



*City of Auburndale*  
AUBURNDALE, FLORIDA 33828

Office of the City Manager

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**CITY COMMISSION MEETING**  
**October 1, 2018 – 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – Pastor Jerrod Brooks, Auburndale Church at the Mall

PLEDGE OF ALLEGIANCE – Mayor Tim Pospichal

ROLL CALL – City Clerk Shirley Lowrance

APPROVE COMMISSION MINUTES – Regular Meeting – 09/18/2018

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

PROCLAMATIONS – Fire Prevention Week – October 7-13, 2018  
Mental Illness Awareness Week – October 7-13, 2018  
National Long-Term Care Residents' Rights Month – October

**AGENDA**

1. PRESENTATION OF BIDS FOR NEW CRANE TRUCK – PUBLIC UTILITIES
2. SECOND AMENDMENT TO FLORIDA POLY RECLAIMED WATER PROJECT AGREEMENT
3. RESOLUTION #2018-07 SUPPORTING COUNTY BROADBAND PLAN – POLK VISION
4. APPROVE 2019 CITY COMMISSION MEETING AND HOLIDAY SCHEDULE
5. RESOLUTION #2018-08 AMENDING CITY PERSONNEL POLICY HANDBOOK

**City Commission Meeting  
October 1, 2018**

**AGENDA ITEM 1: PRESENTATION OF BIDS FOR NEW CRANE TRUCK – PUBLIC UTILITIES**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider bids for a crane truck for use in the Public Utilities Department.

**ATTACHMENTS:**

- . Photo of City Crane Truck
- . Proposals Received (3)

**ANALYSIS:** The City currently utilizes two heavy duty pickup trucks specifically designed and reinforced to support a lift crane. These trucks are primarily used in the Public Utilities Department for lift station maintenance. However, the functionality of the trucks allow for their use in other departments where heavy lifting is needed.

In March, 2018 one of the crane trucks, originally purchased in 2006, was pulled out of service with 162,045 miles. This purchase was approved in the FY 2017-2018 Budget and was included in the Five-year Capital Improvement Plan. This purchase is one of the "carry-over" items from the FY 2017-2018 Budget moved forward into the new FY 2018-2019 Budget.

The City received the following quotes:

**Decorative Fence**

Coggin Ford, Jacksonville	\$80,280.00 (Florida Sheriff's Association Bid)
Jarrett Gordon Ford, Davenport	\$83,214.50
Bartow Ford, Bartow	\$92,616.62

Per the City's Purchasing Guidelines, the purchase could be made utilizing another agency's competitive bid process. The crane truck is offered through the Florida Sheriff's Association and Florida Association of Counties contract bidding process from Coggin Ford, Jacksonville at \$80,280. Quotes were requested from other local dealers that were higher than the State Bid pricing.

The Current FY 2018-2019 Budget allocates \$80,000 for the purchase under the Motor Vehicle line item of the Regional Wastewater Treatment Facility. The bids were reviewed by the Public Works Director and City Manager.

**STAFF RECOMMENDATION:** Award the bid to Coggin Ford in the amount of \$80,280 utilizing the Florida Sheriff's Association Bid.

**City Commission Meeting  
October 1, 2018**

**AGENDA ITEM 2: SECOND AMENDMENT TO FL POLY RECLAIMED WATER PROJECT AGREEMENT**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Amendment to a previously adopted Cooperative Funding Agreement with the Southwest Florida Water Management District (SWFWMD) to provide reclaim water to the Florida Polytechnic University.

**ATTACHMENTS:**

- . Second Amendment to Cooperative Funding Agreement

**ANALYSIS:** The City has planned for several years to provide reuse water for irrigation and aesthetic purposes to Florida Polytechnic University in Lakeland. In 2012, an Interlocal Agreement with the City of Lakeland was approved allowing the City of Auburndale to extend reuse lines within their City limits.

In 2014, a Cooperative Funding Agreement was entered into between the City and the Southwest Florida Water Management District (SWFWMD) in the amount of \$2,700,000. Under the terms of the Agreement, SWFWMD would fund 50% or \$1,350,000 with the balance being split between the City and Florida Polytechnic University.

In 2015, the First Amendment to the original Agreement extended the contract period and revises the scope of work due to changes in design. The approved project funding amount was amended to increase by \$300,000 to a total of \$3 million, with the SWFWMD funding commitment at \$1,500,000 (50%).

The proposed Second Amendment to the original Agreement updates contact information and Project Schedule, extends the completion date to November 1, 2019, and extends the Contract Period to December 31, 2019. All other terms and conditions of the Amended Original Agreement will still apply.

This purchase is one of the "carry-over" items from the FY 2017-2018 Budget moved forward into the new FY 2018-2019 Budget and is included in the 5-Year Public Utilities Capital Improvement Plan (CIP).

**STAFF RECOMMENDATION:** Approval of the Second Amendment to the Cooperative Funding Agreement for the Florida Poly Reclaimed Water Project.

**City Commission Meeting  
October 1, 2018**

**AGENDA ITEM 3: RESOLUTION #2018-07 SUPPORTING POLK COUNTY BROADBAND PLAN**

\_\_\_\_INFORMATION ONLY

X  ACTION REQUESTED

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**ISSUE:** The City Commission is requested to approve a Resolution supporting the Polk County Broadband Plan.

**ATTACHMENTS:**

- . Facts about Polk County Broadband Plan
- . Resolution #2018-07 Supporting the Polk County Broadband Plan

**ANALYSIS:** Polk Vision, through its Smart Communities Team works in educating and building community consensus around the vital importance of a robust broadband network to support Polk County's economic growth and prosperity. Affordable, accessible high-speed internet facilitates many critical activities:

- . Enables small business to compete in a global marketplace
- . Means safer streets and communities
- . Supports research and training at colleges and universities
- . Greater opportunities for students
- . Better, faster, more effective healthcare

Sustainable economic development, growth opportunity, and innovation are dependent on affordable high-speed internet access. Having a shared vision among all of the Polk County communities will help to ensure the alignment of broadband infrastructure necessary to meet the growing demand.

Auburndale, Bartow, Haines City, Lakeland, and Winter Haven are noted for having improved city-owned fiber networks. Auburndale Information Technology Manager Chris Shelton is a member of the Polk Vision Smart Communities Team. The proposed Resolution supports broadband expansion in Polk County.

**STAFF RECOMMENDATION:** Approval of the Resolution supporting broadband expansion in Polk County.

**City Commission Meeting  
October 1, 2018**

**AGENDA ITEM 4: APPROVE 2019 CITY COMMISSION MEETING AND HOLIDAY SCHEDULE**

\_\_\_ INFORMATION ONLY

X ACTION REQUESTED

**ISSUE:** The City Commission will consider approval of the 2019 City Commission Meeting and Holiday Schedule.

**ATTACHMENTS:**

2019 City Commission Meeting and Holiday Schedule

**ANALYSIS:** City Staff is presenting the City Commission Meeting and City Holiday Schedule for 2019. The City Commission will need to adjust meetings in January due to a National Holiday, and September due to proposed budget public hearing dates.

**STAFF RECOMMENDATION:** Approval of the 2019 City Commission Meeting and Holiday Schedule.

**January**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**February**

S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**March**

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April**

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21	22	23	24	25	26	27
28	29	30				

**May**

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June**

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23	24	25	26	27	28	29
30						

**July**

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28	29	30	31			

**August**

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18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

**September**

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October**

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27	28	29	30	31		

**November**

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December**

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Highlighted dates – Commission Meetings  
Dates in red – City Holidays

**City Commission Meeting  
October 1, 2018**

**AGENDA ITEM 5: RESOLUTION 2018-08 AMENDING CITY PERSONNEL POLICY HANDBOOK**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider a Resolution amending the Personnel Policy Handbook.

**ATTACHMENTS:**

Resolution 2018-08 Amending City Personnel Policy Handbook

**ANALYSIS:** The City's Personnel Policy Handbook provides general guidance for the personnel administration of the City and is intended to assure fair treatment of all City employees. The City Commission amends the Personnel Policy Handbook to reflect new policy, changes in existing policies, or changes required due to new law and legislation. Changes to personnel policy must be adopted by Resolution and then included in the subsequent handbook revision.

The proposed Resolution amends the following personnel policies:

1. Accrual and compensation for compensatory time upon separation for exempt employees.
2. Regular Part-time employee eligibility and rate of earning an Honor Day.
3. Use of a cell phone while driving a City vehicle or operating equipment.
4. Retiree benefit eligibility.

The proposed Resolution was prepared by the City Manager's Office and reviewed by the City Clerk and City Attorney. If approved, the proposed Resolution will take immediate effect upon passage, with amendments to be included in the next printed Personnel Policy Handbook.

**STAFF RECOMMENDATION:** Approve proposed Resolution.