



Office of the City Manager

*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

P.O. Box 186  
(863) 965-5530  
Email: [cmo@auburndalefl.com](mailto:cmo@auburndalefl.com)

**CITY COMMISSION MEETING**  
**September 7, 2017 – 7:00 P.M. (Thursday)**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – Pastor Terry Brown, Legacy Community Church

PLEDGE OF ALLEGIANCE – Webelos Pack 123 from Beymer Methodist Church

ROLL CALL – City Clerk Shirley Lowrance

APPROVE COMMISSION MINUTES – Regular Meeting – 08/21/17

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. ORDINANCE #1547 AMENDING CITY CODE CHAPTER 15 – LOCAL BUSINESS TAX EXEMPTIONS
2. ORDINANCE #1548 AMENDING CITY CODE CHAPTER 20 - SIDEWALKS
3. **PUBLIC HEARING** – FISCAL YEAR 2018 TAX MILLAGE LEVY AND ANNUAL BUDGET
4. ORDINANCE #1549 ADOPTING FISCAL YEAR 2018 TAX MILLAGE LEVY
5. ORDINANCE #1550 ADOPTING FISCAL YEAR 2018 & FISCAL YEAR 2019 ANNUAL BUDGETS
6. SERVICE AGREEMENT BETWEEN AUBURNDALE AND LAKELAND AREA MASS TRANSIT DISTRICT
7. **TRANSMITTAL PUBLIC HEARING** – COMPREHENSIVE PLAN TEXT AMENDMENTS
8. RESOLUTION #2017-06 – TRANSMITTING COMPREHENSIVE PLAN AMENDMENT TO STATE

***Next City Commission Meeting Tuesday, September 19, 2017 – Budget Public Hearing***

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.

**Commission Meeting  
September 7, 2017**

**AGENDA ITEM 1: ORDINANCE #1547 AMENDING CITY CODE CHAPTER 15 –  
LOCAL BUSINESS TAX EXEMPTIONS**

     INFORMATION ONLY

  X   ACTION REQUESTED

---

**ISSUE:** The City Commission will consider an Ordinance amending the City Code related to Local Business Tax Exemptions.

**ATTACHMENTS:**

Proposed Ordinance #1547 amending City Code

**ANALYSIS:** Florida State statues provide for exemptions from payment of business tax receipts for certain disabled persons, the aged, widows with dependents, and disabled veterans of any war or their unremarried widows. The Auburndale City Code of Ordinances currently provides for such exemptions.

The proposed Ordinance is housekeeping in nature and amends the City Code to reflect the exemptions and prerequisites therefor as provided by Florida Statute and subsequent amendments. The adoption of the proposed ordinance will cause the City Code to always be consistent with Florida Statues in this matter.

The proposed Ordinance was prepared by City Staff and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading on August 21, 2017 and is being presented for second and final reading.

**STAFF RECOMMENDATION:** Approval of the proposed Ordinance.

**City Commission Meeting**  
**September 7, 2017**

**AGENDA ITEM 2: ORDINANCE #1548 AMENDING CITY CODE CHAPTER 20 – SIDEWALKS**

INFORMATION ONLY

ACTION REQUESTED

---

**ISSUE:** The City Commission will consider an Ordinance amending the City Code related to sidewalks.

**ATTACHMENTS:**

Proposed Ordinance #1548 amending City Code

**ANALYSIS:** The City's Land Development Regulations (LDR's) currently provides for the construction and repair of sidewalks including their location. Prior to the adoption of the LDR's, Chapter 20 of the City Code provided for the regulations related to sidewalk construction and repair. The City Code was never amended to remove conflicting and outdated language with the LDR's.

The proposed Ordinance is housekeeping in nature and amends the City Code to delete those sections in Chapter 20 of the Code of Ordinances in conflict with the requirements of the Land Development Regulations.

The proposed Ordinance was prepared by City Staff and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading on August 21, 2017 and is being presented for second and final reading.

**STAFF RECOMMENDATION:** Approval of the proposed Ordinance.

**City Commission Meeting  
September 7, 2017**

**AGENDA ITEM 3: PUBLIC HEARING – FY 2018 TAX MILLAGE LEVY & ANNUAL BUDGET**

**AGENDA ITEM 4: ORDINANCE #1549 ADOPTING FY 2018 TAX MILLAGE LEVY**

**AGENDA ITEM 5: ORDINANCE #1550 ADOPTING FY 2018 & FY 2019 ANNUAL BUDGETS**

     INFORMATION ONLY

  X   ACTION REQUESTED

---

**ISSUE:** The City Commission will consider and take public comment on the proposed millage rate and tentative FY 2018 and FY 2019 Annual Budgets.

**ATTACHMENTS:**

- . Fund Totals and Contingency Total Spreadsheets for FY 2018 & FY 2019
- . Proposed Ordinance #1549 Adopting Tax Millage Rate
- . Proposed Ordinance #1550 Adopting FY 2018 & FY 2019 Budgets and Five-Year Capital Improvement Program (CIP)

**ANALYSIS:** The Public Hearing has been advertised in accordance with the Florida Statutes regarding the method of fixing tax millage. This Public Hearing is the first of two (2) required Public Hearings with the second scheduled for September 19, 2017.

The proposed Budget for FY 2018 is balanced with Total Revenue and Total Expenditures of \$35,831,469 before interfund transfers. Expenditures include general operating expenses of \$28,073,849. Capital Improvements of \$7,757,620 and Contingency Reserve of \$94,232. The Proposed FY 2018 and 2019 Budgets includes all changes made during the Regular City Commission meetings of May 1, 2017 (Capital Outlay and Payroll), June 19, 2017 (Expenditures), and August 7, 2017 (Revenues). City Staff will present changes and adjusted Contingency figures.

Revenues from ad-valorem taxes for FY 2018 and FY 2019 are estimated at \$4,240,000 and based upon the current millage rate of 4.2657.

The FY 2018 Budget also includes the proposed Five-Year Schedule of Capital Improvements (CIP) for the City's Public Safety, Parks and Recreation and Public Works Departments. This schedule, which is a requirement of the City's Comprehensive Plan, assists the City Commission in prioritizing future capital needs throughout the City and is updated annually during the budget process to include a "new fifth year".

A balanced FY 2019 Budget (2<sup>nd</sup> Year Budget) is also being presented for the Commission's conceptual approval. The FY 2019 Budget will be reviewed by City Staff and the City Commission during the next Budget update process in order to accommodate needs that have arisen since the planned budget was prepared.

The proposed Ordinances were prepared by the Finance Director and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinances will be presented for second and final reading on September 19, 2017.

**STAFF RECOMMENDATION:** Approve the proposed Ordinance establishing the tax millage levy and the proposed Ordinance adopting the FY 2018 and FY 2019 Annual Budgets.

**City Commission Meeting  
September 7, 2017**

**AGENDA ITEM 6: SERVICE AGREEMENT WITH LAKELAND AREA MASS TRANSIT DISTRICT**

     INFORMATION ONLY

  X   ACTION REQUESTED

---

**ISSUE:** The City will consider an Agreement with the Lakeland Area Mass Transit District.

**ATTACHMENTS:**

Service Agreement – City of Auburndale and Lakeland Area Mass Transit District

**ANALYSIS:** The Lakeland Area Mass Transit District is the legal entity responsible for the operation and management of the public transportation system within Polk County. For several years, the City of Auburndale has agreed to participate in funding a portion of the fixed route services currently being operated through the city boundaries. This includes those services provided by Route 12 and Route 50 that run through and stop within the city limits.

Currently the City pays \$49,783 for bus services. Polk County agreed several years ago to pay 80% of the costs through federal grants and its general fund. Ten of Polk's municipalities, including Auburndale have entered into agreements to cover the remaining 20%, or "fair share". The proposed FY 2018 Budget increases the allocation to \$64,440, and to \$79,097 in FY 2019. The increases are intended to fund the City's "fair share" of transit costs (\$93,798) by 2020 based on total miles served through the city limits.

The proposed Service Agreement was prepared by the Lakeland Area Mass Transit District and reviewed by the City Manager and City Attorney. The proposed Service Agreement is for one year, through October 1, 2018.

**STAFF RECOMMENDATION:** Approval of the Service Agreement.

**City Commission Meeting  
September 7, 2017**

**AGENDA ITEM 7: PUBLIC HEARING – COMPREHENSIVE PLAN TEXT AMENDMENTS**

**AGENDA ITEM 8: TRANSMITTAL RESOLUTION #2017-06 – TRANSMITTING AMENDMENT**

     INFORMATION ONLY

  X   ACTION REQUESTED

**ISSUE:** The City Commission will consider and take public comment on a proposed Comprehensive Plan Text Amendment before transmitting to the State of Florida for a review of compliance.

**ATTACHMENTS:**

- . Notice of Public Hearing – 08/25/17
- . Resolution #2017-06 Amending the Comprehensive Plan

**ANALYSIS:** At least once every 7 years, each local government must evaluate its Comprehensive Plan to determine if amendments are necessary to reflect changes in State Statutes. In 2011, Florida Statutes changed the evaluation and appraisal process from a formal mandated audit to a less formal review to determine compliance with State law.

City staff proposes to amend the Comprehensive Plan to be consistent with Florida Statutes and following a review by the Central Florida Regional Planning Council as follows:

- Striking all references to Rule 9J-5 which has been repealed by the Florida Legislature. The removal of references to Rule 9J-5 also includes removal of three sections in the Comprehensive Plan - the Concurrency Management System, Monitoring and Evaluation, and the Inventory of Coordinating Mechanisms. These three sections are either addressed in the City's Land Development Regulations, in other elements of the Comprehensive Plan, or in State Statute.
- Changes in name from The Department of Community Affairs to the State Land Planning Agency
- Deleting old target dates for various objectives that have already been met
- Changes to the level of service in both water supply and school concurrency. These levels of service have previously been adopted by the City Commission through the Water Supply Plan and interlocal agreements with respective agencies.
- New references to the interlocal agreements with the Polk Regional Water Cooperative and the approved alternative water supply projects.
- Changes to definitions to be consistent with State Statute, or which are no longer referenced in the Comprehensive Plan.

The proposed amendment is consistent with the changes made by the Legislature to Florida Statutes.

Following transmittal by the City Commission, the Comprehensive Plan Amendment will undergo an expedited review by the State Land Planning Agency. Following State review, the City Commission will hold a final Public Hearing on the amendment.

The City's Comprehensive Plan is available on the City's website at [www.auburndalefl.com](http://www.auburndalefl.com), under the Community Development, Planning tab.

**PLANNING COMMISSION RECOMMENDATION:** The Planning Commission was scheduled to hold a Public Hearing and make a recommendation on the Comprehensive Plan Amendment on Tuesday, September 5, 2017.

**STAFF RECOMMENDATION:** Approval of the proposed Resolution transmitting the Comprehensive Plan Amendment to the State for an expedited review.