

Office of the City Manager

*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

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**CITY COMMISSION MEETING**  
**May 21, 2018 – 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – Pastor Brad Bennett, Auburndale Community Church

PLEDGE OF ALLEGIANCE – Mayor Tim Pospichal

ROLL CALL – City Clerk Shirley Lowrance

APPROVE COMMISSION MINUTES – Regular Meeting – 05/07/2018

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. ORDINANCE #1560 – AMENDING THE ZONING MAP – HOWARD G. SMITH PROPERTY
2. ORDINANCE #1561 – AMENDING THE ZONING MAP – PROLOGIS/SHARRETT PROPERTY
3. ORDINANCE #1562 ANNEXING PROPERTY INTO CITY LIMITS –SADDLE CREEK CORPORATION
4. ORDINANCE #1563 ANNEXING PROPERTY INTO CITY LIMITS – BERKLEY RANCH INVESTORS, LLC
5. PRESENTATION BY THE CITRUS CONNECTION
6. PRESENTATION OF FY 2019 & FY 2020 ANNUAL BUDGET – PAYROLL SECTION
7. PRESENTATION OF FY 2019 & FY 2020 ANNUAL BUDGET – CAPITAL OUTLAY

***Community Redevelopment Agency (CRA) Meeting to follow City Commission Meeting***

F.S. 286: If an individual decides to appeal any decision made by the City Commission with respect to this meeting, a verbatim transcript may be requested. If so, the individual should make provisions for a transcript to be made at the meeting. Persons with disabilities needing special accommodations to participate in this proceeding should contact the City Clerk no later than five days prior to the proceeding at 968-5133.

**City Commission Meeting  
May 21, 2018**

**AGENDA ITEM 1: ORDINANCE #1560 AMENDING THE ZONING MAP – SMITH PROPERTY**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Ordinance amending the Official Zoning Map.

**ATTACHMENTS:**

. Ordinance #1560 Amending the Official Zoning Map - Howard G. Smith Property

**ANALYSIS:** The City has received a request for a Zoning Map amendment as follows:

**Howard G. Smith Property**

**Owner/Petitioner:**

Howard G. Smith

**Location:**

US Hwy. 92 and Recker Hwy. (0.15 acres)

**Current City Future Land Use:**

Commercial Corridor (CC)

**Current City Zoning Classification:**

Planned Development Commercial 1 (PD-C1)

**Proposed City Zoning Classification:**

Commercial Highway (CH)

The property was annexed into the City in November of 2015. In March 2016, the City Commission approved a Future Land Use designation of *Commercial Corridor* on the property. An amendment to the existing *Walmart Planned Development Commercial-1* zoning classification was also approved including a binding site plan providing for the development of a proposed mattress company. The proposed mattress company project was later withdrawn. The approved zoning classification of PD-C1 and binding site plan still apply to the property.

The owner has requested the City now amend the zoning to *Commercial Highway* in order for a car detailing shop to open on the property. The requested zoning is consistent with existing development in the area. The property is contiguous to similar *Commercial Highway* zoning to the west, south, and east. The proposed zoning is also consistent with the *Planned Development Commercial-1* north of the site, the Walmart property.

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 is being presented for second and final reading.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the Amendment (7-0) – 05/01/2018

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

**City Commission Meeting  
May 21, 2018**

**AGENDA ITEM 2: ORDINANCE #1561 – AMENDING THE ZONING MAP – SHARRETT PROPERTY**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Ordinance amending the Official Zoning Map.

**ATTACHMENTS:**

. Ordinance # 1561 Amending the Zoning Map and Binding Site Plan – Prologis/Sharrett Property

**ANALYSIS:** The City has received a request for a Zoning Map amendment as follows:

**Prologis Development**

<b><u>Owner/Petitioner:</u></b>	Sharrett Land, LLC/Allison E. Turnbull, Esq.
<b><u>Location:</u></b>	C. Fred Jones Blvd (CR559A) and Old Berkley Road
<b><u>Current Use:</u></b>	Vacant (+/-100.40 acres)
<b><u>Current City Future Land Use:</u></b>	Business Park Center
<b><u>Current City Zoning</u></b>	Light Industrial (LI)
<b><u>Proposed City Zoning:</u></b>	Industrial Planned Unit Development (IPUD)

The City has received a request from Allison E. Turnbull, Esq. on behalf of the owners of Sharrett Land, LLC to amend the current zoning of Light Industrial (LI) on (+/-100.40 acres) to Industrial Planned Unit Development (IPUD). Allison E. Turnbull, Esq. is representing the developer Prologis, a logistics real estate company.

The Sharrett property was annexed into the City in March 2009. In 2010, the City Commission approved a Future Land Use designation of *Business Park Center* and *Conservation Wetlands*. In March 2017, Zoning was established on the property including *Light Industrial* on 100.4 acres and *Open Use Agricultural* on 46.47 acres.

In July 2017, the City approved an amendment to the City's Land Development Regulations requiring any property with a building larger than 500,000 sq. ft. and located within the *Business Park Center* Future Land Use category of the North Auburndale Joint Planning Area be subject to the Planned Development Zoning requirements, including Public Hearings. The Sharrett property is subject to this policy. Prologis is proposing a building larger than 500,000 SF (a 1,015,740 SF distribution center) and is therefore requesting a rezoning to *Industrial Planned Unit Development* on the 100.4 acres.

A requirement for all Planned Developments is that a binding site plan be provided. The binding site plan submitted by Prologis meets or exceeds all Land Development Regulations, including building setbacks, location of overhead doors and trucking operations, and buffering. Prior to submitting the binding site plan and at the request of the City, the applicant met with the residents of the area to get feedback and recommendations on how to minimize the impact of the development on the neighborhoods in the area. The binding site plan for the Sharrett property reflects design aspects that mitigate various concerns addressed during previous Public Hearings including noise, traffic patterns, safety, lighting, visibility of the facility, and environmental issues. The design aspects that Prologis has utilized include:

- tall berms and wide landscape buffers on C. Fred Jones Blvd. to screen the building to the south;
- using a very deep building setback of 570 feet to mitigate the visual impact of building;
- locating all overhead doors on the I-4 side of the building to mitigate noise and visual concerns;
- locating the guard gate nearly 1,000 ft. into the property to prevent truck traffic from backing up on C. Fred Jones Blvd.; and
- low overhead lighting

The residents requested that Prologis reserve some of the property for commercial activity, to which Prologis is also requesting an 8.5 acre outparcel on the binding site plan. The *Business Park Center* future land use allows up to 15% of the district to be used for commercial activity. The site plan provides a list of allowable and prohibited uses for the 8.5 acres, all of which are consistent with the *Business Park Center* future land use and the requested *Industrial Planned Unit Development* zoning district. The site plan also provides for general site planning requirements and would allow administrative/staff approval of any development on this 8.5 acres that meets these requirements. These provisions are included in the "Notes" and "Overall Site Data" sections of the binding site plan.

The Land Development Regulations state that Planned Developments "shall begin and proceed in good faith within one (1) year of the date of approval." If no development actions take place, the City shall consider revising the time limits, or rezone a portion or all of the Planned Development area to a category in compliance with the Comprehensive Plan. Note #4 on the binding site plan states that should development of the property not commence within one (1) year after final approval by the City of Auburndale, the zoning designation of Industrial Planned Development will automatically and without any required action revert to Light Industrial. Staff has no objections to this request.

The requested Zoning Map amendment and binding site plan are consistent with the City of Auburndale's Comprehensive Plan, Land Development Regulations, and the Joint Planning Area. If the zoning request and binding site plan is approved by the City Commission, the applicant would proceed with construction plan review that includes detailed traffic studies, driveway connection permits, stormwater permits, and any other permit required by the Land Development Regulations.

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 on first reading May 7, 2018. The proposed revision to the site plan relocated an access point from directly lining up with Old Berkley Road. The proposed Ordinance is being presented for second and final reading.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the Amendment (6-0, 1 abstention) – 05/01/2018

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

**City Commission Meeting  
May 21, 2018**

**AGENDA ITEM 3:     **ORDINANCE #1562 ANNEXING PROPERTY INTO CITY LIMITS –  
SADDLE CREEK****

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Ordinance annexing property into the City limits.

**ATTACHMENTS:**

Proposed Ordinance #1562 Annexing Property into City Limits

**ANALYSIS:** The City has received a petition from Saddle Creek Corporation to annex 1.5 acres of property into the City limits. The property is located west of the Saddle Creek distribution center on Moss Road West. The property is contiguous with existing City limits and the annexation does not create an enclave. The property currently contains a single family residence and a mobile home. The proposed annexation is as a result of the company's request to expand the site of their distribution center.

Establishing a Future Land Use and Zoning classification on the property will be considered at Public Hearings before the Planning Commission and City Commission at later dates. The action currently before the City Commission is only on the annexation of the property into the city.

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 is being presented for second and final reading.

**STAFF RECOMMENDATION:** Approval of the Ordinance #1562 annexing the Saddle Creek Corporation property into the City Limits.

**City Commission Meeting  
May 21, 2018**

**AGENDA ITEM 4:      ORDINANCE #1563 ANNEXING PROPERTY INTO CITY LIMITS –  
BERKLEY RANCH INVESTORS, LLC**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Ordinance annexing property into the City limits.

**ATTACHMENTS:**

Proposed Ordinance #1563 Annexing Property into City Limits

**ANALYSIS:** The City has received a petition from Berkley Ranch Investors, LLC to annex 43.57 acres of property into the City limits. The property is located west of Berkley Road and the TECO-Auburndale Trail, on Pearce Road, which is south of Pace Road. The property is contiguous with existing City limits and the annexation does not create an enclave. The property is currently vacant. The proposed annexation is as a result of the property owner's request to develop the property as a single family residential subdivision.

Establishing a Future Land Use and Zoning classification on the property will be considered at Public Hearings before the Planning Commission and City Commission at later dates. The action currently before the City Commission is only on the annexation of the property into the city.

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 is being presented for second and final reading.

**STAFF RECOMMENDATION:** Approval of the Ordinance #1563 annexing the Berkley Ranch Investors, LLC property into the City Limits.

**City Commission Meeting  
May 21, 2018**

**AGENDA ITEM 5: PRESENTATION BY THE CITRUS CONNECTION**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** Tom Phillips, Executive Director and Erin Killebrew, Director of External Affairs with the Citrus Connection are scheduled to appear before the City Commission to give an update on Citrus Connection activities.

**ATTACHMENTS:**

. None

**City Commission Meeting  
May 21, 2018**

**AGENDA ITEM 6: PRESENTATION OF PAYROLL – FY 2019 AND FY 2020 ANNUAL BUDGETS**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City will consider the proposed Payroll Section of the Fiscal Year 2019 Annual Budget and Fiscal Year 2020 Annual Budget.

**ATTACHMENTS:**

- . Payroll Sections of Proposed FY 2019 and FY 2020 Annual Budgets

**ANALYSIS:** City Staff is in the process of preparing the Fiscal Year 2019 and Fiscal Year 2020 Annual Budgets. Each month leading up to and in advance of this year's Proposed Budget Presentation on August 6, 2018, the Commission and Staff will publicly address various sections of the Budget as follows:

- . Payroll – May
- . Capital Outlay – May
- . Expenditures – June
- . Revenue – July

**The Payroll Section of the Budget provides the necessary funding for the staffing levels to adequately deliver an accepted level of service to our citizens.** In addition to salaries, the Payroll Section provides incentive funding for certifications and education, longevity pay, and automatic adjustments for employees completing the one-year probationary period or completing four, six, and eight years of service. The proposed budgets provide a 3% cost of living adjustment (COLA) for all City employees in FY 2019 and no COLA in FY 2020.

The proposed FY 2019 Payroll Budget operates with a staffing level of 172 full and part-time employees, an increase of one full time employee. The proposed 2019 Budget continues the phasing in of a new patrol zone in the North Auburndale area. An additional Officer position was provided in the current FY 2018, the second Officer is provided for in the proposed FY 2019 and the final two that accommodate the need for the new patrol zone would be budgeted in FY 2020. Funding is also allocated in the FY 2019 Budget for an extra help position to meet janitorial needs at the Public Library. In addition a new Building Inspector position is proposed in FY 2020.

**STAFF RECOMMENDATION:** Tentatively approve the proposed Payroll, as presented by City Staff. Formal adoption of the FY 2019 Budget and conceptual approval of the FY 2020 Budget will come after the scheduled Public Hearings in September.



**City Commission Meeting  
May 21, 2018**

**AGENDA ITEM 7: PRESENTATION OF CAPITAL OUTLAY – FY 2019 & FY 2020 ANNUAL BUDGETS**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City will consider the proposed Capital Outlay Section of the Fiscal Year 2019 Annual Budget and Fiscal Year 2020 Annual Budget.

**ATTACHMENTS:**

- . Proposed FY 2018-2019 Capital Outlay
- . Proposed FY 2019-2020 Capital Outlay
- . 5-Year Capital Improvement Program (CIP)

**ANALYSIS:** In preparation of the proposed FY 2019 and FY 2020 Budgets, Department Directors were requested to revisit all the Capital projects previously approved by the City Commission in the second year budget (FY 2019) and the 5-Year Capital Improvement Program (CIP). This helps to determine if the equipment or improvements are still needed, could be delayed, and/or has a funding source.

The proposed Capital Outlay sections reflect proposed expenditures of \$4,540,400 in FY 2019 and \$2,891,000 in FY 2020.

Specific improvements in **FY 2019** include:

- . Allred WWTP UV System Replacement = \$650,000
- . CR-542 Water Main Loop = \$550,000
- . 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
- . PRWC Phase I Project (\$830,000 over 5 years) = \$166,000
- . 4 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

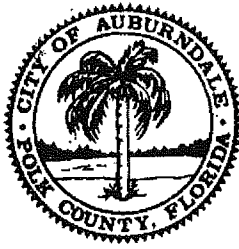
- . Generator Set - Beach Lift Station = \$60,000
- . Regional WWTP Electric Breaker Replacement = \$50,000
- . Police Department Roof Reserve = \$25,000

Specific improvements in **FY 2020** include:

- . Street Resurfacing = \$500,000
- . Allred WWTP Auto Headworks= \$300,000
- . Regional WWTP Centrifuge Replacement = \$300,000
- . Garbage Truck = \$290,000
- . Trail Extension to Berkley Road = \$235,000
- . PRWC Phase I Project (\$830,000 over 5 years) = \$166,000
- . Atlantic WTP Generator = \$150,000
- . 4 New Patrol Vehicles for Police Dept = \$126,000
- . Reserve Aerial Truck Purchase FY 20/21 = \$100,000
- . 5 Gang Mower for Auburndale Softball Complex = \$55,000

**All items in "year one" and "year two" of the revised 5-year CIP have been programmed into the proposed two-year budget.**

**STAFF RECOMMENDATION:** Tentative approval of the Capital Outlay sections of the Proposed FY 2019 and FY 2020 Budgets. Formal adoption of the FY 2019 and conceptual approval of the FY 2020 Budget will come after the scheduled Public Hearings in September.



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**COMMUNITY REDEVELOPMENT AGENCY MEETING**  
**May 21, 2018 – 7:30 PM**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Cindy Price, Chair

ROLL CALL – Shirley Lowrance, City Clerk

APPROVE CRA MINUTES – Regular Meeting – 4/16/2018

ANNOUNCEMENTS – Jeff Tillman, Assistant City Manager

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. APPROVAL OF PROPOSED CRA BUDGETS FOR FY 18/19 & FY 19/20

Ref. 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 provision 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.

**Community Redevelopment Agency Meeting  
May 21, 2018**

**AGENDA ITEM 1: PRESENTATION OF PROPOSED BUDGETS FOR FY 18/19 AND FY 19/20**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The Community Redevelopment Agency (CRA) Board will be presented the proposed FY 18/19 & FY 19/20 CRA Budgets.

**ATTACHMENTS:**

Proposed FY 18/19 & FY 19/20 CRA Budgets

**ANALYSIS:** On February 19, 2018, the CRA Board approved its Capital Improvements Program (CIP) for Fiscal Years 2019 through 2023. The proposed FY 18/19 and FY 19/20 Budgets being presented at this time reflect the previously approved CIP projects in the first two years of the five-year CIP.

In addition to general operational expenses, the proposed FY 18/19 Budget provides CRA funding for the following CIP projects:

- \$100,000 to continue the CRA Incentive Program
- \$920,000 for street resurfacing

In addition to general operational expenses, the proposed FY 19/20 Budget provides CRA funding for the following CIP approved projects:

- \$100,000 to continue the CRA Incentive Program
- \$920,000 for street resurfacing

The proposed FY 18/19 and FY 19/20 CRA Budgets expenses are balanced with revenues totaling \$1,225,500 based on current year experience.

If approved by the CRA Board, the CRA Budgets will be included with the City's Annual Budget and presented at Public Hearings in September.

**STAFF RECOMMENDATION:** Approval of the FY 18/19 & FY 19/20 CRA Budgets.