

# CITY COMMISSION MINUTES

July 21, 2014

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Mayor Joe LaCascia called the meeting to order at 7:04 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, Commissioner Don Kimsey, Commissioner Wanda Harris and City Manager Patricia Jackson

**Absent:** Commissioner Keith Prestage and City Attorney Thomas Cloud

**ESTABLISHMENT OF A QUORUM** - Yes

**CONSENT AGENDA**

**Motion by Vice Mayor Blethen** to approve the Consent Agenda from the June 16, 2014 Regular City Commission Meeting Minutes; the motion was seconded by Commissioner Harris.

**Vote:** Mayor LaCascia-aye, Vice Mayor Blethen-aye, Commissioner Kimsey-aye, Commissioner Harris-aye

**Motion carried unanimously, 4/0.**

**PRESENTATIONS/RECOGNITIONS**

**Presentation from Woodard & Curran regarding the current Utility Services** presented by Glenn Burton followed by question and answer session.

Mayor LaCascia shared positive comments on Woodard & Curran's work with Polk City.

**Presentation Draft Polk City Vision Plan** presented by Marisa Barmby, Senior Planner, CFRPC followed by Question and answer session. City Manager Jackson spoke in greater detail about implementation of this Vision Plan.

**PUBLIC COMMENT** - None

**PUBLIC HEARINGS** - None

## **NEW BUSINESS**

### **Resolution 2014-04**

Mayor LaCascia read by title only. City Manager Jackson briefly discussed the reason for this Resolution. A Resolution of the City of Polk City, Florida providing for Adoption of the City of Polk City Vision Plan.

Staff recommended approval of Resolution 2014-04.

**Motion by Vice Mayor Blethen** to approve Resolution 2014-04; the motion was seconded by Mayor LaCascia.

**Vote:** Mayor LaCascia-aye, Commissioner Kimsey-aye, Vice Mayor Blethen-aye, Commissioner Harris – aye

**Motion carried unanimously, 4/0.**

### **Financial Reporting Officer/Comptroller Services Agreement – George Cotellis, Jr.**

City Manager Jackson provided a brief overview regarding this Agreement with George Cotellis. An estimated \$13,005 will be split between the Enterprise Fund and General Fund.

Staff recommended approval of the Financial Reporting Officer/Comptroller Services Agreement – George Cotellis.

No Motion provided. Commission approved by Consensus.

**Vote:** Mayor LaCascia-aye, Commissioner Kimsey-aye, Vice Mayor Blethen-aye, Commissioner Harris – aye

**Motion carried unanimously, 4/0.**

### **Polk County Library Cooperative Interlocal Agreement – 2014-2024**

City Manager Jackson discussed it is time to renew the Polk County Library Cooperative Interlocal Agreement. Through this Agreement Polk City receives \$25,000 per year for Library Services (determined by a formula); there are thirteen cities and Polk County participating members of this Agreement.

Staff recommended approval of the Polk County Library Cooperative Interlocal Agreement – 2014-2024.

**Motion by Commissioner Harris** to approve the Polk County Library Cooperative Interlocal Agreement; the motion was seconded by Commissioner Kimsey.

**Vote:** Mayor LaCascia-aye, Commissioner Kimsey-aye, Vice Mayor Blethen-aye, Commissioner Harris – aye

**Motion carried unanimously, 4/0.**

**Solid Waste Contract**

Mayor LaCascia provided a brief overview of the current franchise agreement with our solid waste provider, Republic Services of Florida, Limited Partnership, which will expire on December 1, 2014. A one-year extension was granted last year due to discussion regarding the possibility of submitting a “Request for Proposals” (the City has not gone out for proposals since 1999). If the Commission wishes to seek proposals, staff will need ample time to complete the specifications, advertise and get proposals back in a timely fashion before the current contract expires. A copy of the Extension to the 1999 Franchise Agreement is attached for your information.

Staff recommends the City Commission approve one of the following options:

- Authorize City Manager and staff to complete specifications for “Request for Proposals” for Solid Waste Services, or
- Authorize City Manager to negotiate a contract extension with Republic Services for Solid Waste Services

City Manager Jackson complimented Republic Services on their services to Polk City thus far. However, there is a concern that Polk City has not gone out for proposals in 15 years. In order to get this done by the December 1<sup>st</sup> deadline, we have to allow time for the City Commission to review the RFP’s by the August meeting. If we go out to bid, you would have to allow 30 days for the proposals to come back and then allow time for the Commission to review again by the September and October meetings.

Debbie Mullen, Municipal Services Manager, Republic Services was on hand and addressed questions and concerns regarding the current Solid Waste Contract. Debbie shared pros and cons from Republic’s perspective; if Polk City should go out to do RFP, Republic Services will be one of the bidders. City Manager Jackson and I worked hard last year on a contract and are very close to having acceptable terms in place. It is my belief that we can finish.

Vice Mayor Blethen shared his displeasure with the CPI and how it works with the citizens of Polk City.

Ms. Mullen mentioned the CPI is approved by the City Commission each year. Republic Services has contracts with a majority of the municipalities in Polk County. Will work with the City Manager and make a presentation on the Performa of the cost looking at terms for a 3-year or a 5-year contract.

Discussion ensued.

**Motion by Vice Mayor Blethen** to authorize City Manager and staff to complete specifications for Request for Proposals for Solid Waste Services; the motion was seconded by Commissioner Harris.

**Vote:** Mayor LaCascia-aye, Commissioner Kimsey-aye, Vice Mayor Blethen-aye, Commissioner Harris – aye

**Motion carried unanimously, 4/0.**

**Planning Advisory Services with Central Florida Regional Planning Council**

Mayor LaCascia stated Polk City currently has a continuing contract with CFRPC to provide routine planning services. They also assist Polk City with grant applications.

Staff recommended the City Commission approve the Planning Advisory Services with Central Florida Regional Planning Council for Fiscal Year 2014-15.

**Motion by Vice Mayor Blethen** to approve the Planning Advisory Services with Central Florida Regional Planning Council for Fiscal Year 2014-15; the motion was seconded by Commissioner Kimsey.

Vice Mayor Blethen asked if we could get a comprehensive list of projects completed in the last year that Central Florida Regional Planning Council has assisted Polk City.

City Manager Jackson responded yes.

Discussion ensued.

Marisa Warmby, Senior Planner, CFRPC shared specifics on services that CFRPC provides throughout the year to Polk City.

Kathy Delp, Public Works Director shared positive comments on what CFRPC has done on behalf of Polk City and the fact that we don't have and cannot afford in-house staff to complete a variety of planning projects, CFRPC is a beneficial factor to us.

**Vote:** Mayor LaCascia-aye, Commissioner Kimsey-aye, Vice Mayor Blethen-aye, Commissioner Harris – aye

**Motion carried unanimously, 4/0.**

**FLC Voting Delegate**

The 88<sup>th</sup> Annual Florida League of Cities Conference is August 14 -16, 2014 at Westin Diplomat in Hollywood, Florida. It is important that each municipality designate one official to be the voting delegate during the business meeting. Mayor Joe LaCascia and Commissioner Wanda Harris are planning to attend.

Staff requested Mayor LaCascia (or Wanda Harris) as the voting delegate at the Annual FLC Conference.

Commission Harris would like to observe for another year before taking on the responsibility of being Polk City's voting delegate at the Florida League of Cities Annual Conference.

It was the consensus of the Commission that Mayor LaCascia remain the voting delegate.

### **Request to Satisfy USDA Reserves Requirement through Fiscal Year 2017**

City Manager Jackson provided a brief overview as to the reason for this request. This was discussed at the June 30 City Commission Workshop. The purpose of this request is to free up \$14,828.83 of the General Fund Budget for FY15, FY16, and FY17, so that the money can be budgeted for other items or reserves. For FY15 forward, the Enterprise Fund debt will significantly increase, which will significantly decrease or eliminate any budgeted transfer from the Enterprise fund to the General Fund each year. In FY13, the transfer from the Enterprise Fund kept the General Fund from operating in the negative. The General Fund will not be able to rely on a transfer from the Enterprise Fund for FY15 forward. So, by reducing the budgeted expense of \$14,828.83 for FY15 - FY17, this would help us operate the General Fund without transfers from the Enterprise Fund.

**Motion by Vice Mayor Blethen** to approve the additional \$44,486.89 expense in the General Fund to fulfill the USDA Reserve Requirements in FY14. The motion was seconded by Commissioner Kimsey.

**Vote:** Mayor LaCascia-aye, Commissioner Kimsey-aye, Vice Mayor Blethen-aye, Commissioner Harris – aye

**Motion carried unanimously, 4/0.**

### **Resolution 2014-05**

City Manager Jackson provided an overview of the Resolution of the City of Polk City, Florida; authorizing and delegating to the City Manager the authority to execute claims of lien; providing an effective date. Polk City will now be filing liens on past due utility charges and past due readiness to serve charges.

Staff requested the City Commission approve Resolution 2014-05 which authorizes City Manager to sign and file liens on behalf of Polk City for past due utility charges and readiness to serve charges.

**Motion by Commissioner Harris** to approve Resolution 2014-05; the motion was seconded by Vice Mayor Blethen Kimsey.

Mayor LaCascia inquired about the total amount of liens.

Finance Director Pam Lawson responded approximately \$58,000.

Mayor LaCascia provided explanation on how the Readiness-To-Serve charges came about.

Commissioner Kimsey stated he does not like the Readiness-To-Serve charges and will be voting No.

City Manager Jackson clarified the liens and Readiness-To-Serve and her role to sign the liens to execute.

Discussion ensued.

**Vote:** Mayor LaCascia-aye, Commissioner Kimsey-nay, Vice Mayor Blethen-aye, Commissioner Harris – aye

**Motion carried, 3/1.**

**UNFINISHED BUSINESS** – None

**CITY MANAGER / CITY CLERK ITEMS**

**RFQ for Engineering** – Will be advertised for 30 days and will be brought back to City Commission in September.

**FRDAP Grant** – Agreement has been received and Mayor LaCascia will execute and send back to FRDAP in September.

**Meter Replacement Program** – Request for extension has been granted until August 29, 2014. Commission Consensus.

**Budget Workshop** - scheduled for Monday, August 18, 2014 at 5 pm.

**Library** – Carpet and Vinyl are being installed.

**FLC Annual Conference** – Mayor Joe LaCascia, Commissioner Wanda Harris and City Manager Patricia Jackson will be attending the Conference August 14-16, 2014 in Hollywood, FL.

**Pastor Lawlor** has requested a section of 2<sup>nd</sup> Street be blocked off for a Community Block Party scheduled for Saturday, August 2 from 11 am – 4 pm. Commission Consensus.

**CITY ATTORNEY ITEMS** - None

**MAYOR ITEMS**

Discussed the most recent Water School he attended.

**VICE MAYOR ITEMS**

Thanked everyone for coming to City Commission meeting.

**COMMISSION MEMBER ITEMS**

**Commissioner Kimsey** – None  
**Commissioner Prestage** – None  
**Commissioner Harris** – None

**ANNOUNCEMENTS**

City Offices closed Monday, September 1, 2014 in observance of Labor Day.

**ADJOURNMENT** – 8:50 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor