CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – Pastor Jarrod Brooks, Lakes Church

PLEDGE OF ALLEGIANCE – Mayor Tim Pospichal

ROLL CALL – City Clerk Shirley Lowrance

APPROVE COMMISSION MINUTES – Regular Meeting – 04/20/2020

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. ORDINANCE #1635 ANNEXING PROPERTY INTO THE CITY LIMITS – HAVENDEAL BLVD
2. PRESENTATION OF ARTIFICIAL TURF BIDS – DOWNTOWN PARK
3. PRESENTATION OF SOCCER FIELD DRAINAGE – LAKE MYRTLE SPORTS COMPLEX
4. PRESENTATION OF PROPOSED PAYROLL FOR FY 2020-2021 AND FY 2021-2022
AGENDA ITEM 1: ORDINANCE #1635 ANNEXING PROPERTY INTO THE CITY – HAVENDEAL

____INFORMATION ONLY

____ACTION REQUESTED

ISSUE: The City Commission will consider an Ordinance annexing property into the City limits.

ATTACHMENTS:

. Petition to Annex Property into City Limits
. Proposed Ordinance #1635 Annexing Property into City Limits

ANALYSIS: The City has received a petition from Angel Feliciano, to annex 0.73 acres of property into the City limits. The property is located on Havendale Blvd, east of Lake Blue Drive NW and adjacent to the BB&T Bank, which is inside the City limits. The property is contiguous with existing City limits and the annexation does not create an enclave. The property is currently vacant. The proposed annexation is a result of the owner’s request for city utilities and proposed development of the property for a plant nursery.

Establishing a Future Land Use and Zoning classification on the property will be considered at Public Hearings before the Planning Commission and City Commission at later dates. The action currently before the City Commission is only on the annexation of the property into the city.

The proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinance will be presented for second and final reading on May 18, 2020.

STAFF RECOMMENDATION: Approve the Ordinance annexing the Feliciano property into the City limits.
AGENDA ITEM 2: PRESENTATION OF ARTIFICIAL TURF BIDS – DOWNTOWN PARK

____INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider bids for replacement of the artificial turf in the Downtown Park.

ATTACHMENTS:

. Advertisement for Bids
. Proposals Received (2)

ANALYSIS: The artificial turf in the playground area of the Downtown Park was installed in 2008 as part of redeveloping the Downtown Park area. The Parks and Recreation Department’s 5-year Capital Improvement Program (CIP) includes replacement of the artificial turf this year. Funding for this project is allocated in the FY 2019/20 Budget at $120,000.

An invitation to bid was advertised in the local media on Sunday, April 12, 2020. The City received the following bids:

Downtown Park Artificial Turf

Pelland Construction, LLC., Haines City $ 121,254.00
Turf Pro Synthetics, LLC., Land O Lakes $ 128,050.00

Pelland Construction, Haines City was the low bid to replace the artificial turf in the Downtown Park in the amount of $121,254. The bids were reviewed by the Parks and Recreation Director and City Manager’s Office. Pelland Construction has done several projects for the Polk County School Board, and received favorable responses from the reference checks.

The new artificial turf replaces the original turf and meets all the safety guidelines of the playground equipment.

STAFF RECOMMENDATION: Award the bid to Pelland Construction of Haines City in the amount of $121,254.00 to replace the artificial turf in the Downtown Park.
AGENDA ITEM 3: PRESENTATION OF SOCCER FIELD DRAINAGE BIDS – LAKE MYRTLE

____ INFORMATION ONLY

__X__ ACTION REQUESTED

ISSUE: The City Commission will consider bids for drainage improvements on one of the soccer fields at the Lake Myrtle Sports Complex.

ATTACHMENTS:

. Advertisement for Bids
. Proposals Received (6)

ANALYSIS: One of the soccer fields at the Lake Myrtle Sports Complex (Field 8) has historically had drainage issues, especially during the summer months. The problem has resulted in the field not being available for use during tournaments and other events at the Complex. The Parks and Recreation Department’s 5-year Capital Improvement Program (CIP) includes drainage improvements to the field. Funding for this project is allocated in the FY 2019/20 Budget at $47,000.

An invitation to bid was sent to three contractors and advertised in the local media on Sunday, April 12, 2020. The City received the following bids:

Lake Myrtle North Field 8 Drainage

**XGD Systems., Stuart** $ 31,396.91
- Cathcart Construction Co.-FL., Oviedo $ 39,175.00
- Central Concrete Products, Inc., Bartow $ 65,925.00
- Close Construction, LLC., Okeechobee $ 81,620.00
- Tucker Paving, Inc., Winter Haven $ 82,761.78
- Garner Completesite, Inc., Polk City $115,817.93

XGD Systems of Stuart was the low bid to do the drainage work on the field in the amount of $31,396.91. The bids were reviewed by the Parks and Recreation Director, City Manager’s Office and Chastain Skillman, the City’s Consulting Engineer. XGD Systems has done several projects for golf courses and athletic fields, and received favorable responses from the reference checks.

STAFF RECOMMENDATION: Award the bid to XGD Systems, of Stuart in the amount of $31,396.91 to perform the drainage work on the soccer field.
City Commission Meeting  
May 4, 2020

AGENDA ITEM 4: PRESENTATION OF PAYROLL – FY 2021 AND FY 2022 ANNUAL BUDGETS

INFORMATION ONLY

ACTION REQUESTED

ISSUE: The City will consider the proposed Payroll Section of the Fiscal Year 2021 Annual Budget and Fiscal Year 2022 Annual Budget.

ATTACHMENTS:

. 2020 City of Auburndale Salary Study Summary – April 28, 2020
. Payroll Sections of Proposed FY 2021 and FY 2022 Annual Budgets

ANALYSIS: City Staff has started the process of preparing the Fiscal Year 2021 and Fiscal Year 2022 Biennial Budgets. Each month leading up to and in advance of this year’s Proposed Budget Presentation on August 3, 2020, the Commission and Staff will publicly address various sections of the Budget as follows:

. Payroll – May 4, 2020
. Capital Outlay – May 18, 2020
. Expenditures – June 15, 2020
. Revenue – July 20, 2020

The Payroll Section of the Budget provides the necessary funding for the staffing levels to adequately deliver an accepted level of service to our citizens. In addition to salaries, the Payroll Section provides incentive funding for certifications and education, longevity pay, and automatic adjustments for employees completing the one-year probationary period or completing four, six, and eight years of service. The proposed budgets provide a 3% cost of living adjustment (COLA) for all City employees in FY 2021 and no COLA in FY 2022.

The proposed FY 2021 Payroll Budget operates with a staffing level of 180 full and part-time employees, an increase of two full-time employees and one part-time employee. The two full-time employees are additional Service Worker II positions in Parks and Recreation to help maintain the new youth baseball facility. The permanent part-time employee is a Secretary position in the Police Department.

The proposed FY 2021 Payroll Budget also reflects the current Police Department Secretary being reclassified as the full-time Accreditation Manager, and reflects the promotion of a Utility Billing Clerk being re-classified as a Utility Billing Clerk II.
The conceptual FY 2022 Payroll Budget proposes reclassifying the part-time Police Department Secretary to a full-time position.

The 2020 Salary Study prepared by Creative Insights of Lutz and USF Professor John Daly identified several issues important to staying competitive with the local job market particular to certain positions within the City. City Staff will lead discussion on the Study and proposed Payroll Budgets.

**As the City continues to monitor and adjust to the impacts of the Coronavirus (COVID-19), City Staff is mindful that subsequent events may alter the plans being presented at this time.**

**STAFF RECOMMENDATION:** Tentatively approve the proposed Payroll, as presented by City Staff. Formal adoption of the FY 2021 Budget and conceptual approval of the FY 2022 Budget will come after the scheduled Public Hearings in September.