

POLK CITY
City Commission Meeting (7pm)

March 21, 2022

Polk City Government Center
123 Broadway Blvd., SE

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

1. Proclamation for Water Conservation Month

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

AGENDA

1. **PUBLIC HEARING – ORDINANCE 2022-01** - AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA, AMENDING THE POLK CITY CODE OF ORDINANCES (THE "CITY CODE") CREATING CHAPTER 9 IN THE CITY CODE; CREATING A CITY ELECTION CODE; AMENDING & RENUMBERING §§ 2-11 AND 2-12 OF THE CITY CODE; PROVIDING FOR SEVERABILITY, CONFLICTS, & AN EFFECTIVE DATE. **Second and Final Reading**

- a. *Open Public Hearing*
- b. *Close Public Hearing*
- c. *Discussion and Action from the Commission*

2. **PUBLIC HEARING – ORDINANCE 2022-02** - AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; PROVIDING A SHORT TITLE; PROVIDING FOR INTENT, PURPOSE, & EFFECT; CONSENTING TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY INTO A POLK COUNTY MUNICIPAL SERVICE BENEFIT UNIT; PROVIDING FOR INTENT, PURPOSE AND EFFECT; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE. **Second and Final Reading**

- a. *Open Public Hearing*
- b. *Close Public Hearing*
- c. *Discussion and Action from the Commission*

3. **Resolution 2022-02 – FACC 50th Anniversary Recognition**

4. **Discussion of Crane 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) 964-1375. 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 21, 2022

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 –February 21, 2022 – City Commission Workshop
2. Accept minutes - February 21, 2022 - Regular City Commission Meeting
3. Accept minutes – March 3, 2022 – Special City Commission Meeting

B. REPORTS

1. Building Permits Report – N/A
2. Code Enforcement Report – February 2022
3. Financial Report – N/A
4. Library Report – February 2022
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – February 2022
7. Public Works Report – February 2022
8. Utilities Report – February 2022

C. OTHER

**City Commission Meeting
March 21, 2022**

PRESENTATION: **Proclamation for Water Conservation Month**

INFORMATION ONLY
 ACTION REQUESTED

ISSUE: This proclamation is in recognition of Water Conservation Month

ATTACHMENT: Yes

ANALYSIS: N/A

STAFF RECOMMENDATION: Recognize April 2022 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

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as 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.

Polk City

Joe LaCascia, Mayor

Attest:

Patricia R. Jackson, City Manager/Clerk

**City Commission Meeting
March 21, 2022**

CONSENT AGENDA ITEM: Accept minutes for:

Accept minutes –February 21, 2022 - City Commission Workshop
Accept minutes – February 21, 2022 – City Commission Meeting
Accept minutes – March 3, 2022 – Special City Commission Meeting

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Minutes attached for review and approval

ATTACHMENTS:

Accept minutes –February 21, 2022 - City Commission Workshop
Accept minutes –February 21, 2022 - City Commission Meeting
Accept minutes – March 3, 2022 – Special City Commission Meeting

ANALYSIS: N/A

STAFF RECOMMENDATION: Approval of Minutes

CITY COMMISSION WORKSHOP MINUTES

February 21, 2022

Mayor LaCascia called the Regular 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, City Attorney Thomas Cloud (Zoom), and City Manager Patricia Jackson

Absent: Commissioner Randy Carroll and Commissioner Micheal T. Blethen

Agenda Review - City Commission Meeting – February 21, 2022

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 – ORDINANCE 2022-01

COMMISSION OF POLK CITY, FLORIDA, AMENDING THE POLK CITY CODE OF ORDINANCES (THE "CITY CODE") CREATING CHAPTER 9 IN THE CITY CODE; CREATING A CITY ELECTION CODE; AMENDING & RENUMBERING §§ 2-11 AND 2-12 OF THE CITY CODE; PROVIDING FOR SEVERABILITY, CONFLICTS, & AN EFFECTIVE DATE. **First Reading**

City Attorney Cloud stated that this Ordinance allows for the creation of a Chapter 9 in the City's Charter defining the period for qualifications as well as the location for qualification. This original information was in Chapter 2 and was somewhat confusing; now it will be clearly defined.

No question or concerns on this item.

PUBLIC HEARING – ORDINANCE 2022-02

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; PROVIDING A SHORT TITLE; PROVIDING FOR INTENT, PURPOSE, & EFFECT; CONSENTING TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY INTO A POLK COUNTY MUNICIPAL SERVICE BENEFIT UNIT; PROVIDING FOR INTENT, PURPOSE AND EFFECT; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE. **First Reading**

City Attorney Cloud discussed the Fire Services agreement between Polk City and Polk

County. This Agreement should be updated every ten years for fire service within the municipal boundaries.

No questions or concerns on this item.

Review and Approve Scoring Ranking Sheets for FFY 2019 CDBG Administration Services

City Manager Jackson discussed the FFY 2019 CDBG Administrative Services Ranking Scoring Summary. Polk City did a RFQ for CDBG Administration Services and there were two submittals, Summit Professionals and Fox Enterprises. Summit Professionals was awarded the bid.

In December 2021, staff received correspondence from DEO stating the score sheets did not adhere to the DEO scoring guidelines; therefore, when sent to DEO for final approval, they were rejected. Based on the fact that some of the score sheets were graded incorrectly, it was necessary that this item be brought back to the City Commission for a detailed explanation and to seek approval that the Commission is in complete agreement that the Ranking Scoring Summary is reflective of each one's grading intent as indicated on their original score sheet as previously submitted.

No questions or concerns on this item.

Resolution 2022-01 – Declaring Certain Property Surplus

City Manager Jackson discussed a Resolution of the City Commission of Polk City, Florida, declaring certain personal property as surplus; providing for authorization for the public sale, subsequent donation or disposal of said personal property; providing for the prior advertisement of said sale; providing for all revenue to be placed in the General Fund; and providing an effective date.

City Manager Jackson explained the purpose of this Resolution, which is done annually for City-owned items to be surplus. There will be a Public Notice placed in the newspaper and on the City's website for those interested in purchasing any of the items.

No questions or concerns on this item.

Review and Approve Bids for Demolition

City Manager Jackson discussed the structure at 423 Marklen Loop (Case #CE 19-0174) was inspected by Polk County and the property was condemned. Polk City went out for bid in January 2022 for demolition of the structure. Two bids were received – Johnson's Excavating Services - \$7,390 and Steve Bivens Contracting Inc - \$9,500.

Once the structure is demolished, a lien will be placed on the property for the cost of demolition and Polk City will move forward with Foreclosure proceedings for that lien and the other lien for Code infractions.

City Attorney Cloud provided additional detailed explanation on the demolition process.

No further discussion on this item.

The Landings - Preliminary Plat Update

Jennifer Codo-Salisbury (CFRPC) discussed the update for The Landings @ Mt. Olive Preliminary Plat which is consistent with the Zoning of the Planned Unit Development. This is for 381 single family homes on approximately 132.14 acres located on the north side of Mt. Olive Road, east of SR 33, east of Golden Gate Boulevard in the Green Swamp Area of Critical State Concern.

On Monday, February 7, 2022, the Polk City Planning Commission unanimously approved the Preliminary Plat for The Landings at Mt. Olive.

Joe LaCascia requested clarity on the Easement. He is not comfortable with the uncertainty of the 10 ft. buffer. There needs to be another review.

CITY MANAGER ITEMS

CITY ATTORNEY ITEMS

CITY MANAGER ITEMS

COMMISSIONER ITEMS

Mayor LaCascia

Vice Mayor Kimsey

Commissioner Blethen

Commissioner Carroll

Commissioner Harper

ANNOUNCEMENTS - None

ADJOURNMENT – 7:00 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

CITY COMMISSION MINUTES

February 21, 2022

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

Pastor Lawlor, New Life Community Church gave the invocation.

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

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

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

APPROVE CONSENT AGENDA

January 18, 2022 (City Commission Meeting) minutes. **Motion by Commissioner Harper and seconded by Vice Mayor Kimsey. Unanimously approved by Voice Vote.**

PRESENTATIONS/RECOGNITIONS - None

PUBLIC COMMENT - None

ORDER OF BUSINESS

PUBLIC HEARING – ORDINANCE 2022-01

COMMISSION OF POLK CITY, FLORIDA, AMENDING THE POLK CITY CODE OF ORDINANCES (THE "CITY CODE") CREATING CHAPTER 9 IN THE CITY CODE; CREATING A CITY ELECTION CODE; AMENDING & RENUMBERING §§ 2-11 AND 2-12 OF THE CITY CODE; PROVIDING FOR SEVERABILITY, CONFLICTS, & AN EFFECTIVE DATE. **First Reading**

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

City Attorney Cloud stated that this Ordinance allows for the creation of a Chapter 9 in the City's Charter defining the period for qualifications as well as the location for qualification. This original information was in Chapter 2 and was somewhat confusing; now it will be clearly defined.

Motion by Vice Mayor Kimsey to approve Ordinance 2022-01 on First Reading; this motion was seconded by Commissioner Blethen.

No discussion or questions by Commission or the Public.

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

Motion carried unanimously.

PUBLIC HEARING – ORDINANCE 2022-02

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; PROVIDING A SHORT TITLE; PROVIDING FOR INTENT, PURPOSE, & EFFECT; CONSENTING TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY INTO A POLK COUNTY MUNICIPAL SERVICE BENEFIT UNIT; PROVIDING FOR INTENT, PURPOSE AND EFFECT; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE.

First Reading

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

City Attorney Cloud discussed the Fire Services agreement between Polk City and Polk County. This Agreement should be updated every ten years for fire service within the municipal boundaries.

Motion by Commissioner Blethen to approve Ordinance 2022-02 on First Reading; this motion was seconded by Commissioner Harper.

No discussion or questions by Commission or the Public.

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

Motion carried unanimously.

Review and Approve Scoring Ranking Sheets for FFY 2019 CDBG Administration Services

City Manager Jackson discussed the FFY 2019 CDBG Administrative Services Ranking Scoring Summary. Polk City did a RFQ for CDBG Administration Services and there were two submittals, Summit Professionals and Fox Enterprises. Summit Professionals was awarded the bid.

In December 2021, staff received correspondence from DEO stating the score sheets did not adhere to the DEO scoring guidelines; therefore, when sent to DEO for final approval, they were rejected. Based on the fact that some of the score sheets were graded incorrectly, it was necessary that this item be brought back to the City Commission for a detailed explanation and to seek approval that the Commission is in complete agreement that the Ranking Scoring Summary is reflective of each one's grading intent as indicated on their original score sheet as previously submitted.

After brief discussion, a **motion by Vice Mayor Kimsey** to approve the Ranking Scoring Summary as presented, which will meet the DEO Guidelines; this motion was seconded by Commissioner Blethen.

Motion carried unanimously by Voice Vote.

Resolution 2022-01 – Declaring Certain Property Surplus

City Manager Jackson discussed a Resolution of the City Commission of Polk City, Florida, declaring certain personal property as surplus; providing for authorization for the public sale, subsequent donation or disposal of said personal property; providing for the prior advertisement of said sale; providing for all revenue to be placed in the General Fund; and providing an effective date.

City Manager Jackson explained the purpose of this Resolution, which is done annually for City-owned items to be surplus. There will be a Public Notice placed in the newspaper and on the City's website for those interested in purchasing any of the items.

Motion by Commissioner Harper to approve Resolution 2022-01; this motion was seconded by Commissioner Carroll.

Commissioner Harper asked if there was a time limit on disposal of the items?

City Manager Jackson responded, two months.

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

Motion carried unanimously.

Review and Approve Bids for Demolition

City Manager Jackson discussed the structure at 423 Marklen Loop (Case #CE 19-0174) was inspected by Polk County and the property was condemned. Polk City went out for bid in January 2022 for demolition of the structure. Two bids were received – Johnson's Excavating Services - \$7,390 and Steve Bivens Contracting Inc - \$9,500.

Once the structure is demolished, a lien will be placed on the property for the cost of demolition and Polk City will move forward with Foreclosure proceedings for that lien and the other lien for Code infractions.

City Attorney Cloud provided additional detailed explanation on the demolition process.

No questions from the City Commission or the Public.

Motion by Commissioner Harper to approve accepting the lowest bid from Johnson Excavating Services in the amount of \$7,390 to demolish the property at 423 Marklen Loop; this motion was seconded by Commissioner Blethen.

Motion carried unanimously by Voice Vote.

The Landings - Preliminary Plat Update

Jennifer Codo-Salisbury (CFRPC) discussed the update for The Landings @ Mt. Olive Preliminary Plat which is consistent with the Zoning of the Planned Unit Development. This is for 381 single family homes on approximately 132.14 acres located on the north side of Mt. Olive Road, east of SR 33, east of Golden Gate Boulevard in the Green Swamp Area of Critical State Concern.

On Monday, February 7, 2022, the Polk City Planning Commission unanimously approved the Preliminary Plat for The Landings at Mt. Olive.

Joe LaCascia requested clarity on the easement and/or buffer. He is not comfortable with the uncertainty of the 10ft. buffer. There needs to be another review.

Laura Lambert (414 Meandering Way) – Stated the developer indicated in a previous meeting that he would not remove the current fence, but property owners could put a fence in the buffer area. Please clarify this information with the Developer.

Lorraine Snyder (775 Teaberry Trail) – a 3ft easement was approved with that stipulation.

After lengthy discussion, Jennifer Codo-Salisbury stated the Final Plat approval will need to be done for final approval on the conditions of the 10ft buffer cooperatively with property owner to the North. All of the concerns from this meeting will be relayed to the applicant.

City Attorney Cloud recommended putting together a motion requesting staff to get clarification from the developer to honor the conditions regarding the buffer.

CITY MANAGER ITEMS

Municipal Election –Qualifying ended on 2/17 at 1:00 pm. There were two seats open. Joe LaCascia qualified and was unopposed for Seat #1; however, Don Kimsey did not seek re-election and no one else ran for Seat #3.

Truist Bank – Discussed the astronomical charges that Polk City's bank account has received with Truist.

PRWC – City Manager Jackson indicated the need for a Special City Commission Meeting to discuss the Implementation Agreement. The terms of the Agreement are changing. The 65-page agreement was just received at 9am this morning. Will let you know the date of the Special Meeting via email over the next day or so.

Bank Charges from Truist - Polk City has received notices regarding charges incurred to its bank account. City Manager requested authorization from the Commission to meet with other banks to discuss options they would have for Polk City. Authorization was provided.

Public Works/Utilities – Keith McVeigh will oversee both departments as Lori Pearson will be the Chief Plant Operator.

CITY ATTORNEY

The Peace River Interlocal Water Plant Consent Agreement has gone through some recent changes and is not ready for approval tonight.

COMMISSIONER ITEMS

Vice Mayor Kimsey – Shared his displeasure with Truist Bank.

Commissioner Harper – Discussed his unfortunate experience with Truist Bank as well.

Commissioner Blethen – Discussed his displeasure with Truist Bank and the continual issues with the sound system in the Commission Chamber.

Commissioner Carroll – Nothing

Mayor LaCascia – Brief discussion the monthly department reports and the Diamond Maps Program that Public Works and Utilities Crew utilizes daily. Very pleased with each departments detailed report. Concurred with the other Commissioners regarding his displeasure with Truist Bank.

ANNOUNCEMENTS - None

ADJOURNMENT – 7:50 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

SPECIAL CITY COMMISSION MINUTES

March 3, 2022

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

ROLL CALL – Assistant to the City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Vice Mayor Don Kimsey, Commissioner Micheal T. Blethen, Commissioner Wayne Harper, City Attorney Thomas Cloud (via Zoom) and City Manager Patricia Jackson

Absent: Commissioner Randy Carroll

ORDER OF BUSINESS

Southeast Wellfield Implementation Agreement (SEWF)

West Polk Lower Floridan Aquifer Wellfield Implementation Agreement (WPWF)

City Attorney Cloud discussed both documents included in the packet, indicating they are both the same kind of document. One is to the north, which is the WPWF and the other is on the southeastern side of Polk City near Osceola County. These Agreements are coming back to the City Commission for RE-approval. The Cooperative submitted an agreement, and neither agreement will harm Polk City. Polk City is a part of the West Polk Agreement as a Project Participant at .38 percent. Polk City can make it to 2040 with the current water allocation.

Recommended approval of both Agreements, with one caveat.....to direct PRWC to change City of Polk City to *Polk City*. This has been requested numerous times.

Motion by Mayor LaCascia to approve the **SEWF Agreement** as presented; this motion was seconded by Commissioner Harper.

Motion carried 4/0 by Voice Vote.

Motion by Vice Mayor Kimsey to approve the **WPWF Agreement** as presented; this motion as seconded by Commissioner Blethen.

Motion carried 4/0 by Voice Vote.

ADJOURNMENT – 7:05 pm

Patricia Jackson, City Manager

Joe LaCascia, Mayor

**City Commission Meeting
March 21, 2022**

CONSENT AGENDA ITEM: **Department Monthly Reports**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Department Reports attached for review and approval.

ATTACHMENTS:

Monthly Department Reports for:

1. Building Permits Report – N/A
2. Code Enforcement Report – February 2022
3. Financial Report – N/A
4. Library Report – February 2022
5. Polk County Fire Rescue – N/A
6. Polk Sheriff's Report – February 2022
7. Public Works Report – February 2022
8. Utilities Report – February 2022

ANALYSIS:

STAFF RECOMMENDATION: Approval of Department Reports via Consent Agenda

Code Enforcement Report

FEBRUARY 2022

SNIPE SIGNS REMOVED	55	
LIEN SEARCHES	19	
INSPECTIONS	41	
CLOSED OUT CASES	18	
SPECIAL MAGISTRATE CASES	2	
CLOSED OUT SPECIAL MAGISTRATE CASES	0	
CASE SUBJECTS		
REFERRED TO COUNTY	20	
DISABLE VEHICLES	0	
BUILDING WITHOUT PERMIT	9	
OVERGROWTH	1	
HOUSE NUMBERS	0	
FENCE/INSPECTIONS	13	
JUNK AND DEBRIS	2	
RV/TRAILER PARKING	0	
OPEN STRUCTURE	0	
MET WITH CITIZEN	8	
NOISE	2	
PLACE LIEN	0	
CLOSE OUT LIEN	0	
YARD SALE	1	
ANIMAL	1	
POSTINGS	2	
EXTENDED CASES	7	
ACCESSORY USE	0	
POOLS	0	
BUSNESS LICENSE	1	

Library Monthly Report

February 2022

CIRCULATION

ADULT BOOKS	1021
JUVENILE BOOKS	614
TOTAL CIRCULATION	1635

NEW BORROWERS

IN CITY	14
IN COUNTY	4
TOTAL NEW BORROWERS	18

NUMBER OF PROGRAMS

ADULT	0
JUVENILE	0
YOUNG ADULT	0
TOTAL PROGRAMS	0

PROGRAM ATTENDANCE

ADULT	0
JUVENILE	0
YOUNG ADULT	0
TOTAL ATTENDANCE	0

REFERENCE QUESTIONS

PHONE CALLS	125
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NUMBER OF COMPUTER USERS

78

TOTAL PATRONS

568

Prepared by:

Mikayla Osso

Library Director

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

STATISTICAL DATA

West **Division**

March 9, 2022

Northwest District

To: Patricia Jackson, City Manager

From: Deputy Christina Poindexter #7376

Subject: Statistical Report for February 2022

ACTIVITY	
FELONY ARREST	3
AFFIDAVITS FELONY	0
MISDEMEANOR ARREST	10
AFFIDAVITS MISDEMEANOR	0
OUT OF COUNTY/STATE WARRANT ARRESTS	0
PROCAP WARRANT ARREST	1
TOTAL ARRESTS	14
SEARCH WARRANTS	0
FIELD INTERROGATION REPORTS	0
TRAFFIC CITATIONS	41
INTELLIGENCE REPORTS	0
STOLEN PROPERTY RECOVERED	Stolen trailer
HRS. TRANSPORTING/ AGENCIES/DIVISIONS	0
OFFENSE REPORTS	35
NARCOTICS SEIZED	0
ASSETS SEIZED	0
PATROL NOTICES	0
FOXTROT REPORTS	7
TOW-AWAY NOTICES	2
COMMUNITY CONTACTS	1800
TRAFFIC STOPS	58
TOTAL DISPATCHED CALLS FOR SERVICE	71

In February 2022, there were four (4) PROCAP captured crimes as compared to two (2) in February 2021. There was a Burglary of Structure (storage Connex) located at 4100 I4 W/Parkway, two generators were stolen as well as cooper wire. A Grand Theft occurred at 426 Bascom Ct. of an enclosed utility trailer from the front yard, the trailer was recovered a very short time later, and suspect arrested. A Criminal mischief occurred at Freedom Park to the woman's bathroom, unknown suspect attempted to pry open the locked bathroom door sometime from 02/22/22 at 1630 hours to 02/23/22 at 1130 hours. A petit theft was reported of a cell phone, however this case is unfounded due to the victim is uncooperative. There are no trends in the City of Polk City at this time and all four cases are unrelated. At this time our crime is still sitting at +20% as compared to last year at this time.

PCSO-220005594	2022-02-04 / 1730hrs	2022-02-07 / 0730hrs	Mon	4100 I4 W	open field, Construction site; Unk susp entered a Conex storage box & removed a Honda 3000 IS generator, Champion generator 5500w, & 10 spools of tracer wire 12g -the box is secured with a padlock which was still intact, but the wood surrounding the interior of the door was rotted & is able to easily pried open. Additional game cameras have been sent to the area. Stronger connex is being swapped with currently broken one.	Arbo	No	No	NFL
GRAND THEFT									
PCSO-220008453	2022-02-26 / 0342hrs	2022-02-26 / 0600hrs	Sat	426 BASCOM CT	Unk susps driving a dark colored Chevy Silverado took off with victs white utility trailer / vict came to resid & observed his trailer being hauled away he followed susp attempted to stop him, susp then stopped in the middle of Pace Rd and unk trailer. video shows dark truck with black and red vinyl wrap to resemble truck signs in the block with a large object in the bed. 2010-2010-0300 parking. Witness address: 1100 West 10th Street, Polk, IA 50424. Warrant: Colin Creel WM 082684 Poss Female: Macayan Blevins WF 110395 (Susp veh is a GMC Sierra bearing Florida tag#408CUK	Arbo	No	Yes	CA
PETIT THEFT									
PCSO-220008390	2022-02-25 / 1815hrs	2022-02-25 / 1820hrs	Fri	421 1ST ST	Unk susp removed the victs Volt phone which was on AC unit / Vict was underneath resid when he observed legs & heard a voice walking towards the AC unit, vict believes susp is Morton Susp: Mark Morton WM 070491 Victim wrote "refused" on statement. So far unable to contact victim. Attempted contact with original 911 caller with no answer. Per D/S Poindexter victim is extremely S20.	Arbo	no	no	uncoop
CRIMINAL MISCHIEF									
PCSO-220008842	2022-02-22 / 1630hrs	2022-02-23 / 1130hrs	Wed	7750 BERKLEY RD FREEDOM PARK	women's bathroom; Unk susp attempted to pry open bathroom doors due to damage, entry was not made No video or suspects.	Arbo	No	No	NFL

	January		February		March		April		May		June		July		August		September		October		November		December		YTD Totals		Monthly	YTD		
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	Change	2021	2022	
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	0
Burg. Business	2	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. Residence	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. Structure	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	0	0	0	0
Burg. Conveyance	0	0	1	0	1	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
Vehicle Theft	0	1	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	0	0	0
Grand Theft	1	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	0	0	0	0
Petit Theft	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	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
Retail 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
Criminal Mischief	0	1	0	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	0	0
Totals	3	2	2	4	1	0	0	0	2	0	1	0	2	0	3	0	2	0	1	0	1	0	0	7	0	5	6	100%	2.5	3.0
% Change	-33%		100%		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		N/A		20%					20%

Public Works Report

07-13 February 2022

Summary: Below is a summary of Public Works actions for the week:

1. Finance, Budget & Procurement

- a. Still waiting for Weikert Ford to provide feedback on status of requested purchase of 2022 F250 Work Truck for \$27,749.35 leveraging the Polk County contract.
- b. Received two 10x20 Canopies for use across PW and Utilities when working in the hot sun as well as at Bronson Center for use with reoccurring food drive.
- c. Processed PO for Motorola Mobile-One Bank Charger.
- d. Processed PO for Fleet Maintenance 4 Post Vehicle Lift (NAPA)
- e. Ordered new replacement signs for Berkely and Crape Myrtle using the Polk County sign shop. Signs were ready the next day.

2. Admin, Logistics & Operations

- a. Continued processing all accounts payable.
- b. Validated that Lowe's does not issue specific credit cards similar to Home Depot to prevent fraudulent charges in the future. Will remain vigilant to track all purchases.
- c. Established free AMAZON Business Account for City receiving tax free purchases when required.
- d. Spoke with UniFirst Account Representative at their HQs in Dallas regarding continued errors on the invoice regarding uniforms and items (gloves) that were no ordered but delivered. Requested that delivery person comes between the hours of 0700-1200 or 1300-1600 and only person authorized to review, and sign is Ms. Owens or Mr. McVeigh to ensure there are no further errors.
- e. PW established a common username and password scheme for all the tablets (PW & Utilities) used by employees and DIAMOND MAPS. This prevents the situation of when an employee leaves the tablet can be transferred to another employee and used without having to jailbreak or rest tablet each time. Employees must maintain physical possession and safeguard tablets at all times.

3. Streets & Signs

- a. Met with 2 additional pavement vendors to receive pavement/asphalt repair cost at waterline break at Oak & Railroad Ave. Quotes have ranged from \$27,000 to as low as \$4,550.00 One more asphalt company is scheduled to provide a quote week of 14 FEB 22.
- b. Conducted pothole repair on Citrus Grove Blvd.
- c. Repaired dirt hole in city dirt road on Brook Lane.

- d. Contacted FLDOT to repair sidewalk along Commonwealth Ave on West side of Bronson Center.

4. Stormwater

- a. Completed two MS4 Proactive Illicit Discharge, Connection and/or Dumping Inspections at the Holland Equipment Services and Dixie Steel Industries. All inspections resulted in total compliance with Polk City MS4 NPDES Permit FL000015-003. Final inspections at PW Department Fleet Maintenance and will be completed week of 14 FEB 22.
- b. Conducted Stormwater Outlet Repair estimate inspections with Bay Area Environmental discharging into Lake Agnes located at the intersection of Larkspur Lane and Edgewater Drive and from 1st Street to 3rd Street in Oak Ridge Estates. Received another quote from Blue Works Inc and have one more scheduled for week of 14-20 FEB 22. Repair estimates are coming in between \$150,000 and \$200,000. Pipes are rusting and degrading and have approximately 2-4 more years on life before it is required to repair, so will begin planning long term budget cost to complete in the out years.
- c. Removed insulation from backflows across the city.
- d. Repaired the Stormwater inlet at the intersection of Larkspur Lane and Edgewater Drive

5. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier)

- a. Inspected and removed trash from all areas.

6. Facilities (Library, City Hall, Bronson Center, Old Public Works Facility, Activity Center and New Public Work/Utility facilities)

- a. Completed weekly custodial duties on all facilities.
- b. Prepared 200 boxes for the United Way Food Drive conducted on 12 FEB 22.
- c. Set up Bronson Center for 8 FEB P.A.C.E. Conference from 0800-1300 and assisted with audio/video issues.
- d. Sprayed ants around sewer plant retention pond.
- e. Marked all (20) damaged/perforated areas on the sewer treatment plant retention pond in preparation for repair.

7. Mowing & Landscaping

- a. Removed trash at all city facilities, streets and areas that required clean-up to include SR 33, C557/559.
- b. Spoke with Eddie King of FLDOT regarding mowing/litter contract of SR 33 and 557/559. Mr. King has asked if Polk City would like to continue to perform mowing/litter removal after OCT 2022 since we have a vested interest in sustaining the appearance of the city. City Manager approved and I notified Mr. King by email on 14 FEB 22 that Polk City will continue to perform the mowing IAW the contract.

- c. Dustin Williams passes his Pesticide Test, and we will submit the request for his license week of 14 FEB 22.
- d. Cleaned debris/leave off the Van Fleet Trail.

8. Fleet & Shop Preventative Maintenance

- a. Continued stripping water meters separating brass, aluminum, and plastic for scrap. Completed another 100 meters and expect to complete all separation of brass and turn into scrap the week of 21 FEB 22.
- b. Received delivery of Lane Shark hedge/brush cutter from Grove Equipment Services that will be used to keep Van Fleet Trail trees and brush of portion of trail Polk City is responsible for maintaining.
- c. Changed oil in Utilities F250 vehicle #252190.

March Objectives:

- 1. Continue proactive/preventive maintenance of all city facilities and equipment.
- 2. Continue use of DIAMOND MAPS updating actions completed on streets, stormwater, facilities, and mowing cycles.
- 3. Continue to perform quarterly MS4 Surveillance and record results as part of the Illicit Prevention and Proactive Inspection Program, focus is residential areas.
- 4. Continue Utilize DIAMOND MAPS program to perform surveillance of all city assets and record all actions taken creating a historical data base for works completed, to include Stormwater, FLDOT mowing, facilities and Parks & recreation.
- 5. Continue cleanup/organization of shop storage areas and prepare excess and unserviceable for surplus/disposal as needed and identified.
- 6. Continue to set conditions to procure equipment/resources identified in the FY2021-2022 Budget while identifying FY2022-2023 Requirements.

Submitted by: Keith J. McVeigh, Public Works Director

Public Works Report

31 January to 06 February 2022

Summary: Below is a summary of Public Works actions for the week:

1. Finance, Budget & Procurement

- a. Still waiting for Weikert Ford to provide feedback on status of requested purchase of 2022 F250 Work Truck for \$27,749.35 leveraging the Polk County contract.
- b. Received two 10x20 Canopies for use across PW and Utilities when working in the hot sun as well as at Bronson Center for use with reoccurring food drive.
- c. Processed PO for Motorola Mobile-One Bank Charger.
- d. Processed PO for Fleet Maintenance 4 Post Vehicle Lift (NAPA)
- e. Ordered new replacement signs for Berkely and Crape Myrtle using the Polk County sign shop. Signs were ready the next day.

2. Admin, Logistics & Operations

- a. Continued processing all accounts payable.
- b. Validated that Lowe's does not issue specific credit cards similar to Home Depot to prevent fraudulent charges in the future. Will remain vigilant to track all purchases.
- c. Established free AMAZON Business Account for City receiving tax free purchases when required.
- d. Spoke with UniFirst Account Representative at their HQs in Dallas regarding continued errors on the invoice regarding uniforms and items (gloves) that were no ordered but delivered. Requested that delivery person comes between the hours of 0700-1200 or 1300-1600 and only person authorized to review, and sign is Ms. Owens or Mr. McVeigh to ensure there are no further errors.
- e. PW established a common username and password scheme for all the tablets (PW & Utilities) used by employees and DIAMOND MAPS. This prevents the situation of when an employee leaves the tablet can be transferred to another employee and used without having to jailbreak or rest tablet each time. Employees must maintain physical possession and safeguard tablets at all times.

3. Streets & Signs

- a. Met with 2 additional pavement vendors to receive pavement/asphalt repair cost at waterline break at Oak & Railroad Ave. Quotes have ranged from \$27,000 to as low as \$4,550.00 One more asphalt company is scheduled to provide a quote week of 14 FEB 22.
- b. Conducted pothole repair on Citrus Grove Blvd.
- c. Repaired dirt hole in city dirt road on Brook Lane.

- d. Contacted FLDOT to repair sidewalk along Commonwealth Ave on West side of Bronson Center.

4. Stormwater

- a. Completed two MS4 Proactive Illicit Discharge, Connection and/or Dumping Inspections at the Holland Equipment Services and Dixie Steel Industries. All inspections resulted in total compliance with Polk City MS4 NPDES Permit FL000015-003. Final inspections at PW Department Fleet Maintenance and will be completed week of 14 FEB 22.
- b. Conducted Stormwater Outlet Repair estimate inspections with Bay Area Environmental discharging into Lake Agnes located at the intersection of Larkspur Lane and Edgewater Drive and from 1st Street to 3rd Street in Oak Ridge Estates. Received another quote from Blue Works Inc and have one more scheduled for week of 14-20 FEB 22. Repair estimates are coming in between \$150,000 and \$200,000. Pipes are rusting and degrading and have approximately 2-4 more years on life before it is required to repair, so will begin planning long term budget cost to complete in the out years.
- c. Removed insulation from backflows across the city.
- d. Repaired the Stormwater inlet at the intersection of Larkspur Lane and Edgewater Drive

5. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier)

- a. Inspected and removed trash from all areas.

6. Facilities (Library, City Hall, Bronson Center, Old Public Works Facility, Activity Center and New Public Work/Utility facilities)

- a. Completed weekly custodial duties on all facilities.
- b. Prepared 200 boxes for the United Way Food Drive conducted on 12 FEB 22.
- c. Set up Bronson Center for 8 FEB P.A.C.E. Conference from 0800-1300 and assisted with audio/video issues.
- d. Sprayed ants around sewer plant retention pond.
- e. Marked all (20) damaged/perforated areas on the sewer treatment plant retention pond in preparation for repair.

7. Mowing & Landscaping

- a. Removed trash at all city facilities, streets and areas that required clean-up to include SR 33, C557/559.
- b. Spoke with Eddie King of FLDOT regarding mowing/litter contract of SR 33 and 557/559. Mr. King has asked if Polk City would like to continue to perform mowing/litter removal after OCT 2022 since we have a vested interest in sustaining the appearance of the city. City Manager approved and I notified Mr. King by email on 14 FEB 22 that Polk City will continue to perform the mowing IAW the contract.

- c. Dustin Williams passes his Pesticide Test, and we will submit the request for his license week of 14 FEB 22.
- d. Cleaned debris/leave off the Van Fleet Trail.

8. Fleet & Shop Preventative Maintenance

- a. Continued stripping water meters separating brass, aluminum, and plastic for scrap. Completed another 100 meters and expect to complete all separation of brass and turn into scrap the week of 21 FEB 22.
- b. Received delivery of Lane Shark hedge/brush cutter from Grove Equipment Services that will be used to keep Van Fleet Trail trees and brush of portion of trail Polk City is responsible for maintaining.
- c. Changed oil in Utilities F250 vehicle #252190.

March Objectives:

- 1. Continue proactive/preventive maintenance of all city facilities and equipment.
- 2. Continue use of DIAMOND MAPS updating actions completed on streets, stormwater, facilities, and mowing cycles.
- 3. Continue to perform quarterly MS4 Surveillance and record results as part of the Illicit Prevention and Proactive Inspection Program, focus is residential areas.
- 4. Continue Utilize DIAMOND MAPS program to perform surveillance of all city assets and record all actions taken creating a historical data base for works completed, to include Stormwater, FLDOT mowing, facilities and Parks & recreation.
- 5. Continue cleanup/organization of shop storage areas and prepare excess and unserviceable for surplus/disposal as needed and identified.
- 6. Continue to set conditions to procure equipment/resources identified in the FY2021-2022 Budget while identifying FY2022-2023 Requirements.

Submitted by: Keith J. McVeigh, Public Works Director

Public Works/Utilities Report

28 February to 6 March 2022

Summary: Below is a summary of Public Works actions for the week:

1. Public Works/Utilities Director (Keith)

- a. Assisted with 1753-2130 05 MAR 22 call out at regarding backup manhole/sewer line located at 5313 Jacob Ave. Homeowner was attempting to tap into City sewer line. City sewer line became clogged with dirt causing a complete backup of sewer lines. Line was drained and unclogged utilizing VAC truck and service was restored at 2130. Call out consisted of John Morrow, Rick Jiles and Keith McVeigh.
- b. Initiated the automated (paperless) work order process this week with John Morrow as the Bata test employee. Have learned that ADG has the ability email employees notifying them of an open work order. Employee receives notification on tablet, performs the job, annotates notes electronically in ADG and then sends back for administrative review and closure. This new process eliminates the requirement to fax, email and or print any work orders as all is done online in the ADG system of record.
- c. Personally contact R&M regarding the Brooks Lane sewer line repairs. The delay was caused by R&M Tap & Line Stop tool failed while attempting to install Tap & Line Stop. R&M has contacted their parent company, Rangeline to get replacement tools. Estimated completion of job is 10-14 MAR 22.
- d. Attended DEP MS4 Cycle 5 Permit application teleconference on 2 MAR 22 as part of permit application submission for Cycle 5. Application is 75% complete and should be ready for City Manager review NLT 11 MAR 22. Permit is due to DEP NLT 31 MAR 22.

2. Admin, Logistics & Operations (Jasmyn)

- a. Processed 9 AP's and 2 PO's.
- b. Coded Ace Hardware receipts/worked on spread sheet.
- c. Completed WEX monthly statement/spread sheet.
- d. Logged 22 work orders for Utilities.
- e. Added new director to Uline account.
- f. Completed the On-Call schedule May-December.
- g. Revised Bronson Community Center Rental Application.
- h. Received word from NAPA that the 4 Post Lift would be shipped from manufacturer on 18 APR 22 and it would take 10-15 business days to install once arrived.
- i. Continued inventory of all PW & Utilities Keys and developing a log to account for all of them as well as what keys each employee has signed out.
- j. Received and processed receipt for Utilities Truck # 251944 from Jarrett Gordon Ford.

k. Processed Ring Power credit of \$437.50. Check will be mailed to city.

3. Sewer & Water Plant Operations (Lori)

- a. Lenny performed on-call duties for weekend water/sewer plant coverage
- b. Surveyed the WWTP and all 3 water plants for needed repairs and replacements. Now prioritizing repairs and will then determine the best COA forward for repairs and factor all others into the FY22-23 Budget Forecast.
- c. Attended PRWC Technical Advisory Community (TAC) meeting.
- d. Submitted the Cardinal Hill WWTF permit renewal to DEP on 4 MAR 22.
- e. Preparing the Public Supply Annual Report (PSAR).
- f. Received 1 of 3 quotes to drain and haul away sludge from WWTP digester. Digester requires maintenance to repair a leaking air house that facilitates oxygenation of the digester.
- g. Completed the following preventative maintenance operations at the Wastewater Treatment Plant (WWTP):
 - a) Completed repair of all spray field sprinkler heads.
 - b) Cleaned Chlorine Contact Chamber.
 - c) Washed down weirs.
 - d) Cleaned trailer/lab.
 - e) Cleaned up and weed-eated around WWTF
- h. Completed the following preventative maintenance operations at the 3 Water Treatment Plants:
 - a) Daily Inspections/samples of the Water Treatment Plants
 - b) Ran Matt. Williams air compressor

4. Distribution (Rick)

- a. Began cleaning, organizing, and inventorying Utilities supply room.
- b. Attempted multiple times to coordinate with Kevin Odom on water projects that are pending his completion:
 - a) Berkley Road water line replacement
 - b) 5422 Citrus Hill Resident cement repair
- c. Completed 22 work orders consisting of:
 - a) 8 turn-ons
 - b) 9 turn-offs
 - c) 1 water meter install
 - d) 2 meter maintenance
 - e) 2 laptop test
- d. 10 locates initiated thru Sunshine 811
- e. 37 meters GPS and add into Diamond Maps in MOSN.
- f. 19 water valves exercised.
- g. 11 water valves added to Diamond maps
- h. 5 fire hydrants flushed.
- i. 1 dead end line flushed.
- j. Citrus Hill water line & fire hydrants added into Dimond Maps.

5. Stormwater & Sewer Operations (Andrew & Robby)

a. Stormwater

- a) Updated Polk City DEP Wet/Dry Retention/Detention Pond Survey as part of the MS4 Cycle 5 Permit application. Will complete another final review of entire city Stormwater system and validate data is completed in Diamond Maps NLT 11 MAR 22.
- b) Rehab/construction of storm water basin (ongoing).
- c) Physical inspection of stormwater drains and major outfalls (ongoing).

b. Sewer

#1 (250 Brook Lane): Checked call box from call out; checked OK. Washed down wet well. Checked volts amps and hours.

#2 (201 N. Citrus Grove Blvd): Checked call box from call out; checked OK. Checked volts, amps, and hours.

#3 (221 Laynewade Rd): Checked call box from call out; checked OK. Checked volts, amps, and hours.

#4 (447 Nolane Lane): Checked call box from call out; checked OK. Checked volts,amps, and hours. Assisted Ring Power with changing main breaker on generator. Washed down wet well.

#5 (822 Two Pond Rd): Checked call box from call out; checked OK. Checked volts, amps, and hours.

#6 (Mt. Olive Rd (Fountain Park): Checked call box from call out; checked ok. Checked volts, amps, and hours. Generator has leaking injector pump. Ring Power sent a quote for repairs, quote approved by City Manager for replacement.

#7 (9826 N. SR33 / Voyles Loop): Checked volts, amps, and hours. Washed down wet well.

#8 (1071 Motorcoach Drive): Checked volts, amps, and hours. Washed down wet well.

#9 (455 Meandering Way): Checked volts, amps and hours. Washed down wet well.

#10 (5145 South Shore Drive) Pulled pumps inspecting and cleaning for rags to prevent malfunction. Checked volts, amps and hours.

#11 (5552 Golden Gate Rd): Checked volts, amps, and hours. Pulled pumps inspecting and cleaning for rags to prevent malfunction.

#12 (9256 Ruth Rd): Checked volts, amps, and hours.

#13 (Phase 3 Fountain Park): Checked call box from call out; checked OK. Checked volts, amps, and hours.

6. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier) (Luis)

- a. Collected 10 bags of trash from all parks and recreation facilities.

- b. Met with Rachel Nunlist of Florida Department of Environmental Protection and determine Polk City Requirements to maintain the Van Fleet Trail is the skatepark cement pad only. Received copy of the official agreement between DEP and City from City Manager.
- c. Received purchase approval for replacement parts for playset damaged by fire at McManigle Park. Will order week of 7 FEB 22.
- d. Received quote to resurface basketball and tennis courts. Will factor into FY22-23 Budget for City Manager review.
- e. Assisted Dustin with A1 Asset electronic surplus pick up.
- f. Contacted Bubba D's for a detailed invoice for the 20x30 Slab concrete for new building.
- g. Reached out to Pegi with Gametime Equipment for new quote on replacement parts for McMaingle Park playground due to fire damage. Received quote and will order week of 7 MAR 22.
- h. Coordinated with 3 seperate companies for the resurfacing of tennis court and basketball court:
 - a) Sport surfaces
 - b) Ace-surfaces – Quote received on 3 MAR 22
 - c) Varsity Courts

7. Mowing & Landscaping (Luis)

- a. Collected 12 bags of trash from all streets and roads to include SR 33 and C557/559.
- b. Trimmed all trees and bushes around city hall and removed dying Palm tree at entrance of building.
- c. Remove Suzette Penton living memorial library.
- e. Mowed and weeded public works facility.

8. Streets & Signs (Luis)

- a. Repaired Children at Play Sign located at Qak Ave and 2nd Street. Sign was run over by resident at end of street.
- b. Contacted FDOT about requirements of 3 way stop signs along Honeybee Ave. There is inconsistent signs along street and trying to determine requirements for signs.
- c. Completed asphalt repair of 12x12 patch at the intersection of Oak and Railroad Ave. Repair was required due to water line leak that damaged the road.
- d. Completed sign pick-up at Polk Country Sign shop in Bartow. Signs were made to replace damaged and destroyed street signs.

9. Fleet Maintenance (Dustin)

- a. Completed 0 work orders.
- b. Received quote for another STHILL HT 105 Pole Saw (\$429.00) to replace the old HT 103 has exceeded its lifecycle. Current repairs would cost \$364.44.

10. Building Maintenance

- a. Completed 3 work orders consisting of:
 - a) Built cabinet for finance department
 - b) Leveled Finance Director's door
 - c) Repaired/remounted men's bathroom sink in Bronson Community Center.
- b. Replaced old flags. Flags will be turned over to VFW for proper disposal.
- c. Assisted A1 Assets to remove electronic surplus from OPW Building.
- d. Received quote for upholstery material to facilitate Bronson Center chairs that need to be recovered.
- e. Received quote for Activity Center lock replacement parts. We can repair the lock for \$600.00 vs replacing the door for \$10,000.00.
- f. Installed new water filter in Bronson Center ice machine as part of annual preventative maintenance checks.
- g. Fabricated and installed two 5-gallon water cooler racks on work trucks. Coolers will be installed on each work truck to ensure employees have access to cold water all day and stop the unnecessary purchase of expensive/overpriced bottled water.
- h. Coordinated with Public Works/Utilities staff to determine proper bolt and nut stockage objectives. All excess stocks will be purchased back by the vendor and credited to the City account.
- i. Reported damage to Freedom park women's bathroom door and stall to the sheriff's office. Investigation ongoing.
- j. Coordinated Gulf State Signs to set up appointment for City marquee repair.

March Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Validate DIAMOND MAPS is updated by completing the following actions:
 - a. Break down city sectors to perform MS4 Surveillance and record results as part of the Illicit Prevention and Proactive Inspection Program.
 - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed, to include Storm water.
 - c. Develop annual fire hydrant inspection program.
 - d. Develop annual physical water meter inspection program.
 - e. Inspecting all City and private backflows, logging in Diamond Maps and inspecting for annual inspections.
3. Continue cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal.
4. Precure equipment/resources identified for Utilities Department in the 2021-2022 Budget.
5. Finalize quotes for remodel quotes for Jacobs Road Water Plant, WWTP Lab and Utility Department kitchen.
6. Work on CAT loader electrical issue

7. Prepare all small engines for mowing season.
8. Perform preventative maintenance and inspections on all Freedom Park and City Hall irrigation systems.
9. Repair Freedom Park woman's bathroom damaged door and floor drain.
10. Install new flooring at Library entrance
11. Install new door handle and panic bar at Activity Center

Submitted by: Keith J. McVeigh, Public Works/Utilities Director.

Public Works/Utilities Report

21-27 February 2022

Summary: Below is a summary of Public Works actions for the week:

1. Public Works/Utilities Director (Keith)

- a. Continue to build the Public Works / Utilities Department into a cohesive team.
- b. Conducted site visit to multiple lift stations across the city as part of RIP/TOA with accepting Utilities under Public Works.
- c. Attended 21 FEB 22 City Commission Workshop and Public Meeting.
- d. Met with Odom contracting to discuss the 3 open projects they are working for the City (Splitter Box replacement, Voyles Lift Station repairs, and Berkley Ave water line replacement.

2. Admin, Logistics & Operations (Jasmyn)

- a. Processed 29 AP's
- b. Reconciled the Lowe's Account past due payments, \$43.00, account is now current.
- c. Trained new custodian on duties at each City facility
- d. Updated Tablet Data Log/ sent to Ms. Dunn
- e. Developed new process for receiving, distributing, and completing work orders using ADG automated process versus antiquated fax process.
 - a) Processed 37 Utilities work orders
 - b) Processed 3 facilities work orders
- f. Coordinated with Grade-A-Way Inc regarding asphalt patch located at Oak & Railroad Ave. Work is expected to be started week of 28 FEB 22.
- g. Ordered replacement street sign for Steven & Rachel Cherie Drive due to someone running it over.
- h. Ordered new street markers for Citrus Grove Blvd and Arborvitae Ln. due to damages.
- i. Ordered new ice machine filter for Bronson Community Center Ice machine.
- j. Ordered additional (4) water coolers from Uline for work crew for water while out in the field versus purchasing costly bottled water.
- k. Contacted Jarrett Gordan Ford for a 3rd time to get the repair invoice for Utilities Truck #251944/XG3957.
- l. Conducted 2nd follow-up with NAPA regarding the status on the 4 Post Lift
- m. Researched availability of a boot truck come to PW/Utilities Department to allow employees to purchase their annual work boots.
- n. Completed the Open-Door Policy memo and started working other SOPs to include the new work order process.
- o. Updated WEX account adding Public Works Director to account.

- p. Met with Joan of the Seniors Group regarding them removing excess supplies they have been storing in the Activity Center cabinets.
- q. Began inventory of all PW & Utilities Keys and developing a log to account for all of them as well as what keys each employee has signed out.
- r. Created new separate accountability sheets for WEX, Home Depot, and Lowe's cards.
- s. Set appt for A1 Assets to come 28 FEB 22 to pick up all approved automation/electronic approved surplus.

3. Sewer & Water Plant Operations (Lori)

- a. Performed on-call duties for weekend water/sewer plant coverage
- b. Completed Bio-Solids Survey on 25 FEB 22 for FLDEP.
- c. Completed the following preventative maintenance operations at the Waste Water Treatment Plant (WWTP):
 - a) Established a weekly Spray Field operation each Wednesday. Identified 8 spray heads were damaged and need replaced/repared. Completed re[par of 5, with last 3 remaining to be completed the week of 28 FEB – 6 MAR 22.
 - b) Performed painting and corrosion prevention on splitter box, distiller pump, and bar screen.
 - c) Greased Effluent pumps.
 - d) Cleaned and organized WWTP Lab. Lab has been integrated into weekly custodial plan to be cleaned every Wednesday.
- d. Performed site surveys of Citrus Hill, The Landings, Island View North, and Berkley Road water line replacement with Lori as part of PW/Utilities Department Consolidation.
- e. Completed the following preventative maintenance operations at the 3 Water Treatment Plants:
 - a) Daily Inspections/samples of 3 Water Treatment Plants
 - b) Repaired of the CL2 injector and drain line at Jacob Plant.

4. Distribution (Rick)

- a. Turned in scrap brass and sewer pumps, receiving \$1945.01 in payments.
- b. Completed 37 work orders consisting of:
 - a) 9 locates
 - b) 2 water leaks
 - c) 12 water valves exercises (found 3 closed)
 - d) 7 fire hydrant flushes
 - e) 2 dead-end line flushes
 - f) 5 Lock Offs

5. Stormwater & Sewer Operations (Andrew & Robby)

a. Stormwater

- a) Removed vegetation and coordinated with the Polk City Fire Department to wash out/unclog stormwater main outfall located at Brooks Lane.

b) Completed Polk City DEP Wet/Dry Retention/Detention Pond Survey.

b. Sewer

a) Performed preventative maintenance & checks at the following Lift Stations:

#1 (250 Brook Lane): Assisted R&M Services with the installation of Block & Plug on main sewer line entering lift station. Wired and installed new pump. Weed eaten

#2 (201 N. Citrus Grove Blvd): NSTR

#3 (221 Laynewade Rd): NSTR

#4 (447 Nolane Lane): NSTR

#5 (822 Two Pond Rd): NSTR

#6 (Mt. Olive Rd (Fountain Park): Conducted Flow Test for engineers planning Mount Olive Shores.

#7 (9826 N. SR33 / Voyles Loop): Washed down & inspected interior.

#8 (1071 Motorcoach Drive): Pulled & inspected pumps

#9 (455 Meandering Way): NSTR

#10 (5145 South Shore Drive): Conducted Flow Test for engineers planning Mount Olive Shores. Pulled pumps for preventative maintenance checks.

#11 (5552 Golden Gate Rd): Pulled pumps for preventative maintenance checks.

#12 (9256 Ruth Rd): NSTR

#13 (Phase 3 Fountain Park): Conducted Flow Test for engineers planning Mount Olive Shores.

6. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier) (Luis)

- a. Collected 3 bags of trash from all parks and recreation facilities.
- b. Contacted Rachel Nunlist of Florida Department of environmental Protection To determine Polk City Requirements to maintain the Van Fleet Trail and get a copy of the official agreement. The PW/Utilities Department will meet with her the week of 28 FEB 22 to validate requirements.
- c. Received completed permit from the City Community Economic Development Department to begin construction of new 20x30 shed that will be built by Bubba-D's Sheds.
- d. Identified final replacement parts for playset damaged by fire at McManigle Park.
- e. Installed new gate wheel on newly installed gate located at on City right of way property (10467 Stevens Drive).
- f. Cleaned and blew off leaves at Van Fleet Trail Head and trail down to Honey Bee Lane.
- g. Mowed Fishing Pier, Activity Center and Basketball Courts grass.

7. Streets & Signs (Luis)

- a. Collected 0 bags of trash from all streets and roads to include SR 33 and C557/559.

- b. Inspected completed concrete sidewalk repairs along SR33 and West of Bronson Community Center performed by FDOT.
- c. Trimmed trees and vegetation blocking signs along Honey Bee Lane and Citrus Grove Blvd.
- d. Installed temporary stop sign at Citrus Grove Boulevard due to it being run over.

8. Fleet Maintenance (Dustin)

- a. Changed oil in vehicle #251921.
- b. Serviced Stihl hand blowers.
- c. Picked up new hedge trimmer and pole saw from I-4 Power Equipment.
- d. Sent old pole saw to Polk Tractor to be serviced

9. Building Maintenance

- a. Trained new employee on all custodial requirements. Completed all custodial requirements on all City facilities.
- b. Installed new dogging kit (lock) in City Hall front door.
- c. Troubleshoot City Hall marquee and ordered new replacement warranty part from TV Liquidation
- d. Set up Commission Chambers for monthly meeting.
- e. Installed and programmed new light timer at Freedom Park.
- f. Prepped Freedom Park bathroom doors to be painted.
- g. Unclogged sewer line at Freedom Park.
- h. Worked with custodial employee to set up Bronson Center in preparations for 26 Birthday Party Event.
- i. Worked on remodel quotes for Jacobs Road Water Plant, WWTP Lab and Utility Department kitchen.

March Objectives

1. Continue proactive/preventive maintenance of all city facilities and equipment.
2. Validate DIAMOND MAPS is updated by completing the following actions:
 - a. Break down city sectors to perform MS4 Surveillance and record results as part of the Illicit Prevention and Proactive Inspection Program.
 - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed, to include Storm water.
 - c. Develop annual fire hydrant inspection program.
 - d. Develop annual physical water meter inspection program.
3. Begin cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal.
4. Precure equipment/resources identified for Utilities Department in the 2021-2022 Budget.
5. Finalize quotes for remodel quotes for Jacobs Road Water Plant, WWTP Lab and Utility Department kitchen.
6. Work on CAT loader electrical issue

7. Prepare all small engines for mowing season.
8. Perform preventative maintenance and inspections on all Freedom Park and City Hall irrigation systems.
9. Repair Freedom Park woman's bathroom damaged door and floor drain.
10. Install new flooring at Library entrance
11. Install new door handle and panic bar at Activity Center

Submitted by: Keith J. McVeigh, Public Works/Utilities Director.

Public Works Report

14-20 February 2022

Summary: Below is a summary of Public Works actions for the week:

1. Finance, Budget & Procurement

- a. Researched petroleum, oil & lubricant (POL) containment system required at PW/UTY area to meet MS4 requirements to contain bulk POL products (Waste Oil & Diesel Fuel).

2. Admin, Logistics & Operations

- a. Processed Accounts Payable for the week including UniFirst, ACE Hardware billing, WEX Card, Lowe's and Home Depot invoice.
- b. 3 employees assisted Utilities performing no-reads on approximately 350 water meters.

3. Streets & Signs

- a. Repaired street sign at intersection of Berkley and Crape Myrtle Lane.
- b. FLDOT replaced sidewalk along SR33 in front of Polk City Elementary on 18 FEB 22. Awaiting FLDOT repair on cracked sidewalk along SR33 and west of Bronson Community Center.
- c. Installed 120 ft barbed wire fence at City property located at 10467 Stevens Drive to prevent ATV riders from trespassing/riding on property.
- d. Met with Grade-A-Way to get final quote for pavement repair at water break that occurred at the intersection of Oak & Railroad Ave. Will brief City Manager week of 21 FEB 22 for approval of company to perform repair.

4. Stormwater

- a. Collected 0 bags of trash from all streets and roads to include SR 33 and C557/559.
- b. Met with COMANCO and Central Pipe to survey stormwater pipes requiring repair running from 1st Steet to 3rd Street and along Larkspur and Edgewater drive.
- c. Conducted MS4 Inspection at PW/Utilities Department resulting in the identification of a requirement for a POL containment system.

5. Parks & Recreation (Freedom Park, Courts, McMaingle Park, and Fishing Pier)

- a. Inspected and removed trash from all areas.
- b. Repaired lady's bathroom door lock at Freedom Park and installed timer on stage lights at Freedom Park.

6. Facilities (Library, City Hall, Bronson Center, Old Public Works Facility, Activity Center and New Public Work/Utility facilities)

- a. Completed weekly custodial duties on all facilities.
- b. Repaired bathroom door and unclogged toilet at library.
- c. Repaired desk drawers in the City Hall Finance Office.
- d. Installed dual monitor support in Asst to the City Manager's office.
- e. Met with two separate contractors to survey the repair the 20 tears required at the Wastewater Treatment Plant Overflow Pond.
- f. Met with Bubba-D's to perform site survey in preparation for 20x30 storage shed install.

7. Mowing & Landscaping

- a. Conducted slope mowing test at Utilities Perk Ponds. Test determined that we could cut the grass slopes with current equipment, saving the Polk City \$65,000 for the cost to purchase slope mower.

8. Fleet Maintenance

- a. Took Utilities Truck to Joann's and George's to have tires repaired.
- b. Installed new bumper and spoiler on PW F150 Truck (#) 150275.

March Objectives

- 1. Integrate the Public Works and Utilities Department into one cohesive team to ensure all city requirements are met.
- 2. Continue proactive/preventive maintenance of all city facilities and equipment.
- 3. Validate DIAMOND MAPS is updated by completing the following actions:
 - a. Break down city sectors to perform MS4 Surveillance and record results as part of the Illicit Prevention and Proactive Inspection Program.
 - b. Perform surveillance of all city assets and record all actions taken creating a historical data base for works completed, to include Storm water.
 - c. Develop annual fire hydrant inspection program.
 - d. Develop annual physical water meter inspection program.
- 4. Begin cleanup of Utilities area, identify, and prepare excess and unserviceable for surplus/disposal.
- 5. Continue to set conditions to procure equipment/resources identified in the 2021-2022 Budget.

Submitted by: Keith J. McVeigh, Public Works Director

**City Commission Meeting
March 21, 2022**

AGENDA ITEM #1: PUBLIC HEARING - ORDINANCE 2022-01 –Municipal Elections

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA, AMENDING THE POLK CITY CODE OF ORDINANCES (THE "CITY CODE") CREATING CHAPTER 9 IN THE CITY CODE; CREATING A CITY ELECTION CODE; AMENDING & RENUMBERING §§ 2-11 AND 2-12 OF THE CITY CODE; PROVIDING FOR SEVERABILITY, CONFLICTS, & AN EFFECTIVE DATE. **Second and Final Reading**

ATTACHMENT:

Ordinance 2022-01

ANALYSIS:

Currently, information regarding municipal elections is in the Charter as well in Chapter 2 of the Code of Ordinances (Chapter 2 has various subject matters).

This Ordinance will create a separate chapter in the Code of Ordinances dealing with nothing but elections and what Polk City's guidelines are; i.e.

- Qualification deadline for candidates for elected city office
- Prohibited voting conflict on city canvassing board

Having a separate chapter makes it easier for those who are interested in running as well as city staff looking for information.

This Ordinance was adopted on First Reading during the February 21, 2022 City Commission Meeting.

STAFF RECOMMENDATION:

Adopt Ordinance 2022-01 on Second and Final Reading

ORDINANCE 2022-01

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA, AMENDING THE POLK CITY CODE OF ORDINANCES (THE "CITY CODE") CREATING CHAPTER 9 IN THE CITY CODE; CREATING A CITY ELECTION CODE; AMENDING & RENUMBERING §§ 2-11 AND 2-12 OF THE CITY CODE; PROVIDING FOR SEVERABILITY, CONFLICTS, & AN EFFECTIVE DATE.

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

SECTION 1. COMMISSION FINDINGS. 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) Article II of the Polk City Charter (the "City Charter") provides for the establishment of regular elections and the creation of city commission districts.

(2) Article VI of the City Charter provides certain rules for nominations and city elections.

(3) Section C-30 of the City Charter provides that the "provisions of the general laws of the State of Florida pertaining to state and municipal elections relating to the qualifications of electors, registrations, manner of voting, duties of election officers, canvassing of returns and all other particulars in respect to the management of elections, except as otherwise provided in this Charter and ordinances adopted hereunder pertaining to elections, shall, so far as the same may be applicable, govern all City elections."

(4) From time to time, the City Commission finds that neither the State Election Code nor the City Charter provide the necessary provisions to guide the City in its conduct of elections.

(5) The City Commission finds it necessary and prudent to establish a city election code which may be expanded or amended going forward in order to set forth necessary clarifying provisions.

SECTION 2. CREATION OF CHAPTER 9 "ELECTION CODE", POLK CITY CODE OF ORDINANCES. Chapter 9 of the Code of Ordinances, Polk City, Florida, is hereby created to read as follows:

"Chapter 9 – ELECTIONS

Sec. 9-1. – Effect of State Election Code.

Election matters not covered by the City Charter or this Code shall be

covered and controlled by the Florida Election Code, Chapters 97-106, Fla. Stat.

Sec. ~~2-11~~ 9-2. Qualification deadline for candidates for elected city office.

The city hereby establishes the following deadline for submittals of completed qualification packages for qualification for any elected office in the city, ~~incorporating the provisions of F.S. § 99.061, and specifically, F.S. § 99.061(2), which states: (2)~~ The provisions of any special act to the contrary notwithstanding, each person seeking to qualify for nomination or election to a county office, or district or special district city office not covered by subsection (1), shall file his or her qualification papers with, and pay the qualifying fee, which shall consist of the filing fee and election assessment, and party assessment, if any has been levied, to, the supervisor of elections of the county city manager/city clerk, or shall qualify by the alternative method with the supervisor of elections city manager/city clerk, at any time after 1:00 p.m. of the first day for which shall be the 50th day prior to the earlier of the first primary or special district regular election, but not later than 1:00 p.m. of the 47th day prior to the earlier of the date of the first primary or special district regular election. However, if a special district election is held at the same time as the second primary or general election, qualifying shall be the 50th day prior to the first primary, but not later than 1:00 p.m. of the 47th day prior to the date of the first primary. Within 30 days after the closing of qualifying time, the supervisor of elections shall remit to the secretary of the state executive committee of the political party to which the candidate belongs the amount of the filing fee, two-thirds of which shall be used to promote the candidacy of candidates for county offices and the candidacy of members of the legislature.

Sec. ~~2-12~~ 9-3 Prohibited voting conflict on city canvassing board.

Pursuant to state law and based upon the legislative findings set forth in the above-stated recitals, the City Council Commission of Polk City hereby adopts the following ordinance. By virtue of a pending election and the harm to public health and safety by virtue of the lack of a specific prohibition on a sitting city council commission member being able to vote to certify his or her own election, it is necessary for the city to amend its City Code of Ordinance. The city council commission hereby determines that a sitting city council commission member who is running for reelection against another candidate may continue to sit upon the city canvassing board, but shall not vote to certify the results of the election in which that city council Commission member is seeking to be reelected. Any city council Commission member may vote upon the issue of certification of election results in any race or election in which they themselves are not a candidate for reelection. The purpose of this prohibition is to avoid the appearance of a conflict of interest by the members of the city canvassing board.”

SECTION 3. SEVERABILITY. If any provision of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such provision and such holding shall not affect the validity of any other provision, and to that end, the provisions of this ordinance are hereby declared severable.

SECTION 4. CONFLICTS. All ordinances or parts of ordinances in conflict herewith are hereby repealed, replaced, and superseded to the extent of such conflict, including but not limited to Ordinance no. 1261.

SECTION 5. 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 6. EFFECTIVE DATE. This ordinance shall take effect in accordance with general law.

INTRODUCED AND PASSED on FIRST READING, this ___ day of _____, 2022.

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 _____, 2022.

Joe LaCascia, Mayor

ATTEST:

Patricia Jackson, City Manager/City Clerk

**City Commission Meeting
March 21, 2022**

AGENDA ITEM #2:

**PUBLIC HEARING - ORDINANCE 2022-02 – Municipal Service
Benefit Unit**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE:

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; PROVIDING A SHORT TITLE; PROVIDING FOR INTENT, PURPOSE, & EFFECT; CONSENTING TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY INTO A POLK COUNTY MUNICIPAL SERVICE BENEFIT UNIT; PROVIDING FOR INTENT, PURPOSE AND EFFECT; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE. **Second and Final Reading**

ATTACHMENTS:

Ordinance 2022-02

ANALYSIS:

Polk City previously consented to the inclusion of its territorial boundaries into the Polk County Fire Service MSBU by Ordinance No. 2-1297 on January 14, 2013. The County has requested that Polk City renew and extend its consent to inclusion in the Polk County Fire Service MSBU for purposes of providing fire services with the municipal boundaries of the City for another term of ten (10) years.

The fire station is currently inside of the city limits, and the city is currently working with Polk County to relocate the fire station, which would keep it inside the city limits. This is a benefit for the citizens and businesses.

This Ordinance was adopted on First Reading during the February 21, 2022 City Commission Meeting.

STAFF RECOMMENDATION:

Adopt Ordinance 2022-02 on Second and Final Reading

ORDINANCE 2022-02

AN ORDINANCE OF THE CITY COMMISSION OF POLK CITY, FLORIDA; PROVIDING A SHORT TITLE; PROVIDING FOR INTENT, PURPOSE, & EFFECT; CONSENTING TO THE INCLUSION OF THE ENTIRE TERRITORY WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY INTO A POLK COUNTY MUNICIPAL SERVICE BENEFIT UNIT; PROVIDING FOR INTENT, PURPOSE AND EFFECT; PROVIDING FOR THE REPEAL OF LAWS IN CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 125.01(1)(q) and (r), Florida Statutes, the Florida Legislature has empowered counties to establish Municipal Service Benefit Units (MSBU), wherein a County may levy non-ad valorem assessments to cover the cost of providing for certain municipal services, including the provision of fire services; and,

WHEREAS, pursuant to Section 125.01(1)(q), Florida Statutes, the Florida Legislature has provided that any municipality or portion thereof may be included in a County MSBU provided the municipality consents to same annually or for a period of years; and,

WHEREAS, a municipality's consent to the inclusion of its territory within a MSBU must be authorized by the enactment of an ordinance of the governing body of the municipality; and,

WHEREAS, the Polk City Commission is the governing body of Polk City, Florida ("City"); and,

WHEREAS, Polk County has created the Polk County Fire Services District as a MSBU to provide fire services within the boundaries of Polk County and within cities requesting and consenting to County fire services; and,

WHEREAS, the City previously consented to the inclusion of its territorial boundaries into the Polk County Fire Service MSBU by Ordinance No. 12-1297 on January 14, 2013; and,

WHEREAS, Polk County has requested that Polk City renew and extend its consent to inclusion in the Polk County Fire Service MSBU for purposes of providing fire services within the municipal boundaries of the City for another term of ten (10) years.

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

SECTION 1. INTENT, PURPOSE AND EFFECT. It is the intent of this Ordinance to comply with the provisions of Section 125.01(1)(q), Florida Statutes. The City Commission hereby consents to the inclusion of the land within its municipal boundaries, as they may be amended from time to time, into the Polk County Fire Services District

MSBU for a period of ten (10) years from the effective date of this ordinance for the sole and exclusive purpose of subjecting the properties therein to non-ad valorem assessments for the provision of Polk County fire services within the territorial limits of the City, including inspections and enforcement of the Florida Fire Prevention Code and Polk County Local Amendments thereto. The MSBU has been established pursuant to enabling legislation adopted by the Board of County Commissioners of Polk County.

SECTION 2. REPEAL OF LAWS IN CONFLICT. All other ordinances or parts of ordinances (including No. 12-1297) in conflict with any of the provisions of this ordinance are hereby repealed to the extent of the conflict.

SECTION 3. SEVERABILITY. If any section, paragraph, sentence, clause, phrase or word of this ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this ordinance.

SECTION 4. TERM. This Ordinance shall remain in full effect for ten (10) years or until such time as the City repeals this Ordinance following procedures set out in Florida Statutes, Section 166.041. Notice of the proposed repeal of this Ordinance shall be provided in writing to Polk County no later than March 1 of the year in which the City intends to terminate County fire services to avoid imposition of non-ad valorem assessments for that tax year.

SECTION 5. 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.

INTRODUCED, PASSED on FIRST READING, this ___ day of _____, 2022.

POLK CITY, FLORIDA

Joe LaCascia, Mayor

ATTEST:

APPROVED AS TO FORM & LEGALITY

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 _____, 2022.

Joe LaCascia, Mayor

ATTEST:

Patricia R. Jackson, City Manager/Clerk

**City Commission Meeting
March 21, 2022**

AGENDA ITEM #3: **Resolution 2022-02 – FACC 50th Anniversary Recognition**

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: This Resolution is in recognition of the Florida Association of City Clerk's 50th Anniversary

ATTACHMENT: Yes

ANALYSIS: N/A

STAFF RECOMMENDATION: Recognize the FACC's 50th Anniversary

RESOLUTION 2022-02

A RESOLUTION BY POLK CITY RECOGNIZING THE 50TH ANNIVERSARY OF THE FLORIDA ASSOCIATION OF CITY CLERKS (FACC) AND HONORING THIS ACHIEVEMENT.

WHEREAS, the Office of the Municipal Clerk is a time-honored and vital part of local government; and is one of the oldest among public servants; and

WHEREAS, the Office of the Municipal Clerk provides a professional and essential link between the citizens, the local governing bodies and intergovernmental agencies at the local, state and federal levels along with other essential services; and

WHEREAS, the Florida Association of City Clerks (FACC) is the professional membership organization for Florida's municipal clerks and others who work within the clerk's office; and

WHEREAS, FACC began in 1972 when its founder, the late Robert N. Clark, CMC, City Clerk of Sunrise, saw the need for an organization to bring together like-minded people to untie the voice of all municipal clerks, to share ideas and to assist one another in the work of municipal government; and

WHEREAS, FACC celebrates its 50th anniversary in 2022, and a golden anniversary is a momentous occasion worthy of commendation and Florida's cities, towns and villages will all join in observation of this celebratory event, and

WHEREAS, municipal clerks continually strive to improve the administration of the affairs of the Office of Municipal Clerk through participation in educational programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

WHEREAS, FACC is a primary source for educational programs, seminars, workshops and webinars for education Florida's municipal clerks and those who serve the clerk's office, and municipal clerks to FACC to provide the training needed to obtain their Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) certifications; and

NOW, THEREFORE, BE IT RESOLVED BY POLK CITY:

Section 1. That Polk City celebrates the 50th anniversary of the Florida Association of City Clerks, and

Section 2. That FACC is commended for 50 years of excellent service provided to the municipal clerks in the State of Florida.

Adopted this 21st day of March 2022 in the official meeting of Polk City in Polk City, Florida.

ATTEST:

POLK CITY, FLORIDA

Patricia Jackson, City Manager/Clerk

Joe LaCascia, Mayor

Approved as to form:

Thomas A. Cloud, City Attorney

**City Commission Meeting
March 21, 2022**

AGENDA ITEM #4: Discussion of Crane Truck

 INFORMATION ONLY
 X ACTION REQUESTED

ISSUE: Discussion of the Crane Truck for the Utilities Department

ATTACHMENT: N/A

ANALYSIS:

City Manager Jackson and Public Works/Utilities Director will facilitate discussion regarding the need for a Crane Truck.

STAFF RECOMMENDATION: N/A