

# POLK CITY

## City Commission Workshop (6 pm) City Commission Meeting (7 pm)

October 19, 2020

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 to the City Manager Sheandolen Dunn

**ESTABLISHMENT OF A QUORUM**

**APPROVE CONSENT AGENDA**

**PRESENTATIONS AND RECOGNITIONS**

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

### AGENDA

- PUBLIC HEARING - Ordinance 2020-10** – AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING SECTION 2-132 AS OF THE CODE OF ORDINANCES OF THE CITY OF POLK CITY (THE “CODE”); INCREASING SPENDING LIMITS FOR CITY MANAGER APPROVED PURCHASES AND CONTRACTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.
- Purchase of 2021 F-150 Truck

### CITY MANAGER ITEMS

### CITY ATTORNEY ITEMS

### COMMISSIONER ITEMS

Vice Mayor Kimsey  
Commissioner Blethen  
Commissioner Carroll  
Commissioner Harper  
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**  
**October 19, 2020**

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. Accept minutes – September 21, 2020 – City Commission Workshop
2. Accept minutes – September 21, 2020 – City Commission Regular Meeting
3. Accept minutes – September 24, 2020 – Special City Commission Meeting
4. Accept minutes – September 24, 2020 – Budget Hearing – 2<sup>nd</sup> Reading

**B. REPORTS**

1. Building Permits Report – N/A
2. Code Enforcement Report – September 2020
3. Financial Report – N/A
4. Library Report – September 2020
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – September 2020
7. Public Works Report – September 2020
8. Utilities Report – August/September 2020

**C. OTHER**

**City Commission Meeting  
October 19, 2020**

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

1.    Accept minutes – September 21, 2020 – City Commission Workshop
2.    Accept minutes – September 21, 2020 – City Commission Regular Meeting
3.    Accept minutes – September 24, 2020 – Special City Commission Meeting
4.    Accept minutes – September 24, 2020 – Budget Hearing – 2<sup>nd</sup> Reading

       INFORMATION ONLY  
  X   ACTION REQUESTED

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

**ATTACHMENTS:**

1.    Accept minutes – September 21, 2020 – City Commission Workshop
2.    Accept minutes – September 21, 2020 – City Commission Regular Meeting
3.    Accept minutes – September 24, 2020 – Special City Commission Meeting
4.    Accept minutes – September 24, 2020 – Budget Hearing – 2<sup>nd</sup> Reading

**ANALYSIS:** N/A

**STAFF RECOMMENDATION:**    Approval of Minutes

## CITY COMMISSION WORKSHOP MINUTES

September 21, 2020

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

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

**Present:** Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Wayne Harper, Commissioner Randy Carroll, and City Manager Patricia Jackson

**Absent:** Commissioner Micheal T. Blethen, City Attorney Thomas Cloud

### **Agenda Review - City Commission Meeting – September 21, 2020**

Mayor LaCascia reiterated the purpose of the Workshop is to discuss items being presented on the Regular Meeting Agenda and address any questions or concerns and ultimately be able to proceed in a more efficient manner at the Regular Meeting.

### **ORDER OF BUSINESS**

#### **Public Hearing – Community Development Block Grant Program – Projects**

City Manager Jackson discussed the Citizens Advisory Task Force (CATF) held a meeting on February 27, 2020, whereby the public and the Task Force discussed what activities are eligible for the program and discussed what projects may be considered. This is the 2<sup>nd</sup> Public Hearing for the CDBG whereby the City Commission can take action based on the public's input. The advertisement lists the projects that will be done and the estimated costs. The amount could go up to \$650,000. This project will include paving of Citrus Grove Blvd., replace existing sidewalk in that area, as well as a 2" water line replacement from Arborvitae to Berkley, which is the line we continue to have the most trouble with. There is no matching funds requirement. The application due date is October 5, 2020. Household survey of the area was done.

#### **Planning Services Agreement with Central Florida Regional Planning Council**

Jennifer Codo-Salisbury discussed Central Florida Regional Planning Council provides professional Planning Services to Polk City and assist the City with website updates. The Planning Services Agreement is for the 2020-2021 Fiscal Year and includes \$22,000 for Planning Advisory Services and \$3,000 for website updates. There is no cost increase for Fiscal Year 2020-2021.

Some of the services provided are: Assistance with comprehensive plan amendments, rezoning, and large project review, subdivision review; Minor revisions to the Land Development Regulations; Update to the Capital Improvements Element and Plan; Grant writing; Website Updates.

### **Back-Up Generators for the Public Works / Utilities Facilities**

Keith Prestage, Public Works Director stated as hurricane season continues to threaten Polk City every year and summer thunderstorms can knock out power without warning; it is staff's recommendation to purchase and have installed two (2) back-up generators at the Public Works Shop building and the Utility Operations building. This will ensure that these buildings will have a continuous power source in the event of an emergency. These generators have a five (5) year warranty.

Three quotes received are as listed below:

Lowe's - \$18,633.54; Southern Electric - \$21,000.00; Canter Power Systems - \$22,455.98

### **CITY MANAGER ITEMS**

#### **Emergency Repair of Water Hydrant and 6" Water Main on Lakeshore**

City Manager provided a thorough explanation regarding this EMERGENCY repair and its cost of \$17,276.50 and staff payroll (holiday) cost of \$919.30. Because this is a big-ticket item, and simply airing on the side of caution, this EMERGENCY expenditure is being brought to the City Commission's attention, not for approval, just for notification/certification.

#### **Emergency Repair of Deming Pump at Cardinal Hill WWF**

City Manager Jackson and Lori Pearson, Utilities Director provided a thorough explanation regarding this EMERGENCY repair and its cost of \$10,782.13. This pump was installed in 2008 and it was used; so, in this EMERGENCY, the best option was to have this pump rebuilt "right now" so the plant would not be out of commission. This item is also being brought to the City Commission's attention, not for approval, just for notification/certification.

Discussion ensued regarding the City Manager's spending limit. Mayor LaCascia would like to see the City Manager Spending limit increased to \$25,000.

After lengthy discussion, a **Special Meeting will be scheduled for Thursday, September 24, 2020 at 6:30 pm** to address an Ordinance for the City Manager Spending Limit as well as the bid amounts. City Commission provided consensus for the City Attorney to work on this Ordinance.

### **COMMISSIONER ITEMS**

**Commissioner Carroll** spoke inquired about having some kind of canopy installed for the playground @ Freedom Park as the equipment is just too hot this time of year.

**Vice Mayor Kimsey** inquired about the cost of the electronic signs for the front of City Hall.

City Manager Jackson responded that Polk City will need a double-sided sign which will

cost a bit more. We spoke with Lake Alfred regarding their sign, which was \$30,000. Research continues on this project. We can have information ready for the next meeting if the Commission decides to do this.

**ADJOURNMENT** – 6:58 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

## CITY COMMISSION MINUTES

September 21, 2020

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

Philip Hunt, New Life Community Church gave the invocation.

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

**Present:** Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Wayne Harper, Commissioner Micheal T. Blethen, Commissioner Randy Carroll, and City Manager Patricia Jackson

**Absent:** City Attorney Thomas Cloud

### **APPROVE CONSENT AGENDA**

**Motion by Commissioner Harper** to approve the August 13, 2020 (Budget Workshop), August 17, 2020 (City Commission Workshop), August 17, 2020 (Regular Meeting) and the September 10, 2020 (Budget Hearing 1<sup>st</sup> Reading) minutes; this motion was seconded by Commissioner Carroll. **Unanimously approved by Voice Vote.**

### **PUBLIC COMMENT**

### **ORDER OF BUSINESS**

#### **Public Hearing – Community Development Block Grant Program – Projects**

City Manager Jackson and Scott Modessitt (Summit Consulting) discussed the Citizens Advisory Task Force (CATF) held a meeting on February 27, 2020, whereby the public and the Task Force discussed what activities are eligible for the program and discussed what projects may be considered. This is the 2<sup>nd</sup> Public Hearing for the CDBG whereby the City Commission can take action based on the public's input. The ad list the projects that will be done and the estimated costs. The amount could go up to \$650,000. This project will include paving of Citrus Grove Blvd., replace existing sidewalk in that area, as well as a 2" water line replacement from Arborvitae to Berkley, which is the line we continue to have the most trouble with. There is no matching funds requirement. The application due date is October 5, 2020. Household survey of the area was done.

**Motion by Vice Mayor Kimsey** to approve the Community Development Block Grant Program – Projects; this motion was seconded by Commissioner Harper.

**Roll Call Vote:** Commissioner Harper – aye, Mayor LaCascia – aye, Commissioner Carroll – aye, Commissioner Blethen – aye, Vice Mayor Kimsey – aye

**Motion carried unanimously.**

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

Mayor LaCascia briefly discussed Central Florida Regional Planning Council provides professional Planning Services to Polk City and assist the City with website updates. The Planning Services Agreement is for the 2020-2021 Fiscal Year and includes \$22,000 for Planning Advisory Services and \$3,000 for website updates. There is no cost increase for Fiscal Year 2020-2021

Some of the services provided are: Assistance with comprehensive plan amendments, rezoning, and large project review, subdivision review; Minor revisions to the Land Development Regulations; Update to the Capital Improvements Element and Plan; Grant writing; Website Updates

**Motion by Commissioner Harper** to approve the FY 2020-2021 Planning Advisory Services Agreement with Central Florida Regional Planning Council in the amount of \$25,000; this motion was seconded by Commissioner Carroll.

No Discussion.

**Roll Call Vote:** Vice Mayor Kimsey – aye, Commissioner Harper – aye, Commissioner Blethen – aye, Commissioner Carroll – aye, Mayor LaCascia – aye

**Motion carried unanimously.**

**Back-Up Generators for the Public Works / Utilities Facilities**

Keith Prestage, Public Works Director stated as hurricane season continues to threaten Polk City every year and summer thunderstorms can knock out power without warning; it is staff's recommendation to purchase and have installed two (2) back-up generators at the Public Works Shop building and the Utility Operations building. This will ensure that these buildings will have a continuous power source in the event of an emergency.

Three quotes received are as listed below:

Lowe's - \$18,633.54; Southern Electric - \$21,000.00; Canter Power Systems - \$22,455.98

No Discussion.

**Motion by Vice Mayor Kimsey** to approve the purchase and installation of two (2) Back-Up Generators from Lowe's for the Public Works and Utility Facilities in the amount of \$18,633.54; this motion was seconded by Commissioner Harper.

**Motion carried unanimously by Voice Vote.**

**CITY MANAGER ITEMS**

**Emergency Repair of Water Hydrant and 6" Water Main on Lakeshore** - City Manager provided a thorough explanation regarding this EMERGENCY repair and its cost of



\$17,276.50 and staff payroll (holiday) cost of \$919.30. Because this is a big- ticket item, and simply airing on the side of caution, this EMERGENCY expenditure is being brought to the City Commission’s attention, not for approval, just for notification/certification.

**Emergency Repair of Deming Pump at Cardinal Hill WWF** - City Manager Jackson and Lori Pearson, Utilities Director provided a thorough explanation regarding this EMERGENCY repair and its cost of \$10,782.13. This pump was installed in 2008 and it was used; so in this EMERGENCY, the best option was to have this pump rebuilt “right now” so the plant would not be out of commission. This item is also being brought to the City Commission’s attention, not for approval, just for notification/certification.

**Special Events** - City Manager Jackson requested final clarity on the Commissions desire for the Special Events.

**Mayor LaCascia** stated at this point and time with the COVID-19 pandemic we cannot move forward as there would be no staff to work the events.

**Commissioner Harper** agrees to have no events this year.

**Commissioner Carroll** is also in agreement to have no events this year.

**Commissioner Blethen** is totally against cancelling the Special Events.

The consensus of the commission to NOT to have any Special Events until next year.

**Non-Payment Fees** - City Manager Jackson requested permission from the Commission to go back to normal with accessing fees for non-payment. City Commission provided Consensus.

Mayor LaCascia commented that the City should be prepared for an excessive number of write-offs for those accounts of people not working and cannot pay their water bill.

**First Responder Thank You Board** - will be moved in front of the Fire Station on SR 33.

**CITY ATTORNEY ITEMS** – None

**COMMISSIONER ITEMS**

**Vice Mayor Kimsey** – None

**Commissioner Blethen** – None

**Commissioner Carroll** – None

**Commissioner Harper** – None

**Mayor LaCascia** – None

**ANNOUNCEMENTS** - None

**ADJOURNMENT** – 7.50 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

## SPECIAL CITY COMMISSION MINUTES

September 24, 2020

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Mayor Joe LaCascia called the meeting to order at 6:30.

Commissioner Randy Carroll gave the invocation.

**ROLL CALL** –City Manager Patricia Jackson

**Present:** Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Micheal T. Blethen, Commissioner Randy Carroll, Commissioner Wayne Harper, City Attorney Thomas Cloud, and City Manager Patricia Jackson

**PUBLIC COMMENT** - None

### **ORDER OF BUSINESS**

#### **Ordinance 2020-10**

An Ordinance of the City Commission of Polk City, Florida, amending Section 2-132 of the Code of Ordinances of the City of Polk City (The “Code”); increasing spending limits for City Manager approved purchases and contracts; providing for severability; providing for conflicts; providing an effective date. **First Reading**

Mayor LaCascia read the Ordinance by title only. Mayor LaCascia briefly discussed at the previous meeting the City Manager was instructed to draft an Ordinance regarding the City Manager’s increased spending limit from \$10,000 to \$25,000 and the Sealed Bid amounts to \$50,000 and up.

City Attorney Cloud stated there is no substantive change to the City’s Charter; however, he recommended that Polk City reach out to Municode to update the Charter to reflect “Polk City” instead of the “City of Polk City” and change “Council” to “Commissioner”.

**Motion by Commissioner Harper** to approve Ordinance 2020-10; this motion was seconded by Commissioner Carroll.

Commissioner Blethen inquired about the main goal of increasing the City Manager’s spending limit. Does not see this as necessary.

Mayor LaCascia and City Manager Jackson provided a thorough explanation as to the proposed of the City Manager’s spending limit increase; which is certainly relevant with the cost of doing business today. Airing on the side of caution, City Manager Jackson always brings big ticket items to the City Commission’s attention, whether for approval or not. There has not been an increase since 2013.

Lengthy Discussion ensued.

**Roll Call Vote:** Commissioner Carroll – aye, Commissioner Harper – aye, Vice Mayor Kimsey – aye, Commissioner Blethen – nay, Mayor LaCascia – aye

**Motion carried 4/1.**

**Resolution 2020-08**

A Resolution of the City Commission of Polk City, Florida, authorizing the Chief Elected Official to make application to the Florida Department of Economic Opportunity for a Community Development Block Grant, and to adopt the City’s Comprehensive Plan as its Community Development Plan, providing an effective date, and for other purposes.

Mayor LaCascia read the Resolution by title only.

Scott Modesitt (Summit Consulting) stated this Resolution goes along with the CDBG Grant Application. This is a housekeeping item.

**Motion by Commissioner Blethen** to adopt Resolution 2020-08; this motion was seconded by Commissioner Harper.

**Roll Call Vote:** Mayor LaCascia – aye, Commissioner Blethen – aye, Vice Mayor Kimsey – aye, Commissioner Harper – aye, Commissioner Carroll – aye

**Motion carried unanimously.**

**Resolution 2020-09**

A Resolution committing the expenditures of local funds by Polk City, Florida, on CDBG eligible activities as leverage for the City’s FFY 2019 Small Cities Community Development Block Grant Application in the Neighborhood Revitalization Category.

Mayor LaCascia read the Resolution by title only.

Scott Modesitt (Summit Consulting) was present to address any questions or concerns regarding this project. Clarified Polk City’s portion of this project. This is a \$650,000 grant. Total cost \$843,940.28. If there is an overage, the City would incur that cost. A portion of this will be pledged in the application at matching grant funds thru the resolution to claim points in the application.

**Motion by Commissioner Harper** to adopt Resolution 2020-09; this motion was seconded by Commissioner Carroll.

**Roll Call Vote:** Commissioner Harper – aye, Commissioner Blethen–aye, Commissioner Carroll – aye, Mayor LaCascia–aye, Vice-Mayor Kimsey–aye

**Motion carried unanimously.**

**CITY MANAGER ITEMS**

City Manager Jackson will be out beginning tomorrow due to her husband's upcoming surgery. Will be available by phone and email.

**CITY ATTORNEY ITEMS**

City Attorney Cloud spoke regarding a letter sent to the State of Florida. The goal is to protect the City's Water Use Permit during mediation.

Mayor LaCascia provided further comments regarding Polk City's Water Use Permit and the Polk Regional Water Cooperative.

**ADJOURNMENT** – 7:16 pm

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Patricia Jackson, City Manager

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Joe LaCascia, Mayor

## CITY COMMISSION MINUTES

### BUDGET HEARING

September 24, 2020

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Mayor LaCascia called the meeting to order at 7:18 p.m.

#### **ROLL CALL** – City Manager Patricia Jackson

**Present:** Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Micheal T. Blethen, Commissioner Randy Carroll, Commissioner Wayne Harper and City Attorney Thomas Cloud, City Manager Jackson

#### **ORDER OF BUSINESS**

##### **PUBLIC HEARING**

**ORDINANCE 2020-08** - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE LEVYING OF AD VALOREM TAXES FOR POLK CITY FOR FISCAL YEAR 2020-2021 AND PROVIDING AN EFFECTIVE DATE. Second and Final Reading.

Mayor Lacascia read Ordinance 2020-08 by title only.

City Manager Jackson advised that Polk City's certified value is \$182,254,608.00. The FY 2020-2021 operating Millage Rate for Polk City is 6.0000 mills. The rollback rate computed for Polk City for FY 2020-2021 is 5.6327 mills; therefore, the percentage by which the above specified final Millage Rate to be levied by Polk City is 6.52 percent of the roll back rate.

Mayor LaCascia opened the Public Hearing. No one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

**Motion by Vice Mayor Kimsey** to approve the Ordinance 2020-08 on Second and Final Reading; this motion was seconded by Commissioner Harper.

**Roll Call Vote:** Vice Mayor Kimsey – aye, Mayor LaCascia – aye, Commissioner Carroll-aye, Commissioner Blethen – aye, Commissioner Harper – aye

**Motion carried unanimously.**

**ORDINANCE 2020-09** - AN ORDINANCE OF POLK CITY OF POLK COUNTY, FLORIDA, ADOPTING THE BUDGET FOR FISCAL YEAR 2020-2021, PROVIDING FOR THE EXPENDITURE OF FUNDS IN ACCORDANCE WITH THIS BUDGET; PROVIDING FOR AN EFFECTIVE DATE. Second and Final Reading

Mayor LaCascia read Ordinance 2020-09 by title only.

City Manager Jackson advised the total budget for FY 2020-2021 is \$6,299,757.00. Various revenues accruing to Polk City and set aside for the purpose of paying expenses and maintaining the Government of Polk City for FY 2020-2021.

Mayor LaCascia opened the Public Hearing. No one spoke for or against this Ordinance. Mayor LaCascia closed the Public Hearing.

**Motion by Vice Mayor Kimsey** to approve Ordinance 2020-09 on Second and Final Reading; this motion was seconded by Commissioner Harper.

**Roll Call Vote:** Commissioner Harper – aye, Commissioner Blethen – aye, Commissioner Carroll – aye, Mayor LaCascia – aye, Vice Mayor Kimsey – aye

**Motion carried unanimously.**

The meeting adjourned at 7:25 p.m.

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Patricia R Jackson, City Manager

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Joe LaCascia, Mayor

**City Commission Meeting  
October 19, 2020**

**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 – September 2020
2. Code Enforcement Report – September 2020
3. Financial Report – N/A
4. Library Report – September 2020
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – September 2020
7. Public Works Report – September 2020
8. Utilities Report – August/September 2020

**ANALYSIS:**

**STAFF RECOMMENDATION:**      Approval of Department Reports via Consent Agenda

## Polk City Permits Added

From: 09/01/20 To: 09/30/2020

### COMMERCIAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BC-2020-1241	330 N COMMONWEALTH AVE, POLK CITY, FL 33868	4,500.00	09/24/2020
<b>Subtotal:</b>		<b>\$4,500.00</b>	

### DEMO

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-13284	646 4TH ST, POLK CITY, FL 33868	5,000.00	09/03/2020
<b>Subtotal:</b>		<b>\$5,000.00</b>	

### ELECTRICAL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-13851	330 N COMMONWEALTH AVE, POLK CITY, FL 33868	28,000.00	09/17/2020
BT-2020-14461	210 CARTER BLVD, POLK CITY, FL 33868	1,450.00	09/29/2020
<b>Subtotal:</b>		<b>\$29,450.00</b>	

### FENCE WALL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-13509	725 2ND ST, POLK CITY, FL 33868	0.00	09/12/2020
<b>Subtotal:</b>		<b>\$0.00</b>	

### GAS

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-14043	321 NOLANE LN, POLK CITY, FL 33868	1,500.00	09/21/2020
BT-2020-14044	642 GORDON RD, POLK CITY, FL 33868	1,500.00	09/21/2020
BT-2020-14513	377 NOLANE LN, POLK CITY, FL 33868	1,500.00	09/30/2020
<b>Subtotal:</b>		<b>\$4,500.00</b>	

### POOL

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-13338	240 LARKSPUR LN, POLK CITY, FL 33868	400.00	09/09/2020
<b>Subtotal:</b>		<b>\$400.00</b>	

### RE-ROOF

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BT-2020-13491	207 TRAIL VIEW WAY, POLK CITY, FL 33868	15,500.00	09/11/2020
BT-2020-13517	203 S HYDRANGAEA AVE, POLK CITY, FL 33868	5,670.00	09/14/2020
BT-2020-14250	805 LAKESHORE DR, POLK CITY, FL 33868	14,000.00	09/24/2020
BT-2020-14317	117 LAKESHORE DR, POLK CITY, FL 33868	9,590.00	09/25/2020
<b>Subtotal:</b>		<b>\$44,760.00</b>	



**RESIDENTIAL**

<u>Permit Number</u>	<u>Address</u>	<u>Declared Value</u>	<u>Date Added</u>
BR-2020-8586	240 LARKSPUR LN, POLK CITY, FL 33868	1,000.00	09/01/2020
BR-2020-8657	8774 MICMAC CT, POLK CITY, FL 33868	8,640.00	09/02/2020
BR-2020-8862	564 MEANDERING WAY, POLK CITY, FL 33868	5,000.00	09/08/2020
BR-2020-8876	349 HONEY BEE LN, POLK CITY, FL 33868	200,000.00	09/08/2020
BR-2020-8937	706 MEANDERING WAY, POLK CITY, FL 33868	30,000.00	09/09/2020
BR-2020-9016	178 LAYNEWADE RD, POLK CITY, FL 33868	10,000.00	09/11/2020
BR-2020-9084	449 HONEY BEE LN, POLK CITY, FL 33868	2,835.00	09/14/2020
BR-2020-9110	706 MEANDERING WAY, POLK CITY, FL 33868	30,000.00	09/15/2020
BR-2020-9112	8746 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	6,200.00	09/15/2020
BR-2020-9361	754 MEANDERING WAY, POLK CITY, FL 33868	450,000.00	09/11/2020
BR-2020-9365	8715 HINSDALE HEIGHTS DR, POLK CITY, FL 33868	14,000.00	09/18/2020
BR-2020-9471	5409 ANIMOSH CT, POLK CITY, FL 33868	108,900.00	09/22/2020
BR-2020-9474	5417 ANIMOSH CT, POLK CITY, FL 33868	108,900.00	09/22/2020
BR-2020-9676	771 TEABERRY TRL, POLK CITY, FL 33868	11,300.00	09/28/2020
	<b>Subtotal:</b>	<b>\$986,775.00</b>	
	<b>Grand Total:</b>	<b>\$1,075,385.00</b>	

42 SFR to date  
Happy Help

# Code Enforcement Report

## SEPTEMBER 2020

DATE	ADDRESS/CASE #	VIOLATION	STATUS
9/1/2020	CITY WIDE	SNIPES SIGNS	REMOVED 3
9/1/2020	CITY HALL	EMAILS AND PHONE CALLS	OFFICE
9/1/2020	CE20-0133	INSPECTED/COMPLIED	C/O
9/1/2020	CE20-0136	INSPECTED/COMPLIED	C/O
9/1/2020	CE20-0138	INSPECTED/COMPLIED	C/O
9/1/2020	CE20-0127	INSPECTED/COMPLIED	C/O
9/1/2020	CE20-0119	NEW OWNER	C/O CASE
9/2/2020	OFFICE	LIEN SEARCH	DONE
9/2/2020	CITY HALL	CALLS / EMAIL	RETURNED
9/2/2020	OFFICE	LIEN SEARCH	DONE
9/2/2020	CE20-0150	COMM VEHICLE D HANGER	VIOLATION REMOVE
9/2/2020	CE20-0151	BUILDING WO/PERMIT	OLD/NEW OWNER
9/3/2020	CE20-0141	INSPECTED/COMPLIED	C/O
9/3/2020	CE20-0152	DA/V VIOLATION	LETTER
9/3/2020	CE20-0153	O/G & J/D VIOLATION	LETTER
9/3/2020	CE20-0154	O/G VIOLATION	LETTER
9/3/2020	CE20-0156	O/G VIOLATION	LETTER
9/3/2020	CE20-0155	O/G VIOLATION	LETTER
9/3/2020	FIELD	SNIPES SIGNS	REMOVED 2
9/3/2020	OFFICE	PHONE CALLES / EMAILS	SENT AND RETURNED
9/3/2020	CE20-0157	POOL & DECK BW/O PERMIT	LETTER
9/8/2020	CITY HALL	OFFICE	EMAILS AND CALLS
9/8/2020	CITY HALL	OFFICE	FILING PHOTOS INTO CASES
9/8/2020	CE20-0150	INSPECTED/COMPLIED	C/O
9/8/2020	CITY WIDE	FIELD	INSPECTIONS
9/8/2020	CE20-0062	FIELD	MET WITH OWNER
9/8/2020	CE20-0158	O/G VIOLATION	LETTER
9/8/2020	CE20-0159	FENCE & BW/O PERMIT	LETTER
9/8/2020	CITY HALL	PHONE CALLES / EMAILS	SENT AND RETURNED
9/8/2020	CE20-0118	FOWL / OG/ DEBRIS	LETTER
9/8/2020	CE20-0139	INSPECTED/COMPLIED	C/O
9/9/2020	CITY HALL	OFFICE P.A.C.E	ZOOM MEETING

9/9/2020	CE20-0160	TRAILER IN FR YD	VERBAL
9/9/2020	CE20-0161	TRAILERS/FENCE	LETTER
9/9/2020	CE20-0162	TRAILER IN FR YD	LETTER
9/9/2020	CE20-0145	INSPECTED/COMPLIED	C/O
9/9/2020	CE20-0147	INSPECTED/COMPLIED	C/O
9/9/2020	CE20-0148	INSPECTED/COMPLIED	C/O
9/9/2020	CE20-0143	INSPECTED/COMPLIED	C/O
9/9/2020	CE20-0145	INSPECTED/COMPLIED	C/O
9/10/2020	CE20-0163	#S / NON PERTMABLE	LETTER
9/10/2020	CE20-0164	TRAILER IN YD	LETTER
9/10/2020	CITY HALL	PERMIT ADDRESS CHECK	3 PROPERTIES
9/10/2020	CITY WIDE	FIELD	INSPECTIONS
9/10/2020	CITY HALL	OFFICE	MAGISTRATE AGENDA
9/15/2020	CE20-0149	INSPECTED/COMPLIED	C/O
9/15/2020	CITY HALL	SET UP IN COMM CHAMB	FOR SPECIAL MAGISTRATE
9/15/2020	CITY HALL	SPECIAL MAGISTRATE	CANCLD
9/15/2020	CITY HALL	CALLED CASES TO	CANCLE S/M TILL 9/30/2020
9/15/2020	CITY HALL	RE-SET COMM CHAMB	NAME PLATES&DOCS REMOVE
9/15/2020	CITY HALL	OFFICE	CHANGED DATES ON DOC
9/16/2020	CE20-0164	VIOLATION	LETTER
9/16/2020	CE20-0140	INSPECTED/SE	PHOTOS
9/16/2020	CITY WIDE	SNIPES SIGNS	REMOVED 4
9/16/2020	CITY HALL	OFFICE	LIEN SEARCH
9/17/2020	CITY HALL	OFFICE	ANSWERED EMAILS / CALLS
9/17/2020	CE2020-0165	OFFICE	TOOK LONG COMPLAINT RENTER
9/17/2020	CE2020-0166	TRAILERS AGAIN/ JD	LETTER
9/22/2020	CITY WIDE	SNIPES SIGNS	REMOVED 1
9/22/2020	CE20-0160	TRAILER / PK	LETTER
9/22/2020	CE20-0168	TRAILER / PK	LETTER
9/22/2020	CE20-0167	BWO/P	VERBAL
9/22/2020	CITY HALL	OFFICE	RETURNED CALLS/EMAILS
9/22/2020	CITY HALL	OFFICE	LIEN SEARCH
9/22/2020	CITY HALL	OFFICE	REPORT ENTRIES
9/23/2020	CITY HALL	OFFICE	LETTERS FOR MS 9/30/2020
9/23/2020	CITY HALL	OFFICE	ANSWER EMAILS / CALLS
9/23/2020	CE20-0159	INSPECTED/COMPLIED	C/O
9/23/2020	CE20-0156	INSPESTED/COMPLIED	C/O

9/23/2020	CE20-0152	INSPECTED/COMPLIED	C/O
9/23/2020	CE20-0158	INSPECTED/COMPLIED	C/O
9/23/2020	CE20-0118	INSPECTED/COMPLIED	C/O
9/23/2020	CE20-0093	PERMIT PAID	BR-20-7802 C/O
9/23/2020	CE20-0164	INSPECTED/COMPLIED	C/O
9/24/2020	CITY WIDE	SNIPES SIGNS	REMOVED 12
9/24/2020	CITY HALL	OFFICE	PREPARED POSTINGS
9/24/2020	CE20-0164	INSPECTED/COMPLIED	C/O
9/24/2020	CE20-0144	VIOLATION SE	POSTED FOR SM
9/24/2020	CE20-0082	VIOLATION SE	POSTED FOR SM
9/24/2020	CE20-0142	VIOLATION SE	POSTED FOR SM
9/24/2020	CE20-0154	VIOLATION SE	POSTED FOR SM
9/24/2020	CE20-0140	VIOLATION SE	POSTED FOR SM
9/24/2020	CE20-0153	VIOLATION SE	POSTED FOR SM
9/24/2020	FIELD	GAS	FILLED TAKN
9/29/2020	CITY WIDE	SNIPES SIGNS	REMOVED 3
9/29/2020	CITY HALL	OFFICE	ANSWERED CALL/ EMAILS
9/29/2020	CE20-0140	VIOLATION	LETTER
9/29/2020	CE20-0142	VIOLATION	LETTER
9/29/2020	CITY WIDE	INSPECTING SM CASES	UPDATE FILES
9/29/2020	CITY HALL	OFFICE	PRINTED OUT AGENDAS
9/29/2020	CITY HALL	OFFICE	PHONE CALLS
9/30/2020	CITY HALL	OFFICE	ANSWERED CALL/ EMAILS
9/30/2020	CITY WIDE	FIELD	INSPECTION
9/30/2020	CE20-0165	OG/ J&D	LETTER
9/30/2020	CE20-0169	O/GROWTH	LETTER
9/30/2020	CE20-0170	O/GROWTH	LETTER
9/30/2020	CE20-0171	OG/J&D	LETTER
9/30/2020	CE20-0172	O/GROWTH	LETTER
9/30/2020	CE-20-0173	O/GROWTH	LETTER
9/30/2020	CE-20-0174	O/GROWTH	LETTER
9/30/2020	CE20-0175	OG/ J&D /PKING	LETTER
9/30/2020	CITY HALL	COMMISSION CHAMBER	SM HEARING

## Library Monthly Report September 2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Totals
<b>Circulation</b>													
Adult Books	1273	1318	1049	1204	1107	1272	1245	980	1304	3003	3684	2610	<b>20049</b>
Juvenile Books	1035	787	949	909	1257	1264	777	654	1183	1065	1279	1158	<b>12317</b>
DVD'S	858	829	912	1299	1066	744	635	554	1117	1092	1017	890	<b>11013</b>
Hot-Spots	20	20	25	20	20	25	20	20	25	20	25	20	<b>260</b>
Digital	75	93	73	75	84	94	92	96	59	79	81	130	<b>1031</b>
Circulations lost from global edits due to Covid 19													<b>6189</b>
<b>Total Circulation</b>	<b>3261</b>	<b>3047</b>	<b>3008</b>	<b>3507</b>	<b>3534</b>	<b>3399</b>	<b>2769</b>	<b>2304</b>	<b>3688</b>	<b>5259</b>	<b>6086</b>	<b>4808</b>	<b>50,859</b>
<b>New Borrowers</b>													
In City	5	11	24	21	20	9	0	2	6	3	3	3	<b>107</b>
In County	3	18	4	6	5	3	5	2	5	3	8	14	<b>76</b>
Digital	7	12	5	9	13	16	9	5	3	4	3	5	<b>91</b>
<b>Total New Borrowers</b>	<b>15</b>	<b>41</b>	<b>33</b>	<b>36</b>	<b>38</b>	<b>28</b>	<b>14</b>	<b>9</b>	<b>14</b>	<b>10</b>	<b>14</b>	<b>22</b>	<b>274</b>
<b>Number of Programs</b>													
Adult	5	2	1	2	2	0	0	0	1	2	2	1	<b>18</b>
Juvenile	5	3	4	1	2	2	0	0	0	2	3	1	<b>23</b>
Young Adult	1	0	1	0	1	0	0	0	0	2	2	0	<b>7</b>
<b>Total Programs</b>	<b>11</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>7</b>	<b>2</b>	<b>48</b>
<b>Program Attendance</b>													
Adult	89	21	21	21	23	8	0	0	1909	1095	1003	7	<b>4197</b>
Juvenile	119	20	26	11	14	16	0	0	100	327	236	12	<b>881</b>
Young Adult	33	0	5	0	6	2	0	0	63	231	153	0	<b>493</b>
<b>Total Attendance</b>	<b>241</b>	<b>41</b>	<b>52</b>	<b>32</b>	<b>43</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>2072</b>	<b>1653</b>	<b>1392</b>	<b>19</b>	<b>5571</b>
<b>Reference Questions</b>													
<i>Phone Calls</i>	190	178	258	224	195	232	261	384	356	324	277	204	<b>3083</b>
<b>Number of Computer Users</b>													
	212	194	191	185	223	121	0	0	75	59	65	60	<b>1385</b>
<b>Total Patrons</b>													
	1716	1615	1278	1308	1352	846	328	413	501	521	729	638	<b>11245</b>

Prepared by: Suzette Penton October 05, 2020

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

*STATISTICAL DATA*

West **Division**

October 08, 2020 Northwest District

To: Patricia Jackson , City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical report for September, 2020.

ACTIVITY	
FELONY ARREST	2
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	2
AFFIDAVITS MISDEMEANOR	
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	3
TOTAL ARRESTS	7
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	8
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	\$300.00
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	25
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	2
TOW-AWAY NOTICES	0
COMMUNITY CONTACTS	2300
TRAFFIC STOPS	42
TOTAL DISPATCHED CALLS FOR SERVICE	94



In September 2020, there were five (5) PROCAP captured crimes as compared to five (5) in September 2019. In September 2020 there were two petit theft and one criminal mischief that were related involving Juveniles. These three crimes were in the Mount Olive Shores neighborhood, where two juveniles from an adjacent neighborhood were charged and arrested for the crimes following an investigation. There was a burglary of a conveyance reported on Citrus Grove Blvd. where the suspect may be the ex-spouse to the victim. , One grand theft of a firearm was reported however the time frame is unclear, and no suspects due to she has had multiple people stay with her during the past several months. These cases are not related to other cases and do not pose as a trend for Polk City at this time. We are now sitting at -46% in crimes as compared to last year to date. In 2019 Polk City was at 41 crimes at this point in the year, to date this year we are sitting at 22 crimes.

CaseNo	Inc From	Inc To	DOW	Location	Narrative	Det	PRINTS	VIDEO	CASE STATUS
<b>BURGLARY CONVEYANCE</b>									
PCSO-200034676	2020-09-09 / 1825hrs	2020-09-09 / 1825hrs	Wed	764 CITRUS GROVE BLVD N	No Forced Entry/Rear driver side window cracked; Unk susp entered victs veh ransacked the inside & removed \$450. Only thing taken was money. Vehicle not ransacked, rear window was cracked open.	Delgado	No	No	NFL
<b>GRAND THEFT</b>									
PCSO-200036324	2020-09-14 / 0800hrs	2020-09-19 / 2200hrs	Sat	124 BRIDGES RD	Unk susp removed a 9mm firearm from the resid which was located under her pillow in her bed / Vict stated that she has ADT at her resid & her grandson Dustin Smith WM 111997 who is a felon. Rep hasn't seen the firearm in a while, contact was made and supplement was done for serial number entry. firearm entered into CIC.	Delgado	No	No	NFL
<b>PETIT THEFT</b>									
PCSO-200036319	2020-09-19 / 2007hrs	2020-09-19 / 2007hrs	Sat	414 NOLANE LN	Unk susp removed a refrigerator from the outside kitchen. Rep advised of two juveniles who live nearby that steal from the property and 51 homes. 10'15: Christian Sharp WM 052407 & Jaiden Tipton WM 040207	Delgado	No	No	Arrest
PCSO-200036560	2020-09-10 / 0915hrs	2020-09-21 / 1900hrs	Mon	398 NOLANE LN	Unk susp removed 2 LED landscaping lights that were illuminating a sculpture 10'15: Christian Sharp WM 052407 & Jaiden Tipton WM 040207	Delgado	no	no	Arrest
<b>CRIMINAL MISCHIEF</b>									
PCSO-200036316	2020-09-19 / 1856hrs	2020-09-19 / 1856hrs	Sat	345 NOLANE LN	Unk susp threw a rock breaking window of victs residence. Possibly related to 20-36319, JV suspects who live nearby possibly involved. 10'15: Christian Sharp WM 052407 & Jaiden Tipton WM 040207	Delgado	Possible	No	arrest

Department of Law Enforcement																													
Polk City - 2019 - 2020																													
	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly	YTD	
	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	Change	2019	2020
Robbery	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	3	1	0%	0.3	0.1
Burg. Business	1	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%	0.1	0.0
Burg. Residence	2	1	2	0	0	0	0	0	1	0	0	0	0	0	0	2	0	0	0	0	1	0	2	0	7	1	0%	0.8	0.1
Burg. Structure	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0%	0.1	0.1
Burg. Conveyance	0	0	1	1	0	0	0	0	1	0	0	0	14	0	0	0	1	0	0	1	0	0	0	0	16	2	100%	1.8	0.2
Vehicle Theft	0	1	0	0	2	1	0	0	1	0	1	0	0	0	1	0	0	2	0	0	0	0	0	0	4	3	-100%	0.4	0.3
Grand Theft	1	0	1	0	1	0	0	0	1	1	1	0	1	1	0	0	1	1	0	0	0	0	0	0	5	4	100%	0.6	0.4
Petit Theft	0	0	0	0	0	0	0	0	2	0	0	1	0	0	0	0	0	2	0	0	0	0	1	0	1	4	200%	0.1	0.4
Mail Theft	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0%	0.1	0.0
Retail Theft	0	0	0	0	0	0	0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0%	0.0	0.3
Criminal Mischief	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	0	0	1	0	0	0	0	1	0	2	3	100%	0.2	0.3
<b>Totals</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>16</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>41</b>	<b>22</b>	<b>400%</b>	<b>4.6</b>	<b>2.4</b>
% Change	-50%		-25%		-33%		#DIV/0!	0%		50%		-94%		-75%		0%		N/A		N/A		N/A		-46%			-46%		
FIRs	0	0	3	0	1	0	0	0	4	0	4	1	6	0	2	0	0	0	1	0	0	0	0	0	41	19			

# ***Public Works Report***

## **September 2020**

### **Public Works**

**Summary:** Public Works maintained all Public facilities to include Library, City Hall, Freedom Park, Bronson Center, Old Public Works Facility, Courts, McManigle Park, Fishing Pier, New Public Work/Utility facilities, and Activity Center.

- Mowed and trimmed all City facilities
- Inspected Freedom Park, Recreation Courts, Fishing Pier, and McManigle Park,
- Monitored and serviced all storm drains throughout Polk City.
- Completed Work Orders-(Repairs and Maintenance of Equipment, Electrical, plumbing, Building Maintenance, Vehicle Maintenance, etc.)
- Ongoing effort to build storage shelves in our Old Public Works building to support storage of old Records.
- In collaboration with Feeding Tampa Bay we held Food Drive at Bronson Center to help feed our Neighbors bi-weekly.
- Replaced Mulch in Freedom Park and Streetscape.
- Painted the basketball courts due to graffiti
- New Fence installed for the exercise equipment on the trail.

### **October Objectives:**

Continue maintaining the mowing and preventive maintenance of all City facilities, service equipment. Continuing our food drive efforts and Public Works will be initiating the Cleaning of all buildings.



# UTILITY DEPARTMENT

August 2020

**Summary:** Water/Wastewater continued to maintain sampling of the Wastewater Treatment Plant. Continued to pull all samples for the Water Plants. All samples remain in compliance. Completed monthly MORs/DMR reports for DEP. Completed monthly SWFWMD report as required. Met all of DEP requirements to keep Polk City in compliance.

All lift stations continue to have preventive maintenance. We are continuing to get all Verbatims/Auto dialers running properly. Generators are being maintained.

## **Service Completed**

- Monthly meter reading
- No reads for the Utility Billing
- Work Orders 154
- Turn On 34
- Turn off 36
- Misc. (rereads, laptops, vacation turn on, TBO from shut off) 46
- Fire Hydrant flushing and maintenance is being done weekly.
- Valve exercising is being done weekly.
- Continue preventative maintenance/housekeeping is being done.
- WWTF is maintained by wasting, decanting, housekeeping.
- Mowed all water plants, wastewater plants and reclaim ponds, and lift stations.
- Sprayed weeds at Freedom Park, 2<sup>nd</sup> Street Park, Perk Ponds, Lift Stations, Jacob's Tennis Court, WTPs, Utility Office
- Working on Valve Isolation Program
- Aquatic Spraying at Perk Ponds

**SEPTEMBER OBJECTIVES:** Meet all DEP requirements to stay in compliance, continuing to maintain work orders and locates. Continue working on Valve Isolation Program. Continue to work on Aquatic Spraying Program.

**Submitted by:** Lori Pearson, Utility Director

# UTILITY DEPARTMENT

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## SEPTEMBER2020 MONTHLY REPORT

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Summary: Water/Wastewater continued to maintain sampling of the Wastewater Treatment Plant. Continued to pull all samples for the Water Plants. All samples remain in compliance. Completed monthly MORs/DMR reports for DEP. Completed monthly SWFWMD report as required. Met all of DEP requirements to keep Polk City in compliance.

All lift stations continue to have preventive maintenance. We are continuing to get all Verbatims/Auto dialers running properly. Generators are being maintained.

### Service Completed

- Monthly meter reading
- No reads for the Utility Billing
- Work Orders 89
- Turn On 19
- Turn off 20
- Misc. (rereads, laptops, vacation turn on, TBO from shut off) 50
- Fire Hydrant flushing and maintenance is being done weekly.
- Valve exercising is being done weekly.
- Continue preventative maintenance/housekeeping is being done.
- WWTF is maintained by wasting, decanting, housekeeping.
- Mowed all water plants, wastewater plants and reclaim ponds, and lift stations.
- Sprayed weeds at Freedom Park, 2<sup>nd</sup> St. Park, Perk Ponds, Lifstations, Jacob's Tennis Court, WTPs, Utility Office
- Working on Valve Isolation Program
- Aquatic Spraying at Perk Ponds

## PULLED ASBESTOES SAMPLES

OCTOBER OBJECTIVES: Meet all DEP requirements to stay in compliance, continuing to maintain work orders and locates. Continue working on Valve Isolation Program. Continue to work on Aquatic Spraying Program.

Submitted by: Lori Pearson

Utility Director

**City Commission Meeting  
October 19, 2020**

**AGENDA ITEM # 1:**

**Ordinance 2020-10 - City Manager Spending Limit**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

Ordinance 2010-10 - An Ordinance of the City Commission of Polk City, Florida, amending Section 2-132(b) of the Code of Ordinances of Polk City (The "CODE"); increasing spending for the City Manager approved purchases and contracts; providing for severability; providing for conflicts; providing an effective date.

**ATTACHMENT**

Ordinance 2010-10

**ANALYSIS:**

During the City Commission Workshop and the City Commission meeting on September 21, 2020, the Commission directed the City Manager to draft an Ordinance increasing the City Manager expenditures to \$25,000 and to increase the sealed bid amount to anything \$50,000 and over.

This Ordinance was approved on First Reading at the September 24, 2020 Special City Commission Meeting.

**STAFF RECOMMENDATION:**

Move to approve Ordinance 2020-10 on Second and Final Reading

**ORDINANCE 2020-10**

**AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; AMENDING SECTION 2-132 AS OF THE CODE OF ORDINANCES OF THE CITY OF POLK CITY (THE "CODE"); INCREASING SPENDING LIMITS FOR CITY MANAGER APPROVED PURCHASES AND CONTRACTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission finds it appropriate and prudent to review budgetary procedures from time to time, and

**WHEREAS**, the City Commission previously adopted Ordinance 2013-1307 revising policies and procedures in budgetary actions, and

**WHEREAS**, the City Manager shall approve purchases and let contracts necessary for operation or maintenance of City services for amounts to be set by the Commission, and receive sealed bids for purchases or contract in excess of those amounts set by the Commission, and

**WHEREAS**, to increase the amount that the City Manager may authorize, it is appropriate to amend the ordinance.

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

**SECTION 1. AMENDMENT TO SECTION 2-132, CODE OF ORDINANCES.**

Section 2-132, Code of Ordinances of the Polk City, Florida, is hereby amended to read as follows:

(a) The city manager shall be the purchasing and contracting officer for the city, and shall supervise the purchase of all materials, goods, supplies, services and equipment for which funds are appropriated in the budget.

(b) The city manager shall approve purchases and let contracts necessary for operation or maintenance of town services for amounts to be set by the city ~~council~~ commission; receive sealed bids for purchases or contracts in excess of the amounts set by the ~~council~~ commission; and present such sealed bids to the city council commission with a recommendation. The city manager is hereby authorized to expend funds and let contracts necessary for the operation or maintenance of city services for amounts not to exceed ~~ten~~ twenty-five thousand dollars ~~(\$10,000.00)~~ (\$25,000). In recognition that the sealed bid process is cumbersome, lengthy and expensive to carry out, the City Manager

is hereby authorized to receive a minimum of three written quotes gathered by advertisement, telephone or facsimile contact for amounts exceeding ~~ten~~ twenty-five thousand dollars (\$10,000.00) (\$25,000), but not to exceed ~~twenty-five~~ fifty thousand dollars (\$25,000.00) (\$50,000) and present the same to the city ~~council~~ commission with a recommendation. If the city manager recommends the acceptance of a bid other than the bid with the lowest total price, the reason for the recommendation shall be given. Except as set forth hereinbelow, the city manager shall advertise for and receive sealed bids for purchases or contracts in excess of ~~twenty-five~~ fifty thousand dollars (\$25,000.00) (\$50,000), and present the same to the city ~~council~~ commission with a recommendation.

(1) Purchases and/or contracts which, by their nature, are impractical to award by competitive bid shall be exempt from the bidding requirement. Examples of such types of purchases and/or contracts shall include, but are not limited to:

- a. Salaries and wages.
- b. Professional services, including, but not limited to, medical services, accounting services, consultants and insurance policies. (This provision is subject to F.S. ch. 287 and any other applicable law.)
- c. Any item or service which is available from only one source.
- d. Purchases of supplies, such as gasoline and vehicle repair parts, which are purchased as needed.
- e. Emergency purchases or contracts, the delay of which would delay the delivery of city services, stop work or threaten life or property. The city manager shall notify the city ~~council~~ commission of such purchases or contracts at its next meeting.
- f. Purchases made through the utilization of state contracts or contracts negotiated by other governmental entities.

(2) When the city ~~council~~ commission determines that it is in the best interest of the city, it may authorize the ~~town~~ city manager to purchase insurance by negotiation, but this shall be done only under conditions most favorable to the public interest, and upon a showing that such purchase shall result in the lowest ultimate cost of the coverage obtained.

(3) Individual items costing less than the amount set by the city ~~council~~ commission will not be subject to the bid limit, even if several items purchased together total more than the amount set by the ~~council~~ commission.

(c) In case of an accident, disaster or other circumstance creating a public emergency, the city manager may award contracts and make purchases for the purpose of meeting such emergency, but he or she shall promptly file with the city ~~council~~

commission a certificate showing such emergency and the necessity for such action, together with an itemized account of all expenditures.

(d) Upon request of the city manager, the city ~~council~~ commission may, by majority vote, waive the bid requirements of this section and authorize the city manager to purchase items or services by negotiation rather than bidding.

(e) Purchases shall not be made, contract let, or obligation or liability incurred for any item or service which exceeds the current budget appropriation.

(f) The city manager may issue such rules governing purchasing procedures within the administrative organization which are not inconsistent with the Charter and ordinances.

(g) It is the intent that bidding procedures set forth in subsection (b) of this section not be circumvented by issuing several purchase orders or checks to cover the purchase of a single item or service.

(h) The city ~~council~~ commission recognizes that the city does not have central purchasing and warehousing facilities. It is the intent, however, that bulk purchases be made, whenever feasible.

**SECTION 2. SEVERABILITY.** Should any section or provision of this Ordinance or any portion thereof, the deletion of which would not adversely affect (in the general sense) the receipt of any material benefits or, substantially increase the burden of any party hereunder, be declared by a judicial or administrative tribunal of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder, as a whole or any part thereof, other than the part declared to be invalid

**SECTION 3. CONFLICTS.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4. INCLUSION INTO CITY CODE.** It is the intention of the City Commission that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City.

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall take effect as provided by general law.

**PASSED ON FIRST READING** this 24<sup>th</sup> day of September, 2020.

**PASSED ON SECOND READING** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**POLK CITY, FLORIDA**

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

**ATTEST:**

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

**APPROVED AS TO FORM & LEGALITY**

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



**City Commission Meeting  
October 19, 2020**

**AGENDA ITEM #2:**

**Purchase of F-150 Regular Cab Truck**

     INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

Replace 2003 Ford F150 Regular Cab Truck

**ATTACHMENTS:**

- Weikert Ford F-250 regular cab quotes

**ANALYSIS**

The 2003 city owned F150 has shown signs of extreme wear and has generated high repair cost. This vehicle was purchased used in 2005; therefore, it is 17 years old and has 152,000 miles.

The Public Works Department is requesting permission to purchase a F250 regular cab with an 8-foot bed, which would allow safer pulling of the loaded trailers. The cost difference between a 2021 F150 regular cab (\$21,042.40) and a 2021 F250 regular cab (\$23,477.05) is \$2,434.65

**STAFF RECOMMENDATION:**

Staff is recommending Polk City piggy-back off a Polk County contract with Weikert Ford to purchase a 2021 Ford F-250 regular cab in the amount of \$23,542.80. This purchase was budgeted for.

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# Polk City Public Works Department

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## Memorandum

To: Patricia Jackson

**SUBJECT:** Replace 2003 Ford F150 Regular Cab Truck

Description:

The 2003 city owned F150 has shown signs of extreme wear and has generated high repair cost. This vehicle was purchased used in 2005; therefore, it is 17 years old and has 152,000 miles.

The Public Works Department is requesting permission to purchase a F250 regular cab with an 8-foot bed, which would allow safer pulling of the loaded trailers. The cost difference between a 2021 F150 regular cab (\$21,042.40) and a 2021 F250 regular cab (\$23,477.05) is \$2,434.65

Staff is recommending Polk City piggy-back off a Polk County contract with Weikert Ford to purchase a 2021 Ford F-250 regular cab in the amount of \$23,477.05. This purchase was budgeted for.

**COST:** \$23,477.05

Thank you

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*Keith Prestage, Public Works Director*

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October 2, 2020

City of Polk City

We are pleased to offer a 2021 F250 Reg cab (F2A) 4X2 with:

						\$
F2A	F250	4X2	SD	R/C		
	142"	WHEELBASE				
Z1	OXFORD	WHITE				
A	VNYL	40/20/40				
S	MEDIUM	EARTH GR				
500A	PREF	EQUIP	PKG			
	.XL	TRIM				
572	.AIR	CONDITIONER				
	.AMFM/MP3/CLK					
996	.6.2L	EFI	V8	ENG		
44S	6-SPD	AUTOMATIC				
TD8	.LT245	BSW	AS	17		
X37	3.73	REG	AXLE			
	JOB #1	BUILD				
	TRAILER	TOW	PKG			

Estimated Cost \$23,477.05 Final numbers will be calculated per Polk County contract.

Note: The above price does not include battery tax (\$1.50), tire tax (\$7.00), tag, and is subject to any material substitutions and/or price increases instituted by Ford Motor Co. or any corrections to option content and order time limits. Payment of Chassis at time of Delivery to body company and payment of body at time of delivery to the city.

Sincerely,

*Philip Weikert*

Weikert Ford Inc.  
21399 Hwy 27  
Lake Wales, FL 33859