



City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

P.O. Box 186
(863) 965-5530
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CITY COMMISSION MEETING
February 15, 2021 – 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – Pastor Scott Hall, Higher Impact Ministries

PLEDGE OF ALLEGIANCE – Mayor Tim Pospichal

ROLL CALL – City Clerk Shirley Lowrance

APPROVE COMMISSION MINUTES – Regular Meeting – 02/01/2021

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. APPROVE DRAINAGE EASEMENT TO POLK COUNTY – KEITH LANE DRAINAGE PROJECT
2. PRESENTATION OF ELECTRICAL MAINTENANCE BIDS
3. PRESENTATION OF DRY CLEANING BIDS
4. PRESENTATION OF PEST CONTROL BIDS
5. ORDINANCE #1656 ANNEXING PROPERTY INTO CITY LIMITS – HENDERSON PROPERTY

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
February 15, 2021**

AGENDA ITEM 1: APPROVE DRAINAGE EASEMENT TO POLK COUNTY – KEITH LANE

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider granting a drainage easement to Polk County for the Keith Lane Drainage Improvement Project.

ATTACHMENTS:

 . Drainage Easement between the City of Auburndale and Polk County

ANALYSIS: For several years, the City and Polk County have been working toward solutions to drainage issues in the area of Keith Lane, directly north of the Lake Myrtle Sports Complex. Polk County Roads and Drainage has requested an easement across a portion of City property to help facilitate these plans.

The proposed easement was prepared by Polk County and reviewed by the City Manager, Parks and Recreation Director, Public Works Director and City Attorney.

STAFF RECOMMENDATION: Approval of the proposed Drainage Easement.

**City Commission Meeting
February 15, 2021**

AGENDA ITEM 2: PRESENTATION OF ELECTRICAL MAINTENANCE BIDS

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider bids received for the City's Electrical Maintenance Contract.

ATTACHMENTS:

- . Invitation to Bid/Public Notice – News Chief, January 22, 2021
- . Bid Forms Received (4)

ANALYSIS: The proposed Electrical Maintenance Contract covers all electrical maintenance services for all City offices, departments, and facilities. The proposed contract is for a two (2) year term with a two (2) year option to extend. An Invitation to Bid for the City's Electrical Maintenance Contract was provided to seventeen (17) vendors and advertised in the local media.

The City received bids from the following companies:

- . **Reiter Electric Inc., Auburndale, Florida**
- . Engineered Electric Services LLC, Mulberry, Florida
- . Heart of Florida Electric Inc., Auburndale, Florida
- . Davco Electrical Contractors Corp., Boynton Beach, Florida

Reiter Electric has provided the low bid and successfully bid the contract since 2004. The pricing quotes in the Reiter Electric bid reflect a slight increase in the hourly rates that have been in place since 2017. The proposed increases are as follows:

Normal Working Hour Rates (Monday – Friday, 6:00 A.M. – 6:00 P.M.)

	<u>Current Rate</u>	<u>Proposed Rate</u>
Master Electrician – Per Hour	\$60.00	\$65.00
Journeyman Level Electrician – Per Hour	\$60.00	\$65.00
Electrician's Helper – Per Hour	\$50.00	\$55.00

After Normal Working Hours, Weekend & Holiday Rates (**City recognized Holidays)

	<u>Current Rate</u>	<u>Proposed Rate</u>
Master Electrician – Per Hour	\$90.00	\$97.50
Journeyman Level Electrician – Per Hour	\$90.00	\$97.50
Electrician's Helper – Per Hour	\$75.00	\$82.50

Staff has been pleased with the quality of service provided by Reiter Electric. The City Manager's Office reviewed the proposed bids as to completeness. The City reserves the right to terminate the Contract with 30-day notice.

STAFF RECOMMENDATION: Award the Electrical Maintenance Contract to Reiter Electric.

**City Commission Meeting
February 15, 2021**

AGENDA ITEM 3: PRESENTATION OF DRY CLEANING BIDS

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider bids received for Dry Cleaning Services for the Police and Fire Departments.

ATTACHMENTS:

- . Invitation to Bid/Public Notice – News Chief, January 22, 2021
- . Bid Form Received

ANALYSIS: The proposed contract covers the dry cleaning of uniforms (i.e., shirts, pants, and jackets) for the employee in the Police and Fire Departments. The proposed Dry Cleaning Contract is for a two (2) term with a two (2) year option to extend. An Invitation to Bid for the City's Dry Cleaning Contract was sent to two (2) vendors and advertised in the local media.

The bid from **Top Hat Cleaners, Auburndale** was the only bid received. Top Hat Cleaners has successfully bid the contract since 2002. The rates received in the bid reflect a slight decrease in the pricing that has been in place since 2017. The decreases proposed are as follows:

<u>Police & Fire</u>	<u>Current</u>	<u>Proposed</u>
Uniform Long Sleeve Shirt	\$2.91	\$2.91
Uniform Short Sleeve Shirt	\$2.91	\$2.91
Trousers	\$3.95	\$3.95
Winter Uniform Jacket	\$4.50	\$4.16
Windbreaker	\$4.50	\$4.16
 <u>Police & Fire Civilian</u>		
Women's Pants	\$3.95	\$3.95
Shirt	\$2.91	\$1.72
Men's Trousers	\$3.95	\$3.95
Sport Coat	\$5.50	\$4.68
 <u>Police & Fire</u>		
Uniform Dress Shirt	\$2.91	\$1.72
Laundered Clothing	\$1.72	\$1.72
Uniform Dress Shirt & Pants - Press Only	N/A	\$1.72

City Staff has been pleased with the quality of service provided by Top Hat Cleaners. The City Manager's Office reviewed the proposed bid as to completeness. The City reserves the right to terminate the Contract with 30-day notice.

STAFF RECOMMENDATION: Award the Dry Cleaning Contract to Top Hat Cleaners.

**City Commission Meeting
February 15, 2021**

AGENDA ITEM 4: PRESENTATION OF PEST CONTROL SERVICES BIDS

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider bids received for the City's Pest Control Services Contract.

ATTACHMENTS:

- . Invitation to Bid/Public Notice – News Chief January 22, 2021
- . Bid Forms Received (3)

ANALYSIS: The proposed contract covers annual pest control services for all City offices, departments, and facilities. The proposed Pest Control Services contract is for a two (2) year term with a two (2) year option to extend. An Invitation to Bid for the City's Pest Control Services Contract was provided to ten (10) vendors and advertised in the local media.

The City received bids from the following companies:

- | | |
|---|-------------------|
| . Florida Pest Control, Winter Haven, Florida - | \$5,364.00 |
| . Johnson's Termite & Pest Control, Auburndale, Florida - | \$6,480.00 |
| . Truly Nolen, Lakeland, Florida - | \$16,408.00 |

Florida Pest Control has provided the low bid and includes the addition of the new Youth Baseball Concession Building, increasing the square footage covered by 2,366 square feet. The rates received in the bid reflect a slight decrease in the total pricing that has been in place since 2017. The City has received favorable responses from the various reference checks.

The City Manager's Office reviewed the proposed bids as to completeness. The City reserves the right to terminate the contract with 30-day notice.

STAFF RECOMMENDATION: Award the Pest Control Services Contract to Florida Pest Control.

**City Commission Meeting
February 15, 2021**

AGENDA ITEM 5: ORDINANCE #1656 ANNEXING PROPERTY INTO CITY LIMITS – HENDERSON

___INFORMATION ONLY

X ACTION REQUESTED

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

ATTACHMENTS:

- . Voluntary Petition to Annex Property into City Limits – Henderson Property, Pace Road
- . Proposed Ordinance #1656 Annexing Properties into City Limits and Location Map

ANALYSIS: The City has received a petition from property owner Fred Henderson, 225 S. Lake Starr Blvd, Lake Wales, FL to annex 64.47 acres of property into the City limits. The property is located on Pace Blvd, west of and adjacent to the TECO-Auburndale trail which is in the City limits. The annexation does not create an enclave. The Henderson property is currently vacant. The proposed annexation is as a result of the owner’s request for city utilities and proposed mixed use development.

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 March 1, 2021.

STAFF RECOMMENDATION: Approve the Ordinance annexing the Henderson property into the City limits.



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COMMUNITY REDEVELOPMENT AGENCY MEETING

**February 15, 2021 – 7:30 PM
COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Ellie Harper, Chair

ROLL CALL – Shirley Lowrance, City Clerk

APPROVE CRA MINUTES – Regular Meeting – 1/19/2021

ANNOUNCEMENTS – Jeff Tillman, Assistant City Manager

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. FINANCE REPORT
2. CONSIDER APPROVAL OF CRA CAPITAL IMPROVEMENTS PROGRAM

Ref. 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 provision 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.

**Community Redevelopment Agency Meeting
February 15, 2021**

AGENDA ITEM 1: 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.

**Community Redevelopment Agency Meeting
February 15, 2021**

AGENDA ITEM 2: CONSIDER APPROVAL OF CRA CAPITAL IMPROVEMENT PROGRAM

INFORMATION ONLY

ACTION REQUESTED

ISSUE: The CRA Board will consider approval of the revised Capital Improvements Program (CIP FY 2022-2026).

ATTACHMENTS:

Revised Capital Improvements Program (FY 2022-2026)

ANALYSIS: The 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 January 19, 2021, City Staff presented a revised draft of the Capital Improvements Program to the CRA Board for review and comment. In accordance with the CRA calendar, the revised CIP is being presented back before the Board for **final** approval. The proposed CIP includes all items presented at the January meeting and covers capital projects in FY 2022 through FY 2026.

STAFF RECOMMENDATION: Approval of the FY 2022-2026 Capital Improvements Program.