

CITY COMMISSION WORKSHOP MINUTES

December 19, 2023

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

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

ROLL CALL – Assistant City Manager Sheandolen Dunn

Present: Mayor Joe LaCascia, Commissioner Brian Knouff, Commissioner Micheal T. Blethen, and City Manager Patricia Jackson

Absent: Vice Mayor Wayne Harper, Commissioner Charles Nichols, City Attorney Thomas Cloud

ORDER OF BUSINESS

PUBLIC HEARING – ORDINANCE 2023-07

City Manager Jackson discussed Ordinance 2023-07 - AN ORDINANCE OF POLK CITY, FLORIDA; AMENDING THE CODE OF ORDINANCES OF POLK CITY, FLORIDA (“CITY CODE”); AMENDING §§ 39-4, 74-69, 74-224 AND 74-263, CITY CODE; PROVIDING FINDINGS; PROVIDING A BUSINESS IMPACT ESTIMATE; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE. **Second and Final Reading**

No questions or discussion by the Commission.

Resolution 2023-03

City Manager Jackson and Mr. Vu Vu briefly discussed that Polk City, in partnership with the Florida Department of Transportation (FDOT) District One, Polk County, and Polk Transportation Planning Organization sought to update the *Polk City Vision Plan (2014)* through a community-based planning process which focused on gauging community aspirations, understanding local concerns, and exploring ways to improve Polk City.

In May 2022, FDOT commenced the *Polk City Vision & Action Plan (2023)* in an effort to update and supplement the *Polk City Vision Plan (2014)* with a focus on safety, multimodal enhancements, roadway and intersection improvements, and traffic calming measures.

A Community Workshop was held with government officials, community residents, members of the business community, and interested persons on May 23, 2023, using small focus groups to identify needs and opportunities and develop concepts and guidance.

A Public Meeting was held with government officials, community residents, members of the business community, and interested persons on August 24, 2023, in order to

summarize the comments and suggestions from the community workshop and present illustrative artistic renderings of select concepts.

The City Commission was provided a DRAFT of the Polk City Vision Plan in October 2023. Please review and be prepared to bring forth any questions or concerns during the meeting.

During the Regular Meeting, staff will recommend adoption Resolution 2023-03 – Polk City Vision Plan 2023.

Commissioner Blethen commented that the “no trucks” signage has already been placed on Berkeley Road.

Mr. Vu responded that he had not heard that from FDOT; but would confirm.

No further questions or discussion by the Commission.

CivilSurv – Professional Services Proposal – Citrus Grove Area Environmental Assessment

City Manager Jackson discussed Polk City applied for grant assistance through the Community Development Block Grant (CDBG). The CDBG is a federal grant program funded by the U.S. Department of Housing and Urban Development (HUD) and administered at the state level by Florida Commerce. The CDBG provides financial assistance for the development and/or improvements to local transportation facilities and communities.

Florida Commerce awarded Polk City \$650,000 to construct the proposed street and sidewalk improvements.

Polk City’s proposed street and safety improvements include **repaving** 7,500 linear feet of roadway on Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, and Sunshine Boulevard. The repaving activities will include milling the existing pavement, providing stormwater inlets, and conveyance along the route of repaving.

Construction activities will also include the construction of 9,500 linear feet of **sidewalks**/pedestrian malls. Sidewalks are proposed along Citrus Grove Boulevard North, Citrus Grove Boulevard South, Sunrise Boulevard, Sunset Boulevard, Sunshine Boulevard, West Arborvitae Lane, Broadway Avenue, and West Palmetto Lane where they intersect with Citrus Grove Boulevard South and continue east to their intersection with State Road 33.

Polk City is seeking professional services to assist with the **Environmental Assessment** requirements of the CDBG grant agreement.

The Scope of Services in the attached packet describes the responsibilities of CivilSurv and Polk City. CivilSurv, upon direction from Polk City, will assist with data collection, technical studies, and preparation of the required environmental document to support compliance with CDBG grant requirements.

The Scope of Services will be completed on a time and materials basis in accordance with the previously approved fee schedule and invoices submitted monthly. The Scope of Services requires special consulting services from subconsultants. The cost of the special consulting services will be reimbursed at the subconsultant fee plus 10%.

The estimated not-to-exceed budget is \$98,229.06.

During the Regular Meeting, staff will recommend approval of the Professional Services Proposal for the CDBG Citrus Grove Area Proposal for Environmental Assessment in an amount not-to-exceed \$98,229.06.

City Manager Jackson stated regardless of the CDBG funding, this project needs to be done.

Commissioner Knouff inquired about grant writers. City Manager Jackson responded that Joanna, Sheandolen and myself are handling the process.

Mayor LaCascia questioned the total amount for approval.

Mark Fredericks responded this is a common practice; being conservative on this amount so we don't have to come back to the City Commission.

No further questions or comments.

CITY ATTORNEY ITEMS - None

CITY MANAGER ITEMS - None

COMMISSIONER ITEMS

Commissioner Blethen – None


Commissioner Knouff – None

Mayor LaCascia - None

ANNOUNCEMENTS – None

ADJOURNMENT – 6:45 pm


Patricia Jackson, City Manager


Joe LaCascia, Mayor