



City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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CITY COMMISSION MEETING
May 15, 2023 - 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Spirit Life Ministries

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 05/01/2023

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. PRESENTATION OF REGIONAL WASTEWATER TREATMENT PLANT SERVICE AREA EVALUATION
2. PRESENTATION OF CAPITAL OUTLAY – FY 2024 & FY 2025 ANNUAL BUDGETS
3. CONSIDER PROPOSAL FOR UTILITY RATE AND CONNECTION FEE STUDY UPDATE

Community Redevelopment Agency 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 accommodation 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
May 15, 2023

**AGENDA ITEM 1: PRESENTATION OF REGIONAL WASTEWATER TREATMENT PLANT SERVICE AREA
EVALUATION – CHASTAIN-SKILLMAN**

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will hear an evaluation on wastewater capital needs in the Regional Wastewater Treatment Plant Service Area.

ATTACHMENTS:

- . Regional Wastewater Treatment Plant Service Area Evaluation – Chastain-Skillman

ANALYSIS: In May of 2022, City Staff requested Chastain-Skillman, the City's consulting engineers, to evaluate a 10-inch wastewater forcemain that pumps flow from SR-559 west along C. Fred Jones Boulevard and south along Berkley Road and the Auburndale/TECO Trail to the Regional Master Lift Station. As a result of growth, the concern was that the existing wastewater infrastructure may not be able to handle the increased flows. The northern portion of the Auburndale Utility Service Area is served by the Regional Wastewater Treatment Plant (WWTP).

As a result of the findings of the Northside 10-inch Forcemain Evaluation, in October 2022 City Staff requested Chastain-Skillman to evaluate the entire Regional WWTP Service Area. The Evaluation collected and analyzed data to develop a computer simulation model for the Service Area, perform computer simulation of various growth/timing scenarios, check Wastewater Treatment Plant capacity/disposal impacts under various scenarios, develop Capital Improvement Projects in 5-year increments for a 20-year horizon, and summarize/document findings in a Technical Memorandum.

City Staff and Chastain-Skillman will present the findings of the Regional WWTP Service Area Evaluation.

City Staff will utilize the Evaluation to incorporate the various capital improvement needs into the City Budget.

STAFF RECOMMENDATION: Accept the Regional Wastewater Treatment Plant Service Area Evaluation.

**City Commission Meeting
May 15, 2023**

AGENDA ITEM 2: PRESENTATION OF PROPOSED CAPITAL OUTLAY FOR FY 23-24 AND FY 24-25

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City will consider the proposed Capital Outlay Section of the Fiscal Year 2024 Annual Budget and Fiscal Year 2025 Annual Budget.

ATTACHMENTS:

- . Proposed FY 2023-2024 Capital Outlay
- . Proposed FY 2024-2025 Capital Outlay
- . 5-Year Capital Improvement Program (CIP)

ANALYSIS: In preparation of the proposed FY 2024 and FY 2025 Budgets, Department Directors were requested to revisit all the Capital projects previously approved by the City Commission in the second-year budget (FY 2024) and the 5-Year Capital Improvement Program (CIP). This helps to determine if the equipment or improvements are still needed, could be delayed, and/or has a funding source.

The proposed FY 2024 Capital Outlay section reflects expenditures of \$35,068,374. FY 2025 includes Capital Outlay projects totaling \$24,210,115.

Specific improvements in FY 2024 include:

Public Utility Department Capital Outlay:

- . Gapway Force Main Design and Construction = \$5,525,000
- . Pace Road Master Liftstation Design and Construction = \$5,000,000
- . Southern Force Main Re-route Design and Construction = \$2,800,000
- . Berkley Road Water Plant Expansion = \$2,210,000
- . Hickory Road Sprayfield Construction = \$1,800,000
- . Gapway Road Waterline Extension = \$700,000
- . Utility System Rehabilitation = \$500,000
- . Regional WWTP Filter Rehab = \$500,000
- . Regional Master Liftstation Upgrade Design and Construction = \$450,000
- . Regional WWTP Centrifuge Replacement = \$450,000
- . Regional WWTP Bar Screen Replacement = \$400,000
- . PRWC Phase I Reserve = \$360,000

. Effluent Disposal Design = \$330,000

. PRWC Alternative Water Reserve = \$250,000

General Fund and Community Redevelopment Agency Capital Outlay:

. Lake Ariana Civic Center Design/Build = \$7,225,000

. Howard Street Streetscape = \$750,000

. Palmetto Street Streetscape = \$750,000

. Street Resurfacing = \$500,000

. Enterprise Resource Planning (ERP) Software = \$385,743

. Purchase Various Vehicles for Police Dept. (8) = \$431,641

. Reserve for New Public Works Building = \$350,000

. Reserve for Replacement Fire Pumper (2005) = \$200,000

. Brush Truck for Fire Department = \$200,000

. New Claw Truck for Sanitation Division = \$200,000

. Columbarium for AMP Cemetery = \$100,000

Specific improvements in FY 2025 include:

Public Utility Department Capital Outlay:

. Effluent Disposal Construction = \$2,970,000

. Regional Master Liftstation Upgrade Construction = \$2,550,000

. Allred WWTP New Digester = \$1,000,000

. Replacement Vactor Truck = \$650,000

. Southern Force Main Re-route Construction = \$600,000

. Utility System Rehabilitation = \$500,000

. Oakland AC Watermain Replacement = \$500,000

. Regional WWTP Centrifuge Replacement = \$500,000

. PRWC Alternative Water Reserve = \$250,000

General Fund and Community Redevelopment Agency Capital Outlay:

. Lake Ariana Civic Center Design/Build = \$8,775,000

. New Public Works Building = \$1,200,000

. Underground Utilities – West Lake Stella = \$750,000

. North Auburndale Park Design = \$500,000

- . Main Street Streetscape Reserve = \$500,000
- . Street Resurfacing = \$500,000
- . Purchase Various Vehicles for Police Dept. (7) = \$381,641
- . Lake Myrtle Soccer Bathrooms = \$400,000
- . Reserve for New Public Works Building = \$350,000
- . Reserve for Replacement Fire Pumper (2005) = \$200,000
- . Replacement Claw Truck for Sanitation Division = \$200,000

All items in “year one” and “year two” of the revised 5-year CIP have been programmed into the proposed two-year budget.

STAFF RECOMMENDATION: Tentative approval of the Capital Outlay sections of the Proposed FY 2024 and FY 2025 Budgets. Formal adoption of the FY 2024 Budget and conceptual approval of the FY 2025 Budget will come after the scheduled Public Hearings in September.

City Commission Meeting
May 15, 2023

AGENDA ITEM 3: CONSIDER PROPOSAL FOR UTILITY RATE AND CONNECTION FEE STUDY UPDATE

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Scope of Services Agreement for a Utility Rate and Connection Fee Study Update by Raftelis.

ATTACHMENTS:

Raftelis Proposal and Scope of Services – Utility Rate and Connection Fee Study Update

ANALYSIS: In December 2020, the City Commission authorized Raftelis to perform a Utility Rate and Connection Fee Study. As result of the Study, the City Commission approved adjustments in water and wastewater connection fees, as well as a 4% adjustment in water utility rates and a 0.5% adjustment in wastewater utility rates for five (5) years, beginning in 2022, to meet the balance of proposed expenses and required revenue.

Following the Regional Wastewater System Evaluation recently completed by Chastain-Skillman, City Staff is proposing that Raftelis review and recommend any needed updates to utility rates and connection fees based upon the revised 5-year Capital Improvements Plan. Raftelis' proposal has been designed to provide the City with two options, one being an update to only the sewer rates and connection fees in light of recent findings from the Regional Wastewater System Evaluation for \$30,000. The second being an update to both the water and wastewater rates and connection fees to also address cost changes in the Polk Regional Water Cooperative (PRWC) Projects as well as many additional considerations required for the City to operate the utilities for a total cost of \$40,000.

The proposed Raftelis Scope of Work is consistent with the previous services provided by the firm in 2003, 2006, 2012, 2016, and 2021. A Combined Water and Wastewater Study provides a thorough review of projected water and wastewater revenues compared to the City's Two-Year Budget, Five-Year Capital Improvement Plan, operational expenses, budget transfers, estimated inflation and debt service.

Raftelis is familiar with the City's infrastructure and customer billing processes. They are also engaged with the Polk Regional Water Cooperative and aware of the future impacts of Auburndale's participation in PRWC projects.

The proposed Scope of Services and cost totals have been reviewed by the City's Finance Director, Public Utilities Director, City Manager and City Attorney. Estimated completion of the Study is projected in the third quarter of 2023.

STAFF RECOMMENDATION: Authorize the Raftelis Scope of Services for both a Water and Wastewater Utility Rate and Connection Fee Study in the amount of \$40,000.