

# CITY COUNCIL MINUTES

October 21, 2013

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Mayor Joe LaCascia called the meeting to order at 7:00 p.m.

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

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

**ROLL CALL** – Sheandolen Dunn

**Present:** Mayor Joe LaCascia, Vice Mayor Mike Blethen, Councilor Trudy Block, Councilor Don Kimsey, Councilor Keith Prestage, City Attorney Thomas Cloud and City Manager Patricia Jackson

**ESTABLISHMENT OF A QUORUM** - Yes

## **CONSENT AGENDA**

**Motion by Councilor Block** to approve the Consent Agenda from the September 16 Regular City Council Meeting Minutes and the September 23 Final Budget Hearing Meeting Minutes; the motion was seconded by Councilor Prestage.

**Vote:** Councilor Block-aye, Mayor LaCascia-aye, Vice Mayor Blethen-aye, Councilor Kimsey-aye, Councilor Prestage - aye

**Motion carried unanimously.**

## **PRESENTATIONS/RECOGNITIONS**

Family Week Proclamation presented to Deanna Keeling.

**PUBLIC COMMENT** - None

**PUBLIC HEARINGS** - None

**UNFINISHED BUSINESS** - None

## **NEW BUSINESS**

### **1. Central Florida Regional Planning Council (CFRPC) - Planning Advisory Services Contract (PAS)**

CFRPC will provide professional planning services to Polk City for FY 2013-2014. The contract is consistent with the Summer 2013 funding request of \$15,000 to provide PAS, update the Capital Improvements Plan and to assist in the preparation of two grant applications. In addition, the PAS will provide assistance with Comprehensive Plan Amendments and rezonings, minor revisions to the Land Development Regulations, and Comprehensive Mapping Services.

Councilor Block inquired about the CIP Plan and having City projects placed on a Master Calendar.

Vice Mayor Blethen inquired about any other grants being available that Polk City could apply for.

Ron Borchers, CFRPC, responded that he would do some research.

**Motion by Councilor Block** to approve the Central Florida Regional Planning Council (CFRPC) - Planning Advisory Services Contract (PAS); motion was seconded by Councilor Prestage.

**Motion carried unanimously.**

### **2. GAI Consultants Proposal for Professional Services under the Continuing Professional Consulting Agreement with City of Polk City ERC and Billing Frequency Analysis**

City Manager Jackson introduced this item. Mayor LaCascia discussed a certain amount of refund as compared to the meter replacement program that we heard about earlier in the workshop. This would be a financial analysis.

Jay Ameno, Senior Engineering Manager, GAI Consultants, Provided clarity on GAI's exact role in performing this analysis which was to be done on an annual basis, but has not been done in several years.

GAI will perform a water and wastewater billing frequency analysis using customer billing records and data for FY 2013 (October 1, 2012 – September 30, 2013) along with the most recent fiscal reports and will provide an update of the billing register provided to the City in August 2011. This analysis will identify discrepancies between the expected flows and subsequent revenue generation of the actual flows and revenue generated during FY 2013. It will also allow for the identification of any accounts, meters or billing practices in need of research, repair or modification. The billing register will then identify for each customer appropriate billing treatment, classifications,

and any recommendation or necessary modifications. GAI will complete its scope of services and deliver the project deliverable to the City within a six week timeframe. GAI will notify the City of any delays beyond reasonable control.

City Attorney Cloud clarified this will be a fixed base analysis, nothing to do with the actual meter. Anticipated cost is not to exceed \$9,900.00.

Discussion ensued.

**Motion by Vice Mayor Blethen** to approve the GAI Consultants Proposal for Professional Services under the Continuing Professional Consulting Agreement with City of Polk City ERC and Billing Frequency Analysis; motion was seconded by Councilor Prestage.

**Vote:** Mayor LaCascia-aye, Councilor Kimsey-aye, Vice Mayor Blethen-aye, Councilor Block-aye, Councilor Prestage – aye

**Motion carried unanimously.**

### **3. City Manager Evaluation – FINAL SCORING – No Discussion**

**4. Resolution 2013-07** - A Resolution of the City of Polk City recognizing City Government Week, October 20-26, 2013 and encouraging all citizens to support the celebration and corresponding activities.

**Motion by Councilor Prestage** to adopt Resolution 2013-07; motion was seconded by Vice Mayor Blethen.

Discussion ensued.

**Vote:** Mayor LaCascia-aye, Councilor Kimsey-aye, Vice Mayor Blethen-aye, Councilor Block-aye, Councilor Prestage – aye

**Motion carried unanimously.**

### **CITY MANAGER / CITY CLERK ITEMS**

- Vision Planning for Downtown Area on Monday, November 4<sup>th</sup>, 6 pm. Link to survey for Polk City visioning is on the City's website; may send the survey via mail (3 pages)
- Hydro-tank for Matt Williams WTP. Project will be completed by mid - end of December 2013 or beginning January 2014
- Roundtable Discussion with Representative Neil Combee was held on October 16<sup>th</sup>

- Special meeting November 4<sup>th</sup> after the joint workshop to discuss the drainage project for 202 Lakeshore Drive; if Council does not want to meet on the 4<sup>th</sup>, it can be placed on the agenda for November 18<sup>th</sup>
- City Offices closed November 11, 2013 for Veterans Day
- Safe Haven Halloween this weekend October 26<sup>th</sup> from 12 pm to 4:00 p.m.
- Portable Sound System will be delivered on Thursday
- Republic Services contract still being negotiated

**CITY ATTORNEY ITEMS**

Brief discussion on Republic Services Contract

**MAYOR ITEMS** - None

**VICE MAYOR ITEMS** - None

**COUNCIL MEMBER ITEMS**

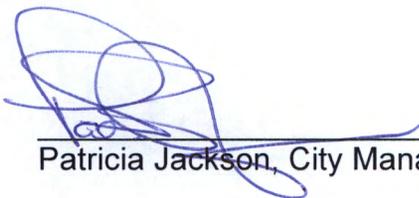
**Councilor Block** – Distributed a list of activities she attended during the months of September and October.

**Councilor Prestage** – None

**Councilor Kimsey** – None

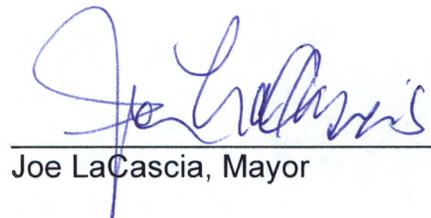
**ANNOUNCEMENTS** - None

**ADJOURNMENT**- 7:55 pm



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Patricia Jackson, City Manager



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Joe LaCascia, Mayor

**CONSENT AGENDA  
October 21, 2013**

MAY ALL BE APPROVED BY ONE VOTE OF COUNCIL TO ACCEPT CONSENT AGENDA. Council 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. Accept minutes – September 16, 2013 Regular City Council Meeting
2. Accept minutes – September 23, 2013 Final Budget Hearing

**B. REPORTS**

1. Building Report –September 2013
2. Code Enforcement Report – September 2013
3. Library Report – September 2013
4. Sheriff's Office Report – September 2013
5. Utilities Report – September 2013

**C. OTHER**

Please note: Pursuant to Section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the city council 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 Council 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.