## APPENDIX
## INVENTORY OF COORDINATING MECHANISMS

This table summarizes the Comprehensive Plan Elements which are effected by intergovernmental coordination in which the City of Auburndale may be required to participate. The inventory and analysis section of this document gives more detail for each of these agencies with regard to intergovernmental coordination.

### Intergovernmental Coordination Matrix
### City of Auburndale

| | LU | TR | HO | SS | CO | RO | CI |
|---|---|---|---|---|---|---|---|
| City of Lake Alfred | | | | x | | | |
| City of Winter Haven | | | | x | | | |
| City of Lakeland | | | x | x | | | |
| Town of Polk City | | | | x | | | |
| Polk County Board of County Commissioners | x | x | x | x | x | x | x |
| Polk County Health Department | | | | x | | | |
| Polk County School Board | x | x | | x | | x | |
| Polk Transportation Planning Organization (MPO for the county) | | x | | | | | |
| Polk Community College/Florida Institute of Government | | | | | | | |
| Central Florida Regional Planning Council | x | x | x | x | x | x | x |
| Southwest Florida Water Management District | x | x | x | x | x | x | x |
| Florida Department of Transportation | x | x | x | x | x | x | x |
| Florida Department of Community Affairs | x | x | x | x | x | x | x |
| Florida Department of Environmental Protection | x | x | x | x | x | x | x |
| Florida Game and Freshwater Fish Commission | | | | | x | | |
| Federal Emergency Management Agency | | | | | | | |
| U.S. Army Corps of Engineers | | | | | | | |
| Farmers Home Administration | | | | | | | |
| Housing and Urban Development | | | x | | | | |

LU Future Land Use Element
TR Traffic Circulation Element
HO Housing Element
SS Sanitary Sewer, Solid Waste, Potable Water, Stormwater Management, and Natural Groundwater Aquifer Recharge Element
CO Conservation Element
RO Recreation and Open Space Element
CI Capital Improvements Element
Source: Auburndale EAR, 3-1-98; updated by CFRPC, 11-99.

**Adjacent Municipalities**

City of Lake Alfred

City Hall
120 East Pomelo Street
Lake Alfred, Florida 33850
(863) 291-5270

***Issue*:** **Assuring compatibility of land uses along or near shared boundaries.**

Affected Comprehensive Plan Element: Future Land Use.

Nature of coordination mechanism: Direct coordination between the cities of Auburndale and Lake Alfred takes place on an informal and as needed basis.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The existing informal mechanism has not proven effective in the past. Formal notification should be sent to the City. If a conflict arises, staff-to-staff coordination will take place first, followed by notification to the City Manager, followed by a request for the RPC to mediate if an agreement cannot be reached informally.

Recommendations: The City shall provide a formal notification of any proposed comprehensive plan amendments that could affect land use, including locally undesirable land uses, in an adjoining jurisdiction by providing a detailed description of the proposed amendment and sending a map showing the location of the amendment.

***Issue*:** **Provision of potable water and sewer service.**

Affected Comprehensive Plan Elements: Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge; Future Land Use.

Nature of coordination mechanism: Direct coordination between the cities of Auburndale and Lake Alfred takes place on an informal and as needed basis.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Past informal coordination between the two Cities has not been effective.

Recommendation: By 2001, the City will coordinate with the cities of Auburndale, Haines City, Lakeland, Polk City and Winter Haven to ensure that each has a copy of a map which delineates the utility service planning area for their community for the planning period. Annually thereafter, each municipality will discuss the potential need for reassessing utility service area lines, if relevant, and share any official service area map updates. Each municipality will also provide any official utility service planning area map updates to Polk County in order to ensure coordination for County utility and land planning.

***Issue*:** **Sharing and providing recreation facilities.**

Affected Comprehensive Plan Element: Recreation and Open Space.

Nature of coordination mechanism: Direct coordination between the cities of Auburndale and Lake Alfred takes place on an informal and as needed basis.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The existing informal coordination has been sufficient for the mutual needs of the two cities.

Recommendations: The City will continue to participate in meetings to produce the master plan for recreation for the entire county. As the need to assure that recreational facilities are provided concurrent with the demand caused by growth, this coordination will need to become more frequent. Agreements reached should be put in writing.

Town of Polk City

City Hall
132 Commonwealth Avenue
Polk City, Florida 33868
(863) 984-1375

***Issue*:** **Assuring compatibility of land uses along or near shared boundaries.**

Affected Comprehensive Plan Element: Future Land Use.

Nature of coordination mechanism: Direct coordination between the cities of Auburndale and Polk City takes place on an informal and as needed basis.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The existing informal mechanism has not proven effective in the past. Formal notification should be sent to the Town. If a conflict arises, staff-to-staff coordination will take place first, followed by notification to the Town Manager, followed by a request for the RPC to mediate if an agreement cannot be reached informally.

Recommendations: The City shall provide a formal notification of any proposed comprehensive plan amendments that could affect land use, including locally undesirable land uses, in an adjoining jurisdiction by providing a detailed description of the proposed amendment and sending a map showing the location of the amendment.

***Issue*:** **Sharing and providing recreation facilities.**

Affected Comprehensive Plan Element: Recreation and Open Space.

Nature of coordination mechanism: Direct coordination between the cities of Auburndale and Polk City takes place on an informal and as needed basis.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The existing informal coordination has been sufficient for the mutual needs of the two cities.

Recommendations: The City will continue to participate in meetings to produce the master plan for recreation for the entire county. As the need to assure that recreational facilities are provided concurrent with the demand caused by growth, this coordination will need to become more frequent. Agreements reached should be put in writing.

***Issue*:** **Provision of potable water and sewer service.**

Affected Comprehensive Plan Element(s): Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge; Future Land Use.

Nature of coordination mechanism: Direct coordination between the cities of Auburndale and Polk City takes place on an informal and as needed basis.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Past informal coordination between the Auburndale and Polk City has not been effective. Auburndale built a new sewer plant outside their corporate limits and ran lines close to Polk City's corporate limits. With the advent of the SAP for Fantasy of Flight, provision of water and sewer both to the Town and to surrounding areas should be negotiated.

Recommendation: By 2001, the City will coordinate with the cities of Lake Alfred, Polk City and Winter Haven to ensure that each has a copy of a map which delineates the utility service planning area for their community for the planning period. Annually thereafter, each municipality will discuss the potential need for reassessing utility service area lines, if relevant, and share any official service area map updates. Each municipality will also provide any official utility service planning area map updates to Polk County in order to ensure coordination for County utility and land planning.

City of Lakeland

City Hall
221 S. Massachusetts Ave.
Lakeland, Florida 33815
(863) 834-6000

***Issue*:** **Provision of potable water and sewer service.**

Affected Comprehensive Plan Element(s): Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge; Future Land Use.

Nature of coordination mechanism: Direct coordination between the cities of Auburndale and Lakeland takes place on an informal and as needed basis.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: A more effective means of coordination needs to be established.

Recommendation: The Town of Polk City is negotiating to take over its water service from the City of Lakeland. The Town would also like to be served by someone for sanitary sewer. The Mt. Olive Plant in Polk County does not have capacity to serve the residents of the Town. Auburndale, Lakeland, Polk City and Polk County should have meetings in FY 99-2000 to delineate service areas to the Town of Polk City.

***Issue*:** **Provision of affordable housing.**

Affected Comprehensive Plan Element(s): Housing.

Nature of coordination mechanism: The City entered into an agreement with the Lakeland Housing Authority in 1982 to make Section 8 rental housing available within the corporate limits. There are currently 18 dwellings utilizing this program in Auburndale.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The agreement between the City and the Lakeland Housing Authority for placement of Section 8-housing units within the corporate limits has worked well. The Lakeland Housing Authority has not had an excess of housing units to share with other cities since the initial agreements so there has been no expansion of the program. Units and occupants located in the City are monitored independently of the City by the Lakeland Housing Authority staff.

City of Winter Haven

City Hall
451 Third Street Northwest
Winter Haven, Florida 33880
(863) 297-4000

***Issue*:** **Assuring compatibility of land uses along or near shared boundaries.**

Affected Comprehensive Plan Elements Future Land Use.

Nature of coordination mechanism: Direct coordination between the cities of Auburndale and Winter Haven takes place on an informal and as needed basis.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The present informal coordination mechanism has not proven to be adequate. Formal notification should be sent to the City. If a conflict arises, staff-to-staff coordination will take place first, followed by notification to the City Manager, followed by a request for the RPC to mediate if an agreement cannot be reached informally.

Recommendations: The City shall provide a formal notification of any proposed comprehensive plan amendments that could affect land use, including locally undesirable land uses, in an adjoining jurisdiction by providing a detailed description of the proposed amendment and sending a map showing the location of the amendment.

***Issue*:** **Sharing and providing recreational facilities.**

Affected Comprehensive Plan Element: Recreation and Open Space

Nature of coordination mechanism: Direct coordination between the cities of Auburndale and Winter Haven takes place on an informal and as needed basis.

Office with primary responsibility: City Manager

Effectiveness of Existing coordination mechanism: The existing informal coordination has been sufficient for the mutual needs of the two cities.

Recommendations: The City will continue to participate in meetings to produce the master plan for recreation for the entire county. As the need to assure that recreational facilities are

provided concurrent with the demand caused by growth, this coordination will need to become more frequent. Agreements reached should be put in writing.

***Issue*:** **Provision of potable water and sewer service.**

Affected Comprehensive Plan Elements: Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge; Future Land Use.

Nature of coordination mechanism: Direct coordination between the cities of Auburndale and Winter Haven takes place on an informal and as needed basis.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Though agreements have been reached in the past between Auburndale and Winter Haven in regard to the provision of water and sewer service, there have been problems with these agreements being effective.

Recommendation: By 2001, the City will coordinate with the cities of Winter Haven, Lake Alfred and Polk City to ensure that each has a copy of a map which delineates the utility service planning area for their community for the planning period. Annually thereafter, each municipality will discuss the potential need for reassessing utility service area lines, if relevant, and share any official service area map updates. Each municipality will also provide any official utility service planning area map updates to Polk County in order to ensure coordination for County utility and land planning.

**County Level Entities**

Polk County Board of County Commissioners

185 North Broadway
Bartow, Florida
(863) 534-6000

***Issue*:** **Assuring compatibility of land uses along or near shared boundaries.**

Affected Comprehensive Plan Element: Future Land Use.

Nature of coordination mechanism: Memorandum of Understanding. A Memorandum of Understanding has been developed between the City and the County where both agree to share data, minimize duplication of services, improve communication and exchange of information, and strive for consistency in the planning efforts of governmental jurisdictions through the creation of Planning Areas. These Planning Areas go beyond the corporate limits and are intended to define the areas most likely to impact the City as growth and development occur in the unincorporated portions of the County. Coordination of the provision of utility services between the two governments with anticipated future land uses is a major objective of this agreement. Workings of the agreement are to be coordinated between the planning consultant and the County planning director. This agreement is to further the purposes of Chapter 163, FS and Rule 9J-5, FAC.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The present informal coordination mechanism has not proven to be adequate. Formal notification should be sent to the County. If a conflict arises, staff-to-staff coordination will take place first, followed by notification to the City Manager, followed by a request for the RPC to mediate if an agreement cannot be reached informally.

Recommendations: The City shall provide a formal notification of any proposed comprehensive plan amendments that could affect land use, including locally undesirable land uses, in an adjoining jurisdiction, including the County, by providing a detailed description of the proposed amendment and sending a map showing the location of the amendment.

***Issue:*** **Annexation.**

Affected Comprehensive Plan Elements: Future Land Use; Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge.

Nature of coordination mechanism: There is no formal mechanism for coordinating or resolving conflicts arising from potential annexations to the City of Auburndale.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Coordination with the County is informal. Because the transfer of land from one jurisdiction to another involves many issues, conflicts and concerns may arise.

Recommendations: The county should be notified in writing of proposed annexations by the City. For each annexation, Auburndale officials should confer with Polk County officials to identify and resolve potential conflicts or issues.

***Issue:*** **Local option gasoline tax**

Affected Comprehensive Plan Elements: Capital Improvements; Traffic Circulation.

Nature of coordination mechanism: The City of Auburndale has signed an interlocal agreement with the county agreeing to imposition of a 6 cent local option gas tax. The proceeds of the tax are distributed on a percentage share basis and must be used for the maintenance or improvement of transportation.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The local option gas tax is an effective and important means of funding road maintenance projects.

Recommendations: Continue to support the local option gas tax.

***Issue:*** **Enterprise Zone.**

Affected Comprehensive Plan Elements: Capital Improvements; Traffic Circulation.

Nature of coordination mechanism: This agreement is in the form of a resolution and provides for the City to expend funds provided through the CDBG program within designated areas of the City that are deteriorated, to secure industrial revenue bonds through the Polk County Industrial Revenue Bond Board, to expend UDAG funds that may be made available, to provide local revenues and services to the zone and to reduce

the impact of local development regulations within the zone. Coordination will take place through the City Manager, the Polk County Community Development Department and the Industrial Revenue Bond Board.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The coordination between the County Community Development Department and the City has worked well. There are no reports of conflicts, lack of communication with or availability of County staff when the City has had a need.

***Issue*:** **Development or expansion of public facilities.**

Affected Comprehensive Plan Elements: Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge; Future Land Use.

Nature of coordination mechanism: Informal coordination between staffs has been utilized over the last planning period.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The County and the City successfully coordinated the development of Auburndale's newest wastewater treatment plant, built outside of the City's corporate limits.

Recommendations: By 2001, the City will coordinate with the cities of Lake Alfred, Polk City and Winter Haven to ensure that each has a copy of a map which delineates the utility service planning area for their community for the planning period. Annually thereafter, each municipality will discuss the potential need for reassessing utility service area lines, if relevant, and share any official service area map updates. Each municipality will also provide any official utility service planning area map updates to Polk County in order to ensure coordination for County utility and land planning.

***Issue:*** **Regional stormwater management.**

Affected Comprehensive Plan Elements: Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge; Conservation.

Nature of coordination mechanism: To date there has been no coordination between Auburndale and the county in regard to regional management of stormwater.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: N/A

Recommendations: Encourage and cooperate with the Polk County Department of Public Works, Engineering Division to develop plans for the development and maintenance of regional stormwater facilities and systems.

***Issue:*** **Provision of affordable housing and special needs housing.**

Affected Comprehensive Plan Element: Housing.

Nature of coordination mechanism: The Polk County Community Development Division administers the Community Development Block Grant (CDBG) program within Polk

County. The CDBG program provides federal funding to rehabilitate existing housing, demolish dilapidated structures, and provide new housing to low and moderate income families. The Community Development Division provides technical assistance to local governments and serves as a coordinator for federal and state housing assistance programs, including HUD and FmHA programs.

Office with primary responsibility: City Manager

Effectiveness of Coordination Mechanism: The County informs the city when the funding cycle begins each year and gives the city a chance to respond with a projects list.

***Issue:*** **Management of water resources.**

Affected Comprehensive Plan Element: Conservation.

Nature of coordination mechanism: The Polk County Department of Environmental Services, Water Resources Division serves an important function as an informal liaison between local governments in Polk County and various water management agencies. Because the regulation of land use significantly affects the quantity and quality of water resources, such coordination and cooperation will become increasingly important.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Although there are no formal agreements, the current mechanism has functioned well.

Recommendations: The City of Auburndale should establish an on-going relationship with the Water Resources Department, especially in regard to the monitoring of water quality in lakes within the City limits.

***Issue:*** **Solid waste disposal.**

Affected Comprehensive Plan Element: Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge.

Nature of coordination mechanism: The City of Auburndale has signed an agreement with Polk County regarding the disposal of municipal solid waste in county operated landfills.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The existing relationship has worked well. Existing landfills have adequate capacity to accommodate future demand during the planning period.

Recommendations: Continue existing coordination mechanism.

***Issue:*** **Solid waste recycling/Implementation of Solid Waste Management Act.**

Affected Comprehensive Plan Element: Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge,

Nature of coordination mechanism: The City of Auburndale has signed an interlocal agreement with Polk County for joint application and use of Education and Recycling Grant Funds under the Florida Recourse Recovery and Management Act. Grant funds are to be used for development of an education program, purchase of recycling equipment,

engineering studies, and construction of recycling facilities. Coordination is through the Polk County Department of Environmental Services, Solid Waste Management Division.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The recycling efforts have not yet been instituted.

Recommendations: Continue existing coordination mechanism.

***Issue:*** **Proper disposal of household hazardous waste.**

Affected Comprehensive Plan Element: Conservation.

Nature of coordination mechanism: The State of Florida conducts periodic Amnesty Days programs in Polk County. At present there is no county-wide program for the disposal of household hazardous waste.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Good. Polk County officials do a good job of coordinating. However, households have no means of properly disposing hazardous wastes other than during the advertised days. A county-wide program to collect and dispose of household hazardous waste is needed.

Recommendations: Encourage and cooperate with Polk County to establish a household hazardous waste program.

***Issue:*** **Small Quantity Generator of Hazardous waste (SQG) program.**

Affected Comprehensive Plan Element: Conservation.

Nature of coordination mechanism: The Florida Department of Environmental Protection (FDEP) oversees the implementation of this program at the regional or county level depending upon how the specific municipality elects to implement the program. Polk County has elected to manage the program at the county level to include the cities within county jurisdiction..

Office with primary responsibility: County office of Environmental Services

Effectiveness of coordination mechanism: State and county enforcement and compliance agencies successfully work in concert with one another in order to achieve the desired results. Relationship between agencies is effective.

***Issue:*** **Disaster preparedness**

Affected Comprehensive Plan Element(s): Intergovernmental Coordination

Nature of coordination mechanism: Polk County has a peacetime emergency plan and agreements with municipalities in the county to coordinate response in the event of a natural or manmade disaster. Coordination is through the Polk County Department of Public Safety, Civil Defense Division.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The emergency plan undergoes periodic review and is deemed to be sound. Its actual effectiveness cannot be tested until a time of crisis.

Recommendations: Continue existing coordination mechanism. Review and evaluate the role of Auburndale in the emergency plan periodically.

***Issue:*** **Provision of parks and recreation.**

Affected Comprehensive Plan Element: Recreation and Open Space, Conservation, Preservation.

Nature of coordination mechanism: Informal meetings.

Office primary responsibility: City Manager

Effectiveness of coordination mechanism: N/A

Recommendations: The City will continue to participate in meetings to produce the master plan for recreation for the entire county. As the need to assure that recreational facilities are provided concurrent with the demand caused by growth, this coordination will need to become more frequent. Agreements reached should be put in writing.

***Issue:*** **Aquatic Weed Control.**

Affected Comprehensive Plan Element: Conservation.

Nature of coordination mechanism: Polk County Environmental Services. The County provides weed control spray services on request to the City through its Aquatic Weed Division. This is done through an unwritten agreement and is coordinated by the City Manager and the director of Environmental Services.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: This agreement has been in existence for many years and works well.

Recommendations: Continue existing coordination mechanism.

***Issue:*** **Fellowship Dining Program.**

Affected Comprehensive Plan Element: none.

Nature of coordination mechanism: The City has an agreement with the Fellowship Dining program for the City to provide staffing and luncheon meals for senior citizens in the area. This program is coordinated by the City Recreation Director and Fellowship Dining Director.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The fellowship dining program is all effective activity as far as a feeding program is concerned. Coordination of the program is effective. City staff suggest that more emphasis needs to be put on expansion of actual service programs initiated by the senior citizens themselves.

Recommendations: Continue existing coordination mechanism.

***Issue:*** **Maintenance Projects within the City.**

Affected Comprehensive Plan Element: none.

Nature of coordination mechanism: Polk Correctional Institute has an agreement with the City to provide a supervised labor force, with transportation, to work on selected projects within and for the City. The program is coordinated by the Public Works Director and PCI staff.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The arrangement between the City and Polk Correctional Institute for use of prison labor work programs began in October 1988. Prisoners and supervisors are available to work in the City 2-3 days per week. Work assignments are primarily concentrated on street and park maintenance. There is a written agreement between the City and PCI spelling out the conditions of the work to be undertaken, the supervision required and the liabilities of both parties. City staff indicates that the program has been an effective one and that PCI staff work closely with the City on coordinating schedules.

Recommendations: Continue existing coordination mechanism.

***Issue:*** **Traffic signal maintenance.**

Affected Comprehensive Plan Element: Traffic Circulation.

Nature of coordination mechanism: Because traffic signals can only be installed and maintained by certified technicians, all traffic signals in the county, except Lakeland and Winter Haven, are maintained by the Polk County Department of Public Works.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: This agreement has been in existence for many years and works well.

Recommendations: Continue existing coordination mechanism.

***Issue:*** **Fire protection.**

Affected Comprehensive Plan Element(s): N/A

Nature of coordination mechanism: The City has signed a mutual aid agreement with Polk County in regard to fire protection.

Office with primary responsibility: Auburndale Fire Department

Effectiveness of coordination mechanism: The agreement has proven effective in the past.

Recommendations: Continue the existing coordination mechanism.

***Issue:*** **Law enforcement.**

Affected Comprehensive Plan Element(s): N/A

Nature of coordination mechanism: The City Police Department and the Polk County Sheriffs Department, Winter Haven and Bartow Police Departments have a mutual aid and assistance agreement. This permits the Sheriffs Department to call the City Police Department personnel outside the corporate limits when an emergency develops and

gives them the authority of law in the County. The agreement permits the City to conduct investigations in the other cities and the County where infractions originated in Auburndale, This Agreement is coordinated by the Police Chief, the Sheriff and the police chiefs of Winter Haven and Bartow.

Office with primary responsibility: Auburndale Police Department

Effectiveness of coordination mechanism: The agreement has worked well in situations where such mutual assistance was needed.

Recommendations: Continue the existing coordination mechanism.

***Issue:*** **"911" emergency telephone service.**

Affected Comprehensive Plan Element(s): N/A

Nature of coordination mechanism: The City of Auburndale participates in a countywide 911 emergency telephone system in which all emergency calls are routed through a central dispatcher.

Office with primary responsibility: City Manager
Secondary responsibilities: Fire Department, Police Department.

Effectiveness of coordination mechanism: The 911 system has provided more efficient coordination of emergency services and reduced response time.

Recommendations: Continue existing coordination mechanism.

***Issue:*** **Animal control and rabies control.**

Affected Comprehensive Plan Element(s): N/A

Nature of coordination mechanism: The City of Auburndale has agreements with Polk County for the county to provide animal control, rabies control, and rabies investigation within the City limits. City residents call directly to the Polk County Animal Control Division regarding animal problems. The agreement provides for enforcement of the county animal control and rabies control ordinances.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The agreement has provided effective animal and rabies control at no cost to the city.

Recommendations: Continue existing coordination mechanism.

***Issue:*** **On site sewage disposal systems.**

Affected Comprehensive Plan Elements: Sanitary Sewer, Solid Waste, Stormwater Management, Potable Water and Natural Groundwater Aquifer Recharge; Conservation.

Nature of coordination mechanism: The County Health Department is the permitting agency for residential and small commercial on site sewage disposal systems, including septic tanks and "package plant" systems.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The permitting of individual systems is straightforward. Permits must be obtained before building permits are issued.

Polk County School Board

1915 South Floral Avenue
Bartow, Florida
(863) 534-2111

***Issue*:** **Summer Recreation Program.**

Affected Comprehensive Plan Element: Recreation.

Nature of coordination mechanism: The City has an agreement to use Polk County school buses during the City summer recreation program. Coordination is between the City Recreation Director and School Board staff.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The agreement has worked well.

Recommendations: Continue existing coordination mechanism.

***Issue*:** **Training at Ridge Vo Tech.**

Affected Comprehensive Plan Element: none.

Nature of coordination mechanism: The City utilizes Ridge-VO-Tech for training and education for Fire Department personnel. Coordination is between the Fire Chief and the VO Tech staff.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The agreement has worked well.

Recommendations: Continue existing coordination mechanism.

***Issue*:** **Provision of infrastructure to schools.**

Affected Comprehensive Plan Element: Future Land Use.

Nature of coordination mechanism: Auburndale has an agreement with the Polk County School Board to provide water and sewer service to schools within the jurisdiction of the City.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The agreement has worked well. In FY 99-00, one new elementary school will be built.

Recommendations: Continue existing coordination mechanism.

***Issue:*** **Bicycle and pedestrian access to schools.**

Affected Comprehensive Plan Elements: Traffic Circulation; Recreation and Open Space.

Nature of coordination mechanism: To date there has been little or no coordination between Auburndale and the school board regarding bicycle and pedestrian access to schools.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: There are no known problems with the coordination mechanism.

Recommendations: Evaluation of bicycle and pedestrian routes proposed in the Traffic Circulation Element and the Recreation and Open Space Element will require coordination with school board officials. This will become increasingly apparent as traffic increases on SR 655 (Berkeley Road) and the new elementary school opens.

Polk Transportation Planning Organization for the Lakeland/Winter Haven Urbanized Areas (PTPO)

Drawer TS05, PO Box 9005
Bartow, Florida 33831-9005
(863) 534-6486

***Issue*:** **Coordination of proposed transportation improvements and new construction.**

Affected Comprehensive Plan Elements: Traffic Circulation; Future Land Use.

Nature of coordination mechanism: The PTPO is the agency responsible for coordinating transportation planning in Polk County.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The City sends a representative to sit on the Technical Advisory Committee of the TPTO.

***Issue:*** **Planning for pedestrian and bicycle transportation.**

Affected Comprehensive Plan Elements: Traffic Circulation; Recreation and Open Space.

Nature of coordination mechanism: The PTPO operates a bicycle and pedestrian program. Because it is relatively new, there has been little direct coordination with Auburndale Alfred. Planning aids have been developed and staff is available for consultation.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: PTPO materials and staff have been helpful in preparation of the comprehensive plan.

Recommendations: The Traffic Circulation Element and the Recreation and Open Space Element call for an evaluation of bicycle and pedestrian routes. Coordination with the PTPO staff will be required.

**Utility Companies**

Tampa Electric Company (TECO)

201 Magnolia Avenue Southwest
Winter Haven, Florida 33880
(863) 223-0800

***Issue*:** **Provision of electric utility service.**

Affected Comprehensive Plan Element(s): N/A

Nature of coordination mechanism: The City has a franchise agreement with the Tampa Electric Company for the provision of electricity and street lighting within the City limits.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The existing franchise arrangement has been satisfactory.

Recommendations: Continue existing coordination mechanism.

General Telephone Company of Florida (GTE)

P.O. Box 30350
Tampa, Florida 33630-3350
(800) 282-5757

***Issue*:** **Provision of telephone service.**

Affected Comprehensive Plan Element(s): N/A

Nature of coordination mechanism: The City has a franchise agreement with General Telephone for the provision of telephone service within the City limits.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The existing franchise arrangement has been satisfactory.

Recommendations: Continue existing coordination mechanism.

Time Warner Cable

1004 US Hwy 92 West
Auburndale, Florida 33823
(863) 965-7766

***Issue:*** **Provision of cable television service.**

Affected Comprehensive Plan Element(s): N/A

Nature of coordination mechanism: The City has a franchise agreement with Time Warner Cable for the provision of cable television service within the City limits.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The existing franchise arrangement has been satisfactory.

Recommendations: Continue existing coordination mechanism.

**Regional Level Entities**

Central Florida Regional Planning Council (CFRPC)

555 East Church St.
Bartow, Florida 33830
(863) 534-7130

***Issue***: **Consistency of comprehensive plan with Strategic Regional Policy Plan (SRPP).**

Affected Comprehensive Plan Element(s): All.

Nature of Coordination Mechanism: The City's Comprehensive Plan must be consistent with the Central Florida Comprehensive Regional Policy Plan. CFRPC is responsible for reviewing the City's plan for consistency.

Office with Primary Responsibility: City Manager

Effectiveness of Coordination Mechanism: City has contracted with CFRPC to keep its plan up to date, thus complete consistency with the SRPP is expected.

Recommendations: Continue existing coordination mechanism.

***Issue:*** **Conflict mediation.**

Affected Comprehensive Plan Elements: All.

Nature of coordination mechanism: The CFRPC has adopted an informal mediation process to resolve conflicts between local governments relating to comprehensive plans.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: No case has yet arisen in which the informal mediation process has been used.

Recommendations: Maintain existing coordination mechanism.

***Issue:*** **Developments of Regional Impact (DRIs).**

Affected Comprehensive Plan Elements: Future Land Use; Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge.

Nature of coordination mechanism: The CFRPC is the agency responsible for reviewing and approving DRIs in Polk County.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: For proposed DRIs within one mile of the City, City officials are notified and may sit on the review board for the project. All DRI hearings are open to the public for comment.

Recommendations: Continue existing coordination mechanism

***Issue:*** **Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA)**

Affected Comprehensive Plan Element: Intergovernmental Coordination Element

Nature of Coordination Mechanism: The Local Emergency Planning Committee (LEPC), as established pursuant to Section 301 of Title III, shall prepare regional hazardous materials emergency plans that indicate the facilities that use, produce, or store hazardous substances that are present in the jurisdiction. The LEPC shall serve as the repository for regional reports filed under Title III. The LEPC shall direct regional Title III implementation activities and perform associated outreach functions to increase awareness and understanding of and compliance with the Title III program.

Office with primary responsibility: County Office of Emergency Management

Effectiveness of coordination mechanism: The existing mechanism has proven effective.

***Issue:*** **Hazardous Materials Emergency Preparedness (HMEP)**

Affected Comprehensive Plan Element: Intergovernmental Coordination Element

Nature of Coordination mechanism: Under a contract with the Florida Department of Community Affairs, the Central Florida Regional Planning Council administers the Federal Department of Transportation Hazardous Material Emergency Preparedness Planning and Training Agreement.

Office with primary responsibility: City and County Emergency Response Personnel.

Effectiveness of coordination mechanism: The current system appears to be effective.

***Issue:*** **Transportation for Disadvantaged Persons**

Affected Comprehensive Plan Element: Transportation

Nature of coordination mechanism: Polk County has a designated Community Transportation Coordinator (CTC) per Chapter 427, Florida Statutes. Law requires that all entities receiving Federal, State, and Local government funds, specifically for the transport of Transportation Disadvantaged persons, must coordinate the transport of such persons through the CTC.

Office with primary responsibility: County Administrator (Human Services Department).

Effectiveness of coordination mechanism: Coordinated, cost effective, efficient use of Federal, State, and Local resources.

***Issue:*** **Community Traffic Safety Teams (CTST).**

Affected Comprehensive Plan Element: Transportation.

Nature of coordination mechanism: The CTST Regional Coordinator oversees the implementation of this program at the regional level. The Team maintains a community traffic safety program responsive to changes in traffic safety problems and priorities. The goal is to reduce the number and severity of traffic crashes. The Polk County Team is

independent and brings together volunteer members that include local city, county and state agencies, private industries/groups and citizens.

Office with primary responsibility: The CTST elects officers each year. The regional CTST coordinator works with the local elected officers and team members to implement programs, grants, and activities.

Effectiveness of coordination mechanism: The coordination by a regional coordinator allows all the details of Teams' programs to be implemented.

Southwest Florida Water Management District (SWFWMD)

2379 Broad Street
Brooksville, Florida 34609
(904) 796-7211

Bartow Permitting Department
970 East Main Center, Suite A
Bartow, Florida
(863) 534-7080

Peace River Basin Board
c/o Bartow Permitting Department
970 East Main Center, Suite A
Bartow, Florida
(863) 534- 7080

***Issue:*** **Comprehensive Plan Review of Large Scale Amendments**

Affected Comprehensive Plan Element(s): All.

Nature of Coordination Mechanism: SWFWMD reviews all large scale plan amendments for compliance with their regulations, with rules, and with the Local Government Comprehensive Planning and Land Development Regulation Act (Chapter 163, F.S.).

Office with Primary Responsibility: City Manager

Effectiveness of Coordination Mechanism: Very Good. SWFWMD issues their comments within the required time frame and sends copies to the City and the CFRPC, when their services are used. Very specific rules and procedures are outlined in Chapter 163 and Rule 9J-5 regarding comprehensive plan compliance. The City does not have a planning department but has used the planning services of the Central Florida Regional Planning Council to prepare the comprehensive plan.

***Issue:*** **Reducing per capita water consumption.**

Affected Comprehensive Plan Elements: Conservation; Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge.

Nature of coordination mechanism: SWFWMD provides educational materials and technical assistance to local governments to encourage water conservation.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Interested residents and City officials are aware of the need for water conservation and of SWFWMD's programs. There has been no formal

coordination with SWFWMD on the subject. SWFWMD also regulates groundwater withdrawals through its Consumptive Use Permit program. The City of Auburndale holds such a consumptive use permit for its municipal water wells.

Recommendations: Auburndale should establish direct contact with SWFWMD staff for assistance in developing a water conservation plan. Compliance with the existing Consumptive Use Permit should be monitored and reapplication made when necessary.

***Issue:*** **Water shortage enforcement and planning.**

Affected Comprehensive Plan Elements: Conservation; Sanitary Sewer, Solid Waste, Drainage, Potable Water and Natural Groundwater Aquifer Recharge.

Nature of coordination mechanism: SWFWMD has the authority to set water use restrictions during declared water shortages. Local governments are required to enforce these restrictions. SWFWMD also provides technical assistance for water shortage planning.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Enforcement of SWFWMD water use restrictions is based primarily on voluntary compliance through public awareness. No local water shortage plan or ordinance exists.

Recommendations: Auburndale should adopt a local water shortage ordinance to provide a formal mechanism to enforce SWFWMD water use restrictions during declared water shortages. SWFWMD should be contacted for assistance in developing this ordinance. The City Manager and the Police Chief should remain knowledgeable of SWFWMD water use regulations.

## State Government Agencies

Department of Community Affairs (DCA)

2555 Shumard Oak Blvd.
Tallahassee, Florida 32399-2100
(850) 488-3309

**Issue:** ***Comprehensive Plan Review of Large Scale Amendments***

Affected Comprehensive Plan Element(s): All.

Nature of Coordination Mechanism: DCA reviews all large scale plan amendments for compliance with their regulations, with rules, and with the Local Government Comprehensive Planning and Land Development Regulation Act (Chapter 163, F.S.).

Office with Primary Responsibility: City Manager

Effectiveness of Coordination Mechanism: Very Good. DCA issues their comments within the required time frame and sends copies to the City and the CFRPC, when their services are used. Very specific rules and procedures are outlined in Chapter 163 and Rule 9J-5 regarding comprehensive plan compliance. Auburndale does not have a planning director but has used the planning services of the Central Florida Regional Planning Council to prepare amendments to the comprehensive plan.

Department of Environmental Protection (DEP)

DEP Mail Station 47
3900 Commonwealth Blvd.
Tallahassee, Florida 32399-3000
(850) 487-2231

**Issue:** ***Comprehensive Plan Review of Large Scale Amendments***

Affected Comprehensive Plan Element(s): All.

Nature of Coordination Mechanism: DEP reviews all large scale plan amendments for compliance with their regulations and the Local Government Comprehensive Planning and Land Development Regulation Act (Chapter 163, F.S.).

Office with Primary Responsibility: City Manager

Effectiveness of Coordination Mechanism: Very Good. DEP issues their comments within the required time frame and sends copies to the City and the CFRPC, when their services are used. Very specific rules and procedures are outlined in Chapter 163 and Rule 9J-5 regarding comprehensive plan compliance.

***Issue*:** **Wetlands.**

Affected Comprehensive Plan Elements: Conservation; Future Land Use.

Nature of coordination mechanism: DEP is responsible for reviewing and permitting activities that would alter or affect "Waters of the State" including wetlands as determined by a technical process.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Development activity in or near wetlands may involve multiple agencies including DEP, SWFWMD, and the Corps of Engineers. Each agency has its own definition of what constitutes a wetland. Determining which jurisdiction has authority in a given case can be time consuming and confusing for local governments and developers.

Recommendations: Although beyond the scope of the local jurisdiction, a more streamlined system of wetlands determination and permitting is needed.

***Issue*:** **Funding for parks and recreation.**

Affected Comprehensive Plan Element: Recreation and Open Space.

Nature of coordination mechanism: DNR provides various grants and loans for parks and recreation facilities such as boat ramps.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The existing coordination mechanism has proven satisfactory.

Recommendations: Continue to seek DNR funds for parks and recreation facilities.

Department of State

Division of Historical Resources
The Capitol
Tallahassee, Florida 32399-8064
(904) 488-3111

***Issue*:** **Historic preservation.**

Affected Comprehensive Plan Element: Future Land Use Element, Housing.

Nature of coordination mechanism: The City has in the past had two structures put on the Florida Master Site File. Coordination between the City and Department of State is through the City Manager and Department Staff. Since the adoption of the Comprehensive Plan, an historical survey was complete and 343 structures were put in the Florida Master Site File.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Good.

Recommendations: The Division should be used as a resource when evaluating possible historically significant buildings in Auburndale.

Department of Transportation (FDOT)

520 Suwanee Street
Tallahassee, Florida 32399-8064
(904) 488-3111

District 1 Office
801 North Broadway Avenue
Bartow, Florida
(863) 533-8161

**Issue:** **Comprehensive Plan Review of Large Scale Amendments**

Affected Comprehensive Plan Element(s): All.

Nature of Coordination Mechanism: DOT reviews all large scale plan amendments for compliance with their regulations, with rules, and with the Local Government Comprehensive Planning and Land Development Regulation Act (Chapter 163, F.S.).

Office with Primary Responsibility: City Manager

Effectiveness of Coordination Mechanism: Very Good. DOT issues their comments within the required time frame and sends copies to the City and the CFRPC, when their services are used. Very specific rules and procedures are outlined in Chapter 163 and Rule 9J-5 regarding comprehensive plan compliance.

***Issue*:** **Right of way protection and reservation.**

Affected Comprehensive Plan Elements: Traffic Circulation; Future Land Use.

Nature of coordination mechanism: FDOT is responsible for the design, construction, and maintenance of the Florida Highway System. FDOT has developed criteria for the designation of future local road corridors. FDOT relies on local governments to protect both regional and local corridors through land use regulations.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Coordination with FDOT takes place through the PTPO, the county traffic planning agency. Because Auburndale is outside of the Lakeland/Winter Haven urbanized area and is not represented on the PTPO board, coordination is indirect. However, the City does sit on the Technical Advisory Committee for the PTPO.

Recommendations: A mechanism should be established to allow more direct coordination between Auburndale and FDOT.

***Issue:*** **Access to state arterial highways.**

Affected Comprehensive Plan Elements: Traffic Circulation; Future Land Use.

Nature of coordination mechanism: FDOT issues permits for access points (side roads, driveways etc.) to state highways.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: Permits are issued to individual owners without input from City officials.

Recommendations: A mechanism should be established to allow closer coordination in regard to the planning of access alternatives such as shared driveways and frontage roads.

Game and Freshwater Fish Commission (GFC)

620 S. Meridian Street
Tallahassee, Florida 32399
(904) 488-1960

District Office
3900 Drane Field Road
Lakeland, Florida 33803
(863) 644-9196

***Issue*:** **Fish and wildlife habitat/endangered species.**

Affected Comprehensive Plan Element: Conservation.

Nature of coordination mechanism: GFC enforces wildlife and endangered species laws. The commission also provides technical assistance to local governments.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: GFC staff are available on an as needed basis.

Recommendations: Continue existing coordination mechanism.

**Federal Government Agencies**

Federal Emergency Management Agency (FEMA)

500 C Street, Northwest
Washington, D.C. 20472
(202) 287-0300

Flood Map Distribution Center
6930 (A-F) San Tomas Road
Baltimore, Maryland 21227
(800) 333-1363

***Issue*:** **Flood prone areas and flood insurance.**

Affected Comprehensive Plan Elements: Future Land Use; Conservation.

Nature of coordination mechanism: FEMA administers the National Flood Insurance Program and, as part of this program, maps areas of flood hazard and conducts flood studies.

Office with primary responsibility: City Manager

Effectiveness of coordination mechanism: The City must have an approved flood ordinance to participate in the National Flood Insurance Program.

Recommendations: Continue existing coordination mechanism. Update flood ordinance.

Army Corps of Engineers (COE)

P.O. Box 4970
Jacksonville, Florida 32232-0019
(904) 791-1154

Gulf Coast Area Office
P.O. Box 19247
Tampa, Florida 33686
(813) 228-2578

***Issue*:** **Flood prone areas. (See Southwest Florida Water Management District)**

***Issue*:** **Wetlands. (See Florida Department of Environmental Protection)**

Environmental Protection Agency (EPA)

Region 4 Office
345 Courtland Street, Northeast
Atlanta, Georgia 30365
(404) 347-4727

***Issue*:** **Household hazardous waste. (See Polk County)**

Farmers Home Administration (FmHA)

District 5 Office
3500 45th Street
West Palm Beach, Florida 33402
(407) 686-5633

***Issue*:** **Rural housing loans and grants. (See Polk County)**

Department of Housing & Urban Development (HUD)

Region IV, Jacksonville Area Office
325 West Adams Street
Jacksonville, Florida 32202
(904) 791-2831

***Issue*:** **Low income housing assistance programs. (See Polk County)**

**Coordination with any designed Area of Critical State Concern**

There are no areas of critical state concern within the City of Auburndale. However, since Auburndale's expansion of its sewer system, the Green Swamp ACSC is now adjacent to the service area.