



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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**CITY COMMISSION MEETING**  
**March 4, 2024 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Father Rick Gomer, St Alban’s Episcopal Church

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 02/19/2024

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. **PUBLIC HEARING** – COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
2. APPROVAL OF COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS
3. PRESENTATION OF BIDS – MUNICIPAL SERVICES BUILDING (PAINTING AND PLUMBING)

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**  
**March 4, 2024**

**AGENDA ITEM 1: PUBLIC HEARING – COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

**AGENDA ITEM 2: APPROVAL OF COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will hold a Public Hearing on proposed Community Development Block Grant (CDBG) projects.

**ATTACHMENTS:**

- . Notice of Public Hearing & Proposed Projects – News Chief, 2/26/2024
- . Letter of Request from Polk County Health and Human Services Division

**ANALYSIS:** In compliance with the Community Development Block Grant (CDBG) regulations, the City of Auburndale is holding a Public Hearing for the purpose of receiving direct citizen input on suggested proposals. After a presentation by City Staff on suggested proposals, the Commission will entertain public comment on these and other community development needs.

The City of Auburndale is scheduled to receive an estimated \$93,683 in CDBG funding for FY 2024-2025. In addition, the City anticipates roll-over funds from previous funding cycles (FY 2021 through 2023) to spend during the FY 24/25 funding cycle. City Staff is proposing to utilize the FY 2024-2025 CDBG funding to:

- Provide additional parking on Cleveland Street adjacent to the Auburndale Community Center. The proposed project may include acquisition, demolition, and construction. This project has been included during previous funding cycles but has been delayed due to complications with property acquisition.
- Provide improvements to Earl Wright Park, including new asphalt parking, new playground equipment, and undergrounding of electric service. This project may be a multi-year project, depending on available funding for each improvement to the park.

**STAFF RECOMMENDATION:** Approve the proposed project for the FY 2024-2025 Community Development Block Grant funding.

**City Commission Meeting**  
**March 4, 2024**

**AGENDA ITEM 3: PRESENTATION OF BIDS – MUNICIPAL SERVICES BUILDING**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider painting and plumbing bids for the renovation of the Municipal Services Building.

**ATTACHMENTS:**

- . Advertisement for Bids/Proposals for Painting and Plumbing – February 1, 2024
- . Advertisement for Bids/Proposals for Plumbing – February 21, 2024
- . Bidder’s Qualification Statements – February 2024

**ANALYSIS:** In November 2022, the City purchased the former SunTrust/Truist building, in the interest of consolidating several City operations into the building, including Utility Billing, Community Development, Parks and Recreation Administration, and Information Technology. In March 2023, the City Commission approved a proposal for engineering services with Chastain Skillman, to provide engineered plans to bid and construct the proposed improvements of the building.

In February 2024, the City advertised for requests for proposals in the local media for plumbing and painting services as part of the renovations of the building. The requests for proposals were also distributed to 11 local contractors across these trades.

On February 9, 2024, the City received the following bids for painting:

**Painting**

<b>Holley Custom Painting, Auburndale</b>	<b>\$35,000.00</b>
TNT Painting & Pressure Washing, Eagle Lake	\$86,500.00

On February 29, 2024, the City received the following bids for plumbing:

**Plumbing**

<b>Richard C. Fox Plumbing, LLC, Lakeland</b>	<b>\$68,700.00</b>
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The FY2023-2024 Budget allocates \$850,000.00 for the renovation of the building. Bid awards totaling \$560,456.37 were previously approved at the January 22, 2024, City Commission meeting. Bids were reviewed by the Finance Director and City Manager’s Office. Holley Custom Painting was the low bid for painting services and they have completed various projects previously for the City. Richard C. Fox Plumbing was the only bid for plumbing services and all reference checks on the contractor came back favorably.

**STAFF RECOMMENDATION:** Award the bids to the lowest bidder for painting and plumbing services at the Municipal Services Building for a total cost of \$103,700.00.