
Minutes of the Regular Meeting of the City Commission of the City of Auburndale held May 21, 2018 at 7:00 p.m. in the Commission Room of City Hall, after having been properly advertised, with the following members present: Mayor Tim Pospichal, Commissioners: Dorothea Taylor Bogert, Keith Cowie, Richard Hamann, and Bill Sterling. Also present were: City Manager Robert R. Green, Finance Director/City Clerk Shirley Lowrance, City Attorney V. Patton Kee, and Police Chief Chris Nelson.

Mayor Tim Pospichal declared a quorum present and the Meeting was opened with prayer by Pastor Brad Bennett and a salute to the flag.

Motion by Commissioner Dorothea Taylor Bogert, seconded by Commissioner Richard Hamann, to approve the City Commission Minutes of the May 7, 2018 Meeting. Upon vote, all ayes.

Mayor Tim Pospichal said each year in August, we go to the Florida League Conference and they honor an individual with E. Harris Drew Lifetime Achievement Award. Each City has the opportunity to nominate an elected official to win the award. He said he would like to nominate our longest tenure Commissioner and past Mayor – Commissioner Richard Hamann for the award. Bill Sterling seconded the nomination.

Commissioner Richard Hamann said he thanks the citizens for allowing him to serve as long as he has. He said he has worked with a fine group of Commissioners over the years and it has been a real joy, pleasure and honor to serve. His first time to serve was in 1991.

Mayor Tim Pospichal asked for public comment. There was no public comment.

1. ORDINANCE #1560 – AMENDING THE ZONING MAP – HOWARD G. SMITH PROPERTY

City Manager Green said first four Ordinances - Ordinance No. 1560, Ordinance No. 1561, Ordinance No. 1562, and Ordinance No. 1563 are all coming to the Commission for second and final reading. He said no changes have been made to the Ordinances, since approved on May 7. Ordinance 1560 amends the Zoning Map on the Howard G. Smith property, which is located at U.S. Hwy. 92 and Recker Hwy. The ordinance changes the current City zoning classification of Planned Development Commercial-1 or PD-C1 to CH, Commercial Highway. The requested Official Zoning Map amendment is consistent with the City of Auburndale's Comprehensive Plan and Land Development Regulations. The proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading May 7, 2018 and was presented for second and final reading. The Planning Commission gave approval of the amendment with a 7-0 vote at their meeting of May 1, 2018. Staff recommended approval of the Ordinance.

City Attorney Kee read Ordinance No. 1560, which was presented and passed on first reading on May 7, 2018, by title only.

City Manager Green said a Public Hearing was held on May 7 and the Commission voted to approve the Ordinance.

Mayor Tim Pospichal asked for citizen comment. There was no citizen comment.

Motion by Commissioner Keith Cowie, seconded by Commissioner Dorothea Taylor Bogert, to approve Ordinance No. 1560, as read on second reading by title only. Upon vote, all ayes.

2. ORDINANCE #1561 – AMENDING THE ZONING MAP – PROLOGIS/SHARRETT PROPERTY

City Manager Green said Ordinance No. 1561 changes the City zoning of Light Industrial to the proposed City zoning of Industrial Planned Unit Development on the Sharrett Property. The Sharrett property is located on C. Fred Jones Blvd and Old Berkley Road. It is currently a vacant piece of property. The proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and the City Attorney. The proposed Ordinance, including a revised binding site plan was approved following a Public Hearing on first reading on May 7, 2018. The proposed revision to the site plan relocated an access point from directly lining up with Old Berkley Road. No changes have been made to the ordinance, since presented for first reading. The proposed Ordinance is being presented for second and final reading. The Planning Commission recommended approval of the Amendment with a 6-0 vote and one abstention at their meeting of May 1, 2018. Staff recommended approval of the Ordinance.

City Attorney Kee read Ordinance No. 1561, which was presented and passed on first reading on May 7, 2018, by title only.

Mayor Tim Pospichal asked for citizen comment. There was no citizen comment.

Motion by Commissioner Richard Hamann, seconded by Commissioner Bill Sterling, to approve Ordinance No. 1561, as read on second reading by title only. Upon vote, all ayes.

3.ORDINANCE #1562 ANNEXING PROPERTY INTO CITY LIMITS –SADDLE CREEK CORPORATION

City Manager Green said Ordinance No. 1562 annexes the Saddle Creek Corporation property of 1.5 acres of property into the City limits. Land Use and Zoning on the property will be established at a later date. The Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The Ordinance was approved on first reading May 7, 2018 and is being presented for second and final reading. Staff recommended approval of the Ordinance.

City Attorney Kee read Ordinance No. 1562, which was presented and passed on first reading on May 7, 2018, by title only.

Mayor Tim Pospichal asked for citizen comment. There was no citizen comment.

Motion by Commissioner Bill Sterling, seconded by Commissioner Keith Cowie, to approve Ordinance No. 1562, as read on second reading by title only. Upon vote, all ayes.

4. ORDINANCE #1563 ANNEXING PROPERTY INTO CITY LIMITS- BERKLEY RANCH INVESTORS, LLC

City Manager Green said Ordinance No. 1563 annexes property owned by Berkley Ranch Investors property of 43.57 acres. The property is located west of Berkley Road and the TECO-Auburndale Trail, on Pearce Road, which is south of Pace Road. The proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. Land Use and Zoning will come to the Commission at a later date. Staff recommended approval of the Ordinance annexing the property into the City limits.

City Attorney Kee read Ordinance No. 1563, which was presented and passed on first reading on May 7, 2018, by title only.

Mayor Tim Pospichal asked for citizen comment. There was no citizen comment.

Motion by Commissioner Dorothea Taylor Bogert, seconded by Commissioner Richard Hamann, to approve Ordinance No. 1563, as read on second reading by title only. Upon vote, all ayes.

5. PRESENTATION BY THE CITRUS CONNECTION

City Manager Green introduced Tom Phillips, Executive Director of External Affairs with the Citrus Connection, to give an update on Citrus Connection activities.

Tom Phillips said thank you for having him here this evening to give an update on your transit service. He said the brand name will be the Citrus Connection, whether talking about the Winter Haven Area Transit and Polk County Transit. We have the three brands due to our marketing budget. He said Auburndale has two fixed route services – Route 12 and Route 50. Route 12 is a Lakeland to Winter Haven service and operates on an hourly schedule. Both routes provide a robust Monday to Friday service and limited service on Saturday and Sunday. All bus routes go into the hubs located in Lakeland and Winter Haven. The riders have access to 16 of the 17 municipalities in the County through use of the hubs and access to the greater Orlando area through a transfer to the Lynx Transit system. We do not have a transfer system for Tampa, as Hillsborough County does not have transit service in Plant City. He said Route 50 is an Auburndale to Winter Haven 90 minute route. He explained the reward card or “smart card reward system” for the bus ridership allowed them to track the bus utilization by citizen. The card was not required to be registered, but there are significant benefits and it had been widely accepted by the ridership. For Route 12 since November 2017, there have been 8,253 resident rides on Route 12, 4,943 were smart card holders, and an average of 305 unique Auburndale residents. The 305 represents the lowest number of residents on an average basis using Route 12. For Route 50 since November 2017, there were 5,263 rides, 1,988 smart card trips, and 129 unique ridership per month. There were a total of 434 unique riders per month, Auburndale residents, using the public transportation. He explained services provided as a result of the Americans with Disabilities Act for citizens who are not able to use the fixed route system. For these residents, we are required to provide door-to-door transportation. The fee for the transit system was a flat fee of \$2 per trip regardless of where they go within the county. They tell us why they cannot use regular transit system and their doctor provides a statement. He explained the TD or Transportation Disadvantage system, which is a transportation system of last resort for those that are at or below the poverty line for medical related transportation services. The City had fewer Transportation Disadvantaged trips than the average community and more use of the Americans with Disability trips. He said he thought this spoke to the City’s current economic situation and aging population. The Polk County Board of County Commission recently subcontracted out all of the senior nutrition sites to an agency on aging. We have picked up those transportation numbers, which is why you see a significant increase in ridership. He said the Auburndale ridership compared well to other cities. He thanked the City Manager for his feedback related to the Transit System. For the City comparison, they used Auburndale, Haines City, and Lake Wales. He said with your investment compared to populations and ridership, Auburndale compared well and had a little larger footprint. As we have talked about our fair-share agreements for three years, Auburndale currently contributes \$64,000 to the Transportation System. The City is one of two communities with bi-annual budgets. He said the year two request was \$79,097 and the year three request would most likely be stable at \$79,097, due to the Homestead issue. He said pending a formal approval from the Mass Transit Board, he felt the \$79,097 was a stable number for year three, with the assumption that the Homestead exemption will pass and you will have financial decisions to make, just like others. For that \$79,000 investment in next year’s budget, the City receives \$468,992 in Transit Services. The City’s fair share

contribution should be \$234,496 however; the County Commission has agreed to make up the difference between the year two and year three request and what the 50% share should be, through the County's General Fund revenues. He said the County Commission continues to subsidize the transportation system throughout the County. He said he was delighted to present numbers this evening. Your residents are using your transportation system well. He said he appreciated the resident's efforts to register the smart cards for them to collect data on the riders. He said those who do not register their smart cards will continue to be counted as rides. The unique riders are higher than we are seeing in other cities.

Commissioner Bill Sterling asked the fare fees.

Thom Phillips said the fees are from 8 a.m. to 8 p.m. - \$3 for adults, \$1.50 for students; and senior or disability riders are free; and the door-to-door fee is \$2. The students at Polk State College ride for free thanks to the Book Store fees. Southeast University pays for its students to ride free. Merlin Entertainment - Legoland pays for its employees to ride free. The door-to-door trips are a \$2.00 fee. The Transportation for Disadvantaged, the system of last resort, has a sliding scale fee and 98% pay nothing. We also have VA service at our Lakeland terminal for a fee of \$3. The VA picks them up at our terminal and takes them to James Hailey. We also have a weekly pass and monthly pass. The monthly pass is \$47 for unlimited rides. We are in discussion for an annual pass to make it easy for people and offer a discount around tax refund time.

Commissioner Keith Cowie asked about the summer time program for students.

Thom Phillips said the School Board pass for all 25,000 high school students' fare is free. The New Beginnings High School is picking up the summer of safety fees. All junior high and high school residents may ride the buses for free.

Commissioner Keith Cowie said that was a good program. He said at one time there was talk of another route in Auburndale. He asked if that is something that is still on the table.

Thom Phillips said they have two grant applications before the Florida Department of Transportation. Should we receive that funding your fair share would be adjusted. He said the City has one of the best City Managers in the County.

6. PRESENTATION OF FY 2019 & FY 2020 ANNUAL BUDGET - PAYROLL SECTION

City Manager Green said we have a two-year budget process. He explained that the budgets have to balance overall and by Fund. He went over the Funds: General Fund, Utility Funds, and CRA Fund. Instead of bringing the full budget at one time, we split it up into sections. Our Directors start the budget process in March. We like to bring Payroll to you in April; Capital Outlay in May; Operating expenses, both non-departmental and operating, in June; and Revenue in July. By the time, we get to Public Hearings in September and you are giving final approval of these numbers, you will have seen some of these numbers several times. We were not able to bring you Payroll in April due to scheduling. Tonight we will present Payroll and Capital Outlay. In September 2017, the Commission gave approval for the FY 17/18 budget and for the FY 18/19 current second year budget. Tonight we take the second year budget and it becomes our new proposed first year budget and now we are looking at the new FY 19/20. Each year the City does a salary survey and use Dr. John Dailey from the University South Florida for this comparison of all the employees. We compare our city with those that are 10% above our population or 10% below our population - statewide. In the local market, we also compare ourselves to Bartow, Lake Wales, Haines City,

and Winter Haven. We want to make sure the salary comparison looks at the neighboring communities. The 15% comes into play, as our goal is to make sure all our employees are within 15% of the State average and the local average. He displayed a chart of employee counts back to 2010. In our current Payroll budget, we have 171 employees in our current year; 172 in the proposed second year by adding a Police Officer position; and 175 in FY 19/20 by adding two Police Officers and an Building Inspector. The addition of the Police Officer positions was to establish a new zone in the North Auburndale area. He went over the employee counts within each Department or Division. In the FY 18/19, there are no changes since approval in September 2017. He explained that four Police Officers were needed to establish the new zone. The FY 19/20 request for a Building Inspector was based upon economy changes, with permits picking up. The Payroll proposal includes a 3% cost of living increase in FY 18/19 and no COLA in the 19/20 year. We do not program and budget for the COLA in the second year, as we want to review the current economy at that time. If the economy were to slow, we would review the new requested positions and be able to make changes for next year. He explained that Longevity Pay begins after five years of service at the rate of \$8 per month times the years of service. In the FY 18/19 Budget, 99 employees will receive Longevity or 58% of our work force has more that five years. In the 19/20 Budget, Longevity participation goes to 109 or 62%. This is a drop from last year's presentation. He said he thought this was due to our economy and newer hires having other employment opportunities and shopping around. He explained the Step Plan for Payroll that provided for a 2% automatic pay increase after their one-year probation, four years of service, six years of service, or eight years of service. In FY 18/19, 28 employees will get these adjustments. In FY 19/20, 25 employees will get these adjustments. In Summary for Payroll: new Police Officer in FY 18/19 and in FY 19/20 two new Police Officers and a Building Inspector. He asked for tentative approval of the Payroll section and said as we go through the Budget process at some point we will come back to the Payroll with any changes.

Motion by Commissioner Keith Cowie, seconded by Commissioner Richard Hamann, to give tentative approval of the Payroll sections of the Proposed FY 2019 and FY 2020 Budgets.

Commissioner Richard Hamann commended staff and all the employees on how the future looks and on the planning for it.

Mayor Tim Pospichal said he is always pleased to see how many people get Longevity. He said this shows it is a good place to work.

Upon vote, all ayes.

7. PRESENTATION OF FY 2019 & FY 2020 ANNUAL BUDGET – CAPITAL OUTLAY

City Manager Green said Capital Outlay is another component of the Expenses. In September, you gave approval of the FY 17/18 Capital Budget and the second year Capital Budget. We move the second year budget over to our proposed first year budget and present the proposed budget for FY 19/20. Capital Outlay is more mobile than Payroll, as we stop each year and take a look at needs. The requests are based upon our Five-Year Capital Improvement Plan or CIP. The Directors update their Five Year CIP annually and add the new year. He explained that projects may be moved up in the Budget process depending upon a funding source for the project, such as a grant. For Budgeting purposes, we move everything in the CIP into the first and second year into the Budget. He went over the larger Capital Items requested for FY 18/19. Some of the items discussed were: Allred Wastewater Treatment UV system - \$650,000; CR-542 Water Main Loop - \$550,000 was bumped up a year because of needs; Replace 1979 Fire Engine - \$514,000 / Reserve Aerial Truck Purchase FY 20/21 - \$50,000; Street Resurfacing - \$500,000; Youth Football

Fields - \$200,000; Garbage Truck – Rear Loader (Brush) - \$185,000 / Trash Truck - \$160,000; Polk Regional Water Cooperative Phase I Project (\$830,000 over 5 years) - \$166,000; Four New Patrol Vehicles for Police Dept - \$126,000; I-4 Elevated Water Tank (Upgrade/Inspect/Paint) - \$90,000; Playground Resurfacing Downtown Park - \$70,000 / Playground Equipment - \$40,000; 12 Self-Contained Breathing Apparatus (SCBA) for Fire Department - \$64,500; Generator Set - Beach Lift Station - \$60,000 due to Hurricane Irma and needs at the beach; Regional WWTP Electric Breaker Replacement - \$50,000; Police Department Roof Reserve - \$25,000. He went over the larger Capital Outlay requested for FY 19/20: Street Resurfacing - \$500,000 ; Allred WWTP Auto Headworks - \$300,000 to make the Regional and Allred facility parallel in operations; Regional Wastewater Treatment Plant Centrifuge Replacement - \$300,000; Garbage Truck - \$290,000;

Trail Extension to Berkley Road - \$235,000; Polk Regional Water Coop Phase I Project (\$830,000 over 5 years) - \$166,000; Atlantic Water Treatment Plant Generator - \$150,000; Reserve Aerial Truck Purchase FY 20/21 - \$100,000; and the 5 Gang Mower for Auburndale Softball Complex - \$55,000. He went over the complete list for FY 18/19 Capital Improvement Budget items and explained where Reserves were to be used or set aside for future needs. He said that not all Capital Outlay requests are included in the CIP and this was determined by the cost of the request. The FY 18/19 Capital Improvement Plan total expenses were \$4,540,400. He went over the FY 19/20 Capital Improvement Plan by department. Total expenses for FY 19/20 were \$2,891,000. He thanked the Department Directors for working within the confines of two-year budget. Any changes will be brought back to the Commission for approval. We have not got into the Revenue section yet and we will have the opportunity to tweak this as needed. Staff recommended tentative approval of the Capital Outlay Section of the Budget.

Mayor Tim Pospichal asked for citizen comment. There was no citizen comment.

Motion by Commissioner Richard Hamann, seconded by Commissioner Bill Sterling, to give tentative approval of the Capital Outlay sections of the Proposed FY 2019 and FY 2020 Budgets. Upon vote, all ayes.

City Manager Green said we need to recess for a few minutes and reconvene into the Community Redevelopment Agency Meeting.

Meeting adjourned at 7:57 p.m.

I HEREBY CERTIFY that the foregoing Minutes are true and correct.


Shirley A. Lowrance, Finance Director/City Clerk