

CITY COMMISSION WORKSHOP MINUTES

December 15, 2014

Mayor Joe LaCascia called the meeting to order at 5:00 p.m.

ROLL CALL – Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Mike Blethen, Commissioner Don Kimsey, Commissioner Keith Prestage, Commissioner Wanda Harris and City Manager Patricia Jackson

ORDER OF BUSINESS

Woodard and Curran Contract

City Manager Patricia Jackson discussed the 2015 proposed budget. \$491,689.72 is not a Cap. The current contract runs through December 31, 2015. The proposed contract is on a fixed fee basis.

For 2014-2015 Polk City took back Utility Billing, which consisted of two employees. The budget adopted was for \$491,689.72, which is a cost plus. History has shown we've gone over the budgeted amount every year. In the proposed new contract, this would be a flat fee.

The other revised option is a \$500,000.00 lump sum, paid monthly with a \$2,000 cap on renewal replacement major maintenance; which means Woodard and Curran goes over \$500,000.00, the city is only responsible for \$500,000.00.

In FY 2016, the fixed fee would go up to \$515,000.00 per year, which would include gas and fuel. The cap would be \$2,000 for any renewal, replacement, major maintenance or capital items. This would also be in effect for FY 2017.

We have a current contract that was amended and runs through December 2015 at a cost plus. At the end of 2015, the contract will automatically renew unless either party gives a 90-day notice to terminate.

City Attorney Cloud clarified the date expansion. The contract has been extended a couple of times and there is one year remaining on the contract. At the end, Polk City's options expand, you can go RFP or In-House. These are things that will occur if Polk City remains with the current contract. If you change, which is what Woodard & Curran is proposing, a 3-year deal which extensively lowers the cost during those three years and Polk City will lose the ability to revisit how services are delivered in 2015.

Glenn Burden clarified City Manager's discussion on the proposed contract.

Commissioner Prestage stated we are shifting some money around and cutting down on paperwork.

Mayor LaCascia discussed savings and saving money up front.

Commissioner Prestage stated Woodard and Curran has continued to advance our system.

Vice Mayor Blethen discussed further itemization.

City Manager Jackson discussed breaks on more than one occasion for the same project. The contractor repaired with no cost to us.

Decision needs to be made before October 1, 2015.

City Manager Jackson stated a decision needs to be made before October 1, 2015 and discussed Polk City's options we have thus far. We can remain with the current contract that runs out in 2015 and go out and look for proposals and/or consider other options. The recommendation is to remain with the current contract and issue a request for proposal and/or consider other alternatives.

City Attorney Cloud stated Polk City can sit tight with your current situation right now and make a decision by the October 1, 2015. If not, the contract extends for another year.

Commissioner Prestage asked in what year would Polk City be able to look at changing the rates of our sewer and water and decide to either to go up or down.

City Manager Jackson responded, 2017.

Commissioner Prestage stated Woodard and Curran has extensive knowledge of our system. This is a huge advantage.

City Attorney Cloud stated Gerald Hartman, Consulting Engineer, knows the system better than anyone else. He drafted the optimization report that was the "bible" for the operating system.

Mayor LaCascia stated that Mr. Hartman is a key factor to the City Commission in making a financial decision here. We have bundled services with Woodard and Curran.

Commissioner Prestage asked if this was going to be cost effective.

City Manager Jackson stated the savings is going to be in the overhead and the ten percent fixed fee for administrative cost. Looking at their budget and factor in the number of employees with overhead and fixed fee is approximately \$114,000/per year.

City Attorney Cloud stated if you go with the three-year plan, it is not going to be cost effective. You should give credit where credit is due. Woodard and Curran came in when no one else would.

Commissioner Kimsey stated if we go for RFP, Woodard and Curran would have to come back with another contract.

City Attorney Cloud stated the market is different now and companies are hungry for this kind of work.

Mayor LaCascia requested clarity on what the motion needs to be for the Regular Meeting.

City Attorney Cloud stated there are two options at this time: 1) accept the three-year contract or 2) leave the contract as is.

Glenn Burden (Woodard and Curran) reiterated if a transition takes place, it takes time to get staff acclimated, which inevitably comes with some cost.

Commissioner Kimsey inquired about how long it would take to put together a RFP.

City Attorney stated we could have it ready by the next meeting if that was the desire of the Commission.

Ordinance 2014-10 - Charter Amendment

City Manager Jackson stated this Ordinance is proposing amendments to the Polk City Charter, setting a Charter Amendment Referendum, creating City Commission Districts, Defining their boundaries and providing for boundary change.

City Attorney Cloud stated this had been discussed previously. You may want to discuss how the boundaries were determined. There are four districts.

City Manager stated after reviewing again, you may want to consider revising the Districts. However as of now, the map reflects the following:

District 3 (Yellow) – Commissioner Kimsey and Commissioner Prestage are in this District.

District 1 (Green) – encompasses Fountain Park, MOSN, Clearwater Estates (inside city) a sliver of Carter Road on the south side. Commissioner Harris and Mayor Lacascia are in this District.

District 2 (Purple) – Honeybee area and Edgewater.

District 4 (Red) - encompasses Bayberry Drive (Sandy Pointe Subdivision) and all going north. Commissioner Blethen is in this district.

At-Large District - that anyone can run for.

These districts would take effect as each seat expires. The election would be April 7, 2015. Would advertise 30 days in advance. A special election is approximately \$1,000.

Commissioner Prestage stated he feels Districting is a great idea.

The City Commission will review this item again prior to 2016.

Lengthy Discussion ensued.

Readiness-To-Serve (RTS)

City Attorney Cloud stated this charge is simplified do you want to modify policy to credit the impact fees.

Do you want him to modify the Ordinance related to the RTS charges. The plus side is it encourages people to come in and connect. The downside is all the people who have been paying the RTS charges and have not been getting the benefit.

City Manager Jackson explained if you have someone that has not paid their RTS charge and they owe \$4,000 in RTS fees; if you create a Savings Program, that customer comes in, pays what they owe and that money goes towards the impact fees. If they pay up the charges, they won't be assessed an impact fee. This is being done to increase customer base.

Commissioner Prestage asked for clarity on the actual savings.

Kathy Delp, Public Works Director explained the breakdown of fees for savings.

Mayor LaCascia said he did not think we need it.

Commissioner Prestage stated he needs to understand the benefit of the RTS Charge.

This item has been tabled.

Florida Retirement System (FRS)

City Manager Jackson stated an audit was performed on Polk City's Retirement Program. We received a letter from the FRS stating since 1995, our City Commission was not included in the Retirement Plan. FRS has recommended going back to 1995

and make retro retirement payments for all the City Commissioners. Extensive research has been done and the City Commissioners were never included in the retirement plan from day one. If the City Commissioners determine what they receive every month is a “fee” and not a “salary”, we don’t have to make payments retro to 1995 at a one percent fee and we would adopt a resolution or ordinance to that affect. If the City Commission decides they want to be a part of the Retirement Plan and be identified as receiving a “salary”, a resolution or ordinance would have to be adopted to that affect as well.

The Commission consensus was for them to be receiving a “Fee”.

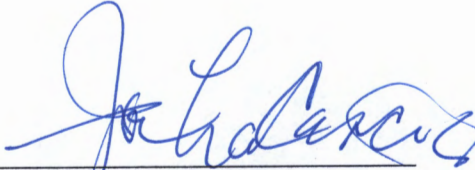
UNFINISHED BUSINESS - None

PUBLIC COMMENT - None

ADJOURNMENT – 6:40 pm



Patricia Jackson, City Manager



Joe LaCascia, Mayor