
Minutes of the Regular Meeting of the City Commission of the City of Auburndale held October 1, 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 Andy Ray.

Mayor Tim Pospichal declared a quorum present and the Meeting was opened with prayer by Pastor Jerrod Brooks of Auburndale Church at the Mall and a salute to the flag.

Jerrod Brooks gave an update on the activities of the Church. They initially opened the church as the Church at the Mall Auburndale and then closed it to regroup. They are now reopened, as a church in Auburndale not a church at the Mall. He said he loves the community and has a wife and four kids. They opened about six weeks ago with one service and will have the second service starting this week. He said he hopes they can be a blessing to this community.

Motion by Commissioner Dorothea Taylor Bogert, seconded by Commissioner Keith Cowie, to approve the City Commission Minutes of the September 18, 2018 Meeting. Upon vote, all ayes.

City Manager Green reminded the Commission of the Ridge League of Cities dinner on October 11 in Winter Haven.

Police Chief Andy Ray said he wanted to introduce Carin Ketcham, who is a Lieutenant and has been with the Auburndale Police Department since 1995. She has held a number of roles in the Department: a police officer, community police officer in the neighborhoods, detective, school resource, currently in charge of our Operations Division where she oversees our criminal investigations, records functions, property and evidence function and our accreditation. She has been here for 22.5 years. He said she and he were born on the same day, in the same year. He said Carin is going to be chosen as the New Deputy Chief in Auburndale. He said he was very excited to introduce her to you and knew that you have seen her and talked to her before. The swearing in and pinning ceremony will be on Friday at 4:00 along with our three newest officers. He said she was already on the command staff and he was very excited to have her join as his number two.

Carin Ketcham thanked Chief Ray for giving her this opportunity. She said he knows I always strive to do her best and this is a new challenge and she will do her best to make him proud of stepping in to be the Deputy Chief of the Auburndale Police Department. She said she was excited that he has the confidence that she has the ability to step into that role and to fill his shoes. She said she will not let the Commission down, as her duty was to make sure the citizens of Auburndale get the best service from our Police Department. We will maintain that and try to exceed what we do now. She thanked them for the honor.

Commissioner Bill Sterling asked what time of day they were born. Carin Ketcham said around 11:30 p.m. and Andy Ray said about the same time too.

City Manager Green said he was excited about the promotion of Lieutenant Ketcham. She has participated in our tuition reimbursement program and just recently received her Masters Degree. He said she was very qualified and deserving. He congratulated her on the promotion.

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

City Manager Green said there are three Proclamations this evening.

City Attorney Kee read the Proclamation for Fire Prevention Week – October 7-13, 2018.

Fire Chief Brian Bradway said the second week in October is National Fire Prevention Week and we have

activities planned for Monday to Thursday. They are scheduled to have 714 kids visit the Fire Station. The kids are usually preschoolers to second grade. It is one of the more important weeks of the year for us, as the kids get to come visit the Fire Station, meet a firefighter, they get a truck ride, and learn about 911. He said anyone is welcome to come visit us that week.

City Manager Green said the Firefighters really do enjoy that week and what they do there.

City Attorney Kee read the Proclamation for Mental Illness Awareness Week – October 7-13, 2018.

Antoinette Pollard, Pieces to Peace Counseling Charities, said thank you for the Proclamation. She said they are a 501-C3 non-profit that provides mental health counseling for individuals that make under \$26,000 per year. They provide a 30 minutes session for \$5, for accessible care of their mental health. She asked for their support for their Downtown Stroll on World Mental Health Day starting at 9:00 a.m. in the Downtown Park, Auburndale. She said they could support them by spreading our information helping individuals receive the care they need. She passed out a brochure of information.

City Attorney Kee read the Proclamation for National Long-Term Care Residents' Rights Month – October.

Terre Lindstamer, National Long Term Care Residents' Right Month, thanked the Commission for the Proclamation. She said she was honored to be here tonight to speak about investment program. They have volunteers who advocate for residents, who are in nursing homes, adult family care homes, and assisted living facilities. She said she only has eight volunteers to cover 100 facilities. She said it was a really tough job that they do not get paid for. She said she was paid through the State of Florida and she has an Assistant. She said the volunteers dedicate a lot of time, a lot of heart, a lot of energy, and a lot of sleepless nights because of the things they witness, see and hear about. She said she has been with the program for over nine years and has shed many tears and spent many nights restless by the things that are going on right here in Polk County. She thanked them for having her here tonight and bringing light to Residents Rights Month. She passed out a brochure.

City Manager Green said all the Proclamations will be posted on our social media and the Auburndale Chamber Executive Director was present so we will help get the word out.

1. PRESENTATION OF BIDS FOR NEW CRANE TRUCK – PUBLIC UTILITIES

City Manager Green said the City currently utilizes two heavy-duty pickup trucks specifically designed and reinforced to support a lift crane. These trucks are primarily used in the Public Utilities Department for lift station maintenance. However, the functionality of the trucks allow for their use in other departments where heavy lifting is needed. In March 2018, one of the crane trucks originally purchased in 2006 was pulled out of service with 162,045 miles. This purchase was approved in the FY 2017-2018 Budget and was included in the Five-year Capital Improvement Plan. This purchase is one of the "carry-over" items from the FY 2017-2018 Budget moved forward into the new FY 2018-2019 Budget, which starts today. The City received the following quotes for the Crane Truck: Coggin Ford, Jacksonville - \$80,280.00 (Florida Sheriff's Association Bid); Jarrett Gordon Ford, Davenport - \$83,214.50; Bartow Ford, Bartow - \$92,616.62. Per the City's Purchasing Guidelines, the purchase could be made utilizing another agency's competitive bid process. The crane truck is offered through the Florida Sheriff's Association and Florida Association of Counties contract bidding process from Coggin Ford, Jacksonville at \$80,280. Quotes were requested from other local dealers that were higher than the State Bid pricing. The current FY 2018-2019 Budget allocates \$80,000 for the purchase under the Motor Vehicle line item of the Regional Wastewater Treatment Facility. The bids were reviewed by the Public Works Director and City Manager. Staff recommended to award the bid to Coggin Ford in the amount of \$80,280 utilizing the Florida Sheriff's Association Bid.

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

Motion by Commissioner Keith Cowie, seconded by Commissioner Dorothea Taylor Bogert, to award the bid to Coggin Ford in the amount of \$80,280 utilizing the Florida Sheriff's Association bid. Upon vote, all ayes.

2. SECOND AMENDMENT TO FLORIDA POLY RECLAIMED WATER PROJECT AGREEMENT

City Manager Green said this item was a carry over from last year's budget, due to not being completed in last year's budget.

Public Works Director John Dickson said the City has planned for several years to provide reuse water for irrigation and aesthetic purposes to Florida Polytechnic University in Lakeland. In 2012, an Interlocal Agreement with the City of Lakeland was approved allowing the City of Auburndale to extend reuse lines within their City limits. In 2014, a Cooperative Funding Agreement was entered into between the City and the Southwest Florida Water Management District (SWFWMD) in the amount of \$2,700,000. Under the terms of the Agreement, SWFWMD would fund 50% or \$1,350,000, with the balance being split between the City and Florida Polytechnic University. In 2015, the First Amendment to the original Agreement extended the contract period and revises the scope of work due to changes in design. The approved project-funding amount was amended to increase by \$300,000 to a total of \$3 million, with the SWFWMD funding commitment at \$1,500,000 (50%). The proposed Second Amendment to the original Agreement updates contact information and Project Schedule, extends the completion date to November 1, 2019, and extends the Contract Period to December 31, 2019. All other terms and conditions of the Amended Original Agreement still apply. This purchase is one of the "carry-over" items from the FY 2017-2018 Budget moved forward into the new FY 2018-2019 Budget and is included in the 5-Year Public Utilities Capital Improvement Plan (CIP). He displayed the schedule for Project, with the first phase of the project being the tank and high service pump station – which are completed and operational. We lack the pipeline construction and were delayed by some easement acquisition. We anticipate completion by November 1, 2019.

City Manager Green said the Project schedule is included, as part of the Amended Agreement. Staff recommendation was for approval of the Second Amendment to the Agreement with SWFWMD and the City of Auburndale for the Florida Poly Reclaimed Water Storage and Transmission Project.

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

Motion by Commissioner Dorothea Taylor Bogert, seconded by Commissioner Keith Cowie, to approve the Second Amendment to the Florida Poly Reclaimed Water Project Agreement.

Commissioner Richard Hamann asked if the dates were firm for completion.

City Manager Green said we are getting close and most of the delays were due to easement. We have a year now to complete it. The modification of the \$300,000 was due to the reuse tank at Lake Myrtle Park.

Upon vote, all ayes.

3. RESOLUTION #2018-07 SUPPORTING COUNTY BROADBAND PLAN – POLK VISION

City Manager Green said Polk Vision through its Smart Communities Team works in educating and building community consensus around the vital importance of a robust broadband network to support Polk County's economic growth and prosperity. Affordable, accessible high-speed internet facilitates are critical and enables small business to compete in a global marketplace; means safer streets and communities; supports research and training at colleges and universities; provides greater opportunities for students and better, faster, more effective healthcare. Sustainable economic development, growth

opportunity, and innovation are dependent on affordable high-speed internet access. Having a shared vision among all of the Polk County communities will help to ensure the alignment of broadband infrastructure necessary to meet the growing demand. He said there was no cost related to this Resolution, it was just the City's support of the expansion of broadband in Polk County. Auburndale, Bartow, Haines City, Lakeland, and Winter Haven are noted for having improved city-owned fiber networks. An example of the Auburndale initiative was with the completion of the PK Project, we laid three strings of conduit down PK Avenue to accommodate broadband at a some future date. The City of Auburndale and our Information Technology Manager Chris Shelton is a member of the Polk Vision Smart Communities Team. The proposed Resolution supports broadband expansion in Polk County. Staff recommended approval of the Resolution.

City Attorney Kee read Resolution No. 2018-07 entitled: **A RESOLUTION IN SUPPORT OF POLK VISION SMART COMMUNITIES TEAM AND THE VISION STATEMENT OF THE POLK COUNTY BROADBAND PLAN AND A CALL TO ACTION**, 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 Resolution 2018-07, as read by title only. Upon vote, all ayes.

4. APPROVE 2019 CITY COMMISSION MEETING AND HOLIDAY SCHEDULE

City Manager Green presented the 2019 City Commission Meeting and City Holiday Schedule. He said the Commission will need to adjust meetings in January due to a national holiday and in September due to the proposed Public Hearing dates. Staff recommended approval of the 2019 Schedule.

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

Motion by Commissioner Bill Sterling, seconded by Commissioner Keith Cowie, to approve the 2019 City Commission Meeting and Holiday Schedule. Upon vote, all ayes.

5. RESOLUTION #2018-08 AMENDING CITY PERSONNEL POLICY HANDBOOK

Assistant City Manager Jeff Tillman said the City's Personnel Policy Handbook provides general guidance for the personnel administration of the City and is intended to assure fair treatment of all City employees. The City Commission amends the Personnel Policy Handbook to reflect new policy, changes in existing policies, or changes required due to new law and legislation. Changes to personnel policy must be adopted by Resolution and then included in the subsequent handbook revision. He said the last revision of the Personnel Policy Handbook was September 2016. He went over the three proposed changes to the Personnel Policy, as provided for in the Resolution.

1. Accrual and compensation for compensatory time upon separation for exempt employees. He explained the exempt employees were the Superintendents, Directors, and other employees that are salaried. Non-exempt employees are the hourly employees. Exempt employees earn Comp Time at straight time or hour for hour and the Non-exempt employees earn extra hours at time and one half. Currently, Section 4.02 does not address Exempt employees accruing compensatory time and we wanted to include this in the Handbook. The exempt employees document their hours worked. He said they did research and compared to other cities, in the area for exempt compensatory time. There were a number of cities that do pay out compensatory time, including Lake Alfred. With the proposal, upon separation compensatory time would be paid out based upon years of service: years: 5-10 years the maximum pay out was 20 hours; 11-20 years the maximum pay out was 40 hours; and 20 years and above the maximum pay out was 80 hours.

2. Regular Part-time employee eligibility and rate of earning an Honor Day. An Honor Day is earned if an employee has perfect attendance for a quarter and not late more than three times. In all other Policies, the permanent part-time employee gets ½ the benefits of a full-time employee. Currently, they get ½ of the sick leave and annual leave accruals, and ½ the Christmas Bonus, however no Honor Day. This revision provides for Honor Day pay to encourage that perfect attendance.

3. Use of a cell phone while driving a City vehicle or operating equipment. Section 11 of the Personnel Policy Handbook deals with disciplinary action. There are three different types of offenses: Group 1 for most minor offenses, Group II could result in a reprimand or suspension, and Group III provides for up to discharge. We do get calls from residents from time to time regarding an employee using the cell phone or texting while driving. We did not have anything in our Policy regarding this. We placed this under a Group I offense to start documenting this and try to curb that behavior.

4. Retiree benefit eligibility. He said this deals specifically with the health insurance benefits for retirees. We have to separate the health insurance benefit from the pension. If an employee retires under one of the pension plans and they meet these certain guidelines, they get the health benefit in addition to their pension. In 2006 when the City closed their General Employee Pension Plan and created the Defined Compensation Plan, which we call the 401-A ICMA Plan where the employee contributes 2% and the City contributes 8%, we did not address the Defined Contribution or 401-A Plan in the Handbook. With a 401, there is not a set retirement date. The revision states: At Age 50 with 20 years of service under the Defined Contribution Plan the employee would be eligible for those health benefits, upon retirement. Old language was removed from the Section. The proposed Resolution was prepared by the City Manager's Office and reviewed by the City Clerk and City Attorney. If approved, the proposed Resolution will take immediate effect upon passage, with amendments to be included in the next printed Personnel Policy Handbook.

City Attorney Kee read Resolution No. 2018-08 entitled: **A RESOLUTION AMENDING THE PERSONNEL POLICY HANDBOOK**, by title only.

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 Resolution No. 2018-08, as read by title only. Upon vote, all ayes.

Meeting adjourned at 7:39 p.m.

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



Shirley A. Lowrance, Finance Director/City Clerk