting Secretary of KB HOME Florida Inc., a Delaware corporation.
3. KB HOME Orlando LLC is the wholly owned subsidiary of KB HOME Florida Inc., its Sole Member.
4. KB HOME Florida Inc. is the wholly owned subsidiary of KB Home, its Sole Member.
5. KB HOME Florida Inc., in its capacity as Sole Member of KB HOME Orlando LLC, adopted effective April 3, 2024 resolutions ("Resolutions") delineating the authority of specified officers and employees of KB HOME Orlando LLC. These Resolutions have not been rescinded, modified or revoked, and are in full force and effect.
6. KB HOME Florida Inc.'s delegations of authority in the Resolutions were, and still are, authorized by KB Home.

WITNESS MY HAND this 3<sup>rd</sup> day of April, 2024.

By: Tony Richelieu  
Tony Richelieu  
Vice President and Corporate Secretary, KB Home  
Secretary, KB HOME Florida Inc.  
Secretary, KB HOME Orlando LLC

**City Commission Meeting  
March 18, 2025**

**AGENDA ITEM #4:**

**CivilSurv Professional Engineering Services Proposal – The Landings at Mt. Olive Phase 3**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

Site Inspection Contract for The Landings at Mt. Olive Phase 3

**ATTACHMENTS:**

CivilSurv contract for infrastructure & site work inspections

**ANALYSIS:**

This is a Pass-Through Fee to the Developer. Due to the amount of the contract, City Commission approval is required. The Developer has agreed to the fee.

**STAFF RECOMMENDATION:**

Approve the CivilSurv Contract in the amount of \$93,600

February 4, 2025

Ms. Patricia Jackson  
City Manager  
Polk City  
123 Broadway Boulevard SW  
Polk City, Florida 33868  
[patricia.jackson@mypolkcity.org](mailto:patricia.jackson@mypolkcity.org)

**RE: Professional Engineering Services Proposal  
The Landings at Mt. Olive – Phase 3  
Construction Inspection  
CivilSurv File: 354-001005**

Ms. Jackson:

CivilSurv Design Group, Inc. (CivilSurv) is pleased to submit this proposal to Polk City (City) for Professional Engineering Services associated with construction inspection at The Landings at Mt. Olive – Phase 3 (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.

### **PROJECT DESCRIPTION**

The Applicant for The Landings at Mt. Olive residential development has received approval to proceed with construction. The Project is located within Section 5, Township 27 South, Range 25 East. The Project is proposed to be constructed in phases with the third and final phase consisting of: 132 single family residential lots, approximately 3,400-feet of roadway, 2 stormwater ponds, 49 drainage structures, approximately 3,710-feet of drainage pipe, 16 wastewater manholes, 3,275 feet of wastewater gravity sewer, approximately 2,165-feet of wastewater force main, 1 wastewater lift station, and approximately 3,890-feet of potable water main. Ownership of these utility infrastructure improvements will be transferred to the City upon completion of the project. Construction inspection services are proposed to observe the construction activities for compliance with the approved construction plans and specifications.

### **SCOPE OF SERVICES**

CivilSurv will act as the City's consulting engineer during the construction of infrastructure that will later be transferred to the City at the completion of construction. CivilSurv will perform limited construction inspection services throughout the anticipated construction duration of 6-months from the date of the pre-construction meeting to the date of final inspection.

[www.CivilSurv.com](http://www.CivilSurv.com)  
Small Business Enterprise



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

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

**Pre-construction Meeting**

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

**Submittal Reviews**

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

**Inspection and Testing**

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

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

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

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

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

**Biweekly Progress Updates**

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

**Pre-Final (Substantial Completion) & Final Inspection**

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

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

**Certification Review**

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

**Deliverables**

CivilSurv will prepare the following deliverables for the Project:

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

**BUDGET**

The Scope of Services will be performed on a time & materials basis in accordance with the previously approved fee schedule. The estimated budget for the Project is \$93,600.

The estimated budget is based on an estimate of up to 30 hours per week of the construction inspector's time (including travel to and from the site) and an average of 4 hours per week of engineering and office support time for the duration of the anticipated 6-month construction schedule.

**SCHEDULE**

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

**PROJECT UNDERSTANDING**

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

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

**CLOSING**

This proposal is valid for a period of 30 days. We appreciate this opportunity to work with Polk City. If you have any questions, please do not hesitate to contact us at 863-646-4771.

Respectfully submitted,

**CIVILSURV DESIGN GROUP, INC.**



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

Approved and accepted this \_\_\_\_ day of  
\_\_\_\_\_, 2025 for Polk City.

\_\_\_\_\_  
Signature