

Office of the City Manager

City of Auburndale
AUBURNDALE, FLORIDA 33823

P.O. Box 186
(863) 965-5530
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CITY COMMISSION MEETING
January 22, 2018 – 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – Pastor Jerry Smith, Berea Baptist Church

PLEDGE OF ALLEGIANCE – Mayor Tim Pospichal

ROLL CALL – City Clerk Shirley Lowrance

APPROVE COMMISSION MINUTES – Regular Meeting – 01/08/2018

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. PRESENTATION AND PROPOSAL OF WATER METER UPGRADE AND REPLACEMENT PROGRAM

Community Redevelopment Agency (CRA) Meeting to follow City Commission Meeting

F.S. 286: If an individual decides to appeal any decision made by the City Commission with respect to this meeting, a verbatim transcript may be requested. If so, the individual should make provisions for a transcript to be made at the meeting. Persons with disabilities needing special accommodations to participate in this proceeding should contact the City Clerk no later than five days prior to the proceeding at 968-5133.

**City Commission Meeting
January 22, 2018**

AGENDA ITEM 1: PROPOSAL FOR WATER METER UPGRADE AND REPLACEMENT PROGRAM

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: City Staff is scheduled to make a presentation on the Meter Upgrade and Replacement Program similar to the one given during the Commission Day – Budget Workshop in August 2017. The City Commission will then consider proposals for the upgrade and replacement of water meters throughout the City’s Utility Service Area.

ATTACHMENTS:

- . Letter from the Chastain Skillman, City’s Consulting Engineer – 01/19/2018
- . Auburndale Meter Upgrade Project - Power Point Presentation

ANALYSIS: The current year of the City of Auburndale Public Utilities 5-year Capital Improvement Program (CIP) includes the full deployment of upgrading and replacing the water meters used throughout the City’s Utility Service Area. As this project has progressed each year in the CIP, the City has also worked to secure the necessary funding to complete the project. The current 2018 Fiscal Year Budget allocates \$3.5 million for replacing older meters and installation of new meters using cellular technology. Offsetting revenue of \$3 million was obtained in FY 2015 as part of a refinanced Public Utility Bond.

The City currently utilizes over 9000 Badger-brand manual read meters, and over 4000 Badger-brand drive-by electronic meters in the Water Distribution System. Some meters have been in service for decades. Upgrades made over the years have had to be complimentary to the meter reading system and utility billing software. The proposed upgrade, utilizing cellular technology will improve efficiency and accuracy of meter readings, is less labor intensive, and will allow the customers better information regarding usage and leaks.

Staying with the Badger brand water meters will allow the City costs savings of nearly \$465,000 by keeping nearly 5000 newer meters (installed within the past 6 years) and retrofitting them with just the cellular technology hardware. The Badger proposal also utilizes existing cellular infrastructure versus the City having to construct numerous towers and related maintenance.

The Badger proposal includes:

Replacing 8008 meters of various sizes	\$1,649,341.75
Retrofitting 4648 meters of various sizes	<u>480,836.36</u>
	\$2,130,178.11

To install the new meters, City Staff has researched several vendors with experience installing and retrofitting Badger-brand meters and registers. This included site visits in Georgia and North Carolina by the Public Works Director and Deputy Finance Director. Utilizing an installation contractor will allow the project to be completed within eight months and within the current fiscal year.

Utility Metering Solutions (UMS), Houston, TX offered the most experience and understanding of the proposed project. UMS has installed Badger-brand cellular meters, including retrofitting existing meters with the newer smart technology in several cities similar in size to the Auburndale Utility Service Area.

The Utility Metering Solutions proposal includes:

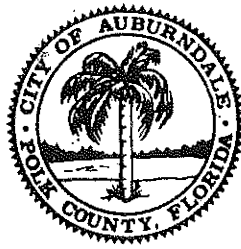
Installing 8008 new meters of various sizes	\$397,055.00
Retrofitting 4648 existing meters of various sizes	<u>\$106,904.00</u>
	\$503,959.00

The City solicited and received favorable responses for UMS from the cities and utilities that have utilized their services. UMS has agreed to honor an existing contract awarded by the City of West Monroe, LA in May 2016 following an issued Request for Proposal (RFP). The turnkey contract was for a meter upgrade project similar to the proposed Auburndale project. UMS agrees to extend the same unit pricing and contractual terms and conditions.

The combined cost for purchasing and installing the meters totals \$2,634,137.11. The balance of the budgeted amount will allow for the replacement of meter boxes and lids, where needed. Annual costs for the cellular use is approximately \$125,000 and will be budgeted as a line item in the Public Utility Water Distribution Division Budget.

The quotes and proposals were reviewed by the Public Utilities Director, Water Superintendent, Deputy Finance Director and City Manager.

STAFF RECOMMENDATION: Accept the proposal from the sole source Badger Meter distributor (Integrated Metering Systems) for the upgrading and replacement of water meters in the amount of \$2,130,178.11 and piggyback the proposal from Utility Metering Solutions for installation and retrofitting in the amount of \$503,959.00.



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COMMUNITY REDEVELOPMENT AGENCY MEETING

**January 22, 2018 – 7:30 PM
COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Cindy Price, Chair

ROLL CALL – Shirley Lowrance, City Clerk

ANNOUNCEMENTS – Jeff Tillman, Assistant City Manager

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. PRESENTATION OF REVISED DRAFT OF THE 5-YEAR CAPITAL IMPROVEMENT PLAN
2. FINANCE REPORT

**Community Redevelopment Agency Meeting
January 22, 2018**

AGENDA ITEM 1: PRESENTATION OF REVISED DRAFT OF THE 5-YEAR CAPITAL IMPROVEMENT PLAN

X INFORMATION ONLY

 ACTION REQUESTED

ISSUE: The CRA Board will hear a presentation on the revised draft of the 5-year Capital Improvements Program (CIP FY 2019-2023).

ATTACHMENTS:

Revised Draft Capital Improvements Program (FY 2019-2023)

ANALYSIS: The current CRA Capital Improvements Program (CIP) is a long-term plan that acts as the key guiding document for the CRA Board in prioritizing redevelopment expenditures.

At the last meeting of the CRA on November 20, 2017 the CRA Board entertained public and staff comments as to future projects for consideration within the CRA area. These suggestions have been incorporated into the Suggested Projects List which is considered and reviewed annually by the CRA Board.

In accordance with the approved CRA Calendar, City Staff will present a proposed draft of the 5-year CIP for fiscal years 2019-2023. The CIP will be presented to the CRA Board for final approval at the February meeting (February 19, 2018).

**Community Redevelopment Agency Meeting
January 22, 2018**

AGENDA ITEM 2: FINANCE REPORT

 X INFORMATION ONLY

 ACTION REQUESTED

ISSUE: The Community Redevelopment Agency (CRA) Board will receive a finance report from the City's Finance Director, Shirley Lowrance.