



City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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CITY COMMISSION MEETING
Thursday September 6, 2018 – 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – Police Department Chaplin Michael Spivey

PLEDGE OF ALLEGIANCE – Mayor Tim Pospichal

ROLL CALL – City Clerk Shirley Lowrance

* AGENDA ITEM 1. POLICE CHIEF OATH OF OFFICE (On Steps of City Hall)

APPROVE COMMISSION MINUTES – Regular Meeting – 08/20/2018

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

- *1. POLICE CHIEF OATH OF OFFICE – AUBURNDALE POLICE CHIEF ANDY RAY
2. ORDINANCE #1570 AMENDING FUTURE LAND USE MAP – BERKLEY RANCH
3. ORDINANCE #1571 AMENDING OFFICIAL ZONING MAP – BERKLEY RANCH
4. **PUBLIC HEARING** – FY 2018 TAX MILLAGE LEVY & ANNUAL BUDGET
5. ORDINANCE #1572 ADOPTING FY 2019 TAX MILLAGE LEVY
6. ORDINANCE #1573 ADOPTING FY 2019 & FY 2020 ANNUAL BUDGETS
7. AMENDMENT TO RECYCLING SERVICES AGREEMENT – ADVANCED DISPOSAL
8. APPROVE PURCHASE OF ULTRA VIOLET DISINFECTION SYSTEM – ALLRED TREATMENT PLANT
9. ORDINANCE #1574 ANNEXING PROPERTY INTO CITY LIMITS – BERKLEY RANCH PHASE II
10. FINAL PLAT APPROVAL – LAKE MARIANNA RESERVE SUBDIVISION PHASE II
11. FINAL PLAT APPROVAL – WATERCREST SUBDIVISION PHASE I & II

**City Commission Meeting
September 6, 2018**

**AGENDA ITEM 1: POLICE CHIEF OFFICIAL OATH OF OFFICE-
AUBURNDALE POLICE CHIEF ANDY RAY**

 X INFORMATION ONLY

 ACTION REQUESTED

ISSUE: The City Manager will introduce the new Auburndale Police Chief, Andy Ray.

Chief Ray began his employment with the Auburndale Police Department as the Deputy Chief in September 2012. During his tenure as Deputy Chief, he worked closely with Chief Nelson in advancing accreditation standards, software updates, developing departmental policy, and last year played a lead role in the Department's Hurricane Irma response. I am very optimistic about the direction, leadership and departmental experience that Chief Ray brings to the position of Auburndale Police Chief.

Andy Ray began his law enforcement career in 1984 as an Auxiliary State Trooper. While attending the Polk Community College Law Enforcement Academy in 1987, he would work part time as an Accident Coder with the Florida Department of Transportation. He started with the Polk County Sheriff's Office in June, 1987 and worked up the ranks to the position of Captain. Upon his retirement with twenty-five years of service with PCSO, Ray would step into municipal police work with the Auburndale PD.

He holds an Associate of Arts Degree from Polk State College, a Bachelor's Degree from Florida State University, and a Master of Public Administration Degree from Troy State University. He has also obtained numerous law enforcement and leadership certifications including the Florida State University Certified Public Manager program, Police Executive Research Forum Senior Management Institute for Police, and the University of Louisville, Southern Police Institute Administrative Officers' Course, in which Andy was selected Class Vice President and Dean's Scholar. He is an active member of the Polk County Police Chief's Association and Florida Police Chief's Association.

In addition to providing outstanding law enforcement services to our city residents, the Police Department works so well with our various City departments and other agencies throughout Polk County. The Auburndale Police Department is a professional and exciting place to work.

A reception for Chief Ray and his family will be held immediately following his pinning in the Police Department Community Meeting Room.

The City Clerk will administer the Police Chief's Oath of Office.

ATTACHMENTS:

Letter to All Police Department Personnel from City Manager – 08/31/2018

**City Commission Meeting
September 6, 2018**

AGENDA ITEM 2: ORDINANCE #1570 FUTURE LAND USE MAP AMENDMENT – BERKLEY RANCH

AGENDA ITEM 3: ORDINANCE #1571 OFFICIAL ZONING MAP AMENDMENT – BERKLEY RANCH

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a proposed Large Scale Future Land Use Map Amendment and Zoning Map Amendment.

ATTACHMENTS:

- . Proposed Ordinance #1570 Future Land Use Map Amendment – Berkley Ranch
- . Proposed Ordinance #1571 Official Zoning Map Amendment & Binding Site Plan – Berkley Ranch

ANALYSIS: The City has received a request for a Large Scale Future Land Use Map Amendment and Zoning Map Amendment for the following property:

Berkley Ranch Investors Property

<u>Owner/Petitioner:</u>	Berkley Ranch Investors, LLC
<u>Location:</u>	Berkley Road and Pearce Road
<u>Current Use:</u>	Vacant (43.57 acres)
<u>Current Polk County Future Land Use:</u>	Residential Low-2 (RL-2); Residential Low-4X (RL-4X); Preservation-X (Presv-X)
<u>Proposed City Future Land Use:</u>	Low Density Residential
<u>Proposed City Zoning</u>	Planned Development-Housing 2 (PD-H2)

The Berkley Ranch Investors, LLC properties consists of +/- 43.57 acres that was annexed into the City Limits on May 21, 2018. The property is currently vacant and is proposed for a 130 lot single family residential subdivision. The development will have access on Pearce Road and will also have access to Berkley Road by crossing the TECO-Auburndale Trail. Average lot size requested is 60'x120' to 60'x145'. Setbacks for the subdivision are as follows: 25' front, 5' side, and 10' rear. At the entrance to the subdivision the applicant has proposed a recreation/open space area on 2.9 acres, which will have access to the trail, a parking area, and seating areas.

The proposed Future Land Use Amendment is consistent with the City's Comprehensive Plan, Land Development Regulations, the Joint Planning Agreement with Polk County, and with surrounding development. On June 18, 2018, the City Commission approved a Transmittal Resolution submitting the proposed Amendment to the State for a compliance review. The City received noticed from the State on August 1, 2018 of no comments or objections to the Amendment.

The proposed City Zoning is Planned Development – Housing 2 (PD-H2). As required by Chapter 6 of the City’s Land Development Regulations, this proposed PD-H2 is accompanied by a binding site plan that demonstrates the appropriate buffering, setbacks, open space, access and other requirements. The proposed binding site plan has been reviewed by City staff and meets the requirements of the City’s Land Development Regulations.

The proposed Ordinances were prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinances were approved on first reading August 20, 2018 and are being presented for second and final reading.

PLANNING COMMISSION RECOMMENDATION:

Approval of the *Land Use Map Amendment* – 06/05/2018 (7-0)

Approval of the *Zoning Map Amendment* – 06/05/2018 (7-0 with condition to apply best management practices regarding the TECO Trail crossing over the entrance road)

STAFF RECOMMENDATION: Approval of the proposed Future Land Use Map Amendment and Official Zoning Map Amendment.

**City Commission Meeting
September 6, 2018**

AGENDA ITEM 4: PUBLIC HEARING – FY 2019 TAX MILLAGE LEVY & ANNUAL BUDGET

AGENDA ITEM 5: ORDINANCE #1572 ADOPTING FY 2019 TAX MILLAGE LEVY

AGENDA ITEM 6: ORDINANCE #1573 ADOPTING FY 2019 & FY 2020 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 2019 and FY 2020 Annual Budgets.

ATTACHMENTS:

- . Fund Totals and Contingency Total Spreadsheets for FY 2019 & FY 2020
- . Proposed Ordinance #1572 Adopting Tax Millage Rate
- . Proposed Ordinance #1573 Adopting FY 2019 & FY 2020 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 18, 2018.

The proposed Budget for FY 2019 is balanced with Total Revenue and Total Expenditures of \$33,123,782 before interfund transfers. Expenditures include general operating expenses of \$28,215,083. Capital Improvements of \$4,725,400 and Contingency Reserve of \$183,299. The Proposed FY 2019 and 2020 Budgets includes all changes made during the Regular City Commission meetings of May 21, 2018 (Capital Outlay and Payroll), June 4, 2018 (Expenditures), and July 16, 2018 (Revenues). City Staff will present changes and adjusted Contingency figures.

Revenues from ad-valorem taxes for FY 2019 and FY 2020 are estimated at \$4,860,000 and based upon the Rolled-back millage rate of 4.2515.

The FY 2019 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 2020 Budget (2nd Year Budget) is also being presented for the Commission's conceptual approval. The FY 2020 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 18, 2018.

STAFF RECOMMENDATION: Approve the proposed Ordinance establishing the tax millage levy and the proposed Ordinance adopting the FY 2019 and FY 2020 Annual Budgets.

**City Commission Meeting
September 6, 2018**

AGENDA ITEM 7: ADDENDUM TO RECYCLING SERVICES AGREEMENT– ADVANCED DISPOSAL

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider an Addendum to the Recycling Services Agreement with Advanced Disposal.

ATTACHMENTS:

· Addendum to Recycling Services Agreement with Advanced Disposal

ANALYSIS: The City Commission on August 20, 2018 gave approval to a request from Advanced Disposal to increase curbside recycling rates \$0.75/month (\$2.53 to \$3.28) effective October 2018, and an additional \$0.75/month in October 2019 (\$3.28 to \$4.03) through September 2020. The \$9.00/year increase is significantly less than the originally proposed \$17.64/year increase presented to the City in early 2018.

To reduce the burden of even higher rates, the City agreed to budget \$45,000 to pay the lesser of recycling disposal fees, either at the Republic Services Material Recovery Facility or at the Polk County Landfill.

The parties also agreed that at the end of the two-year term of the Amended Agreement, the estimated 6000 recycling totes, belonging to Advanced Disposal would be given to the City. Current buy-out of the recycling containers was priced at \$98,790.

The Addendum to the Agreement still provides both parties with a 90-day termination clause. However, if Advanced were to exercise their option during the two-year term, they have agreed to give the residential totes to the City.

City Staff will continue to use its social media platforms and electronic message boards to promote clean recycling and plan to host several recycling events throughout the year.

STAFF RECOMMENDATION: Approve the Addendum to the Recycling Services Agreement and authorize the City Manager to execute on behalf of the City.

**City Commission Meeting
September 6, 2018**

**AGENDA ITEM 8: APPROVE PURCHASE OF ULTRA VIOLET DISINFECTION SYSTEM –
ALLRED TREATMENT PLANT**

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider the proposal for replacement of the Ultra Violet (UV) Disinfection System at the Allred Wastewater Treatment Plant.

ATTACHMENTS:

- . Environmental Equipment Services Proposal – August 3, 2018
- . Chastain Skillman Recommendation Memo – August 3, 2018

ANALYSIS: The City's Allred Wastewater Treatment Plant on Recker Highway operates with an ultra violet disinfection system that was installed in 2003. The system has reached its design service life and is in need of replacing. The UV disinfection system treats the plant's effluent to a public access quality standard which is then piped to the Duke Energy Osprey Power Plant for use in their cooling towers.

Significant improvements have occurred in UV technology over the last fifteen years that result in less maintenance, being more operator friendly, and having significant energy savings. The City's Utility Department staff have proposed replacing the old UV contact system (where the lamps are submerged), with a new non-contact system (where there is no water contact with bulbs or ballasts).

The City specifications include dismantling and removal of the existing UV system and installation of an Enaqua non-contact disinfection system. Enaqua is the only non-contact ultra violet disinfection system available, making the purchase a sole-source procurement. The City will also utilize the services of a factory trained electrical contractor provided for in the proposed scope of work. The proposal for replacement equipment and electrical installation services is as follows:

Environmental Equipment Services, LLC Lakeland	\$648,650
Enaqua Non-contact Disinfection System	

Following the issuance of a purchase order, the estimated lead time to installation and operation is approximately 8 months. This project is a budgeted item in the proposed Fiscal Year 2018-2019 Budget and 5-Year Capital Improvement Plan (CIP). The City's Consulting Engineers, Chastain-Skillman has recommended the Enaqua system as being in the best interest of the City. The return on investment for the new system is estimated at less than 6 years.

STAFF RECOMMENDATION: Award the purchase of the Enaqua Disinfection System for the Allred Wastewater Treatment Plant in the amount of \$648,650 to Environmental Equipment Services, LLC.

City Commission Meeting
September 6, 2018

**AGENDA ITEM 9: ORDINANCE #1574 ANNEXING PROPERTY INTO CITY LIMITS –
BERKLEY RANCH PHASE II**

____ INFORMATION ONLY

 X ACTION REQUESTED

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

ATTACHMENTS:

- . Petition to Annex Property into City limits
- . Proposed Ordinance #1574 Annexing Property into City limits

ANALYSIS: The City has received a petition from Andrew and Margaret Hanzlik to annex 19.52 acres of property into the City limits. The property is located south of and adjacent to the recently annexed Berkley Ranch property, north 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 owner’s request for city utilities and the proposed development of the property for residential use. The property is planned to be developed as Phase II of the Berkley Ranch Planned Development 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. If approved on first reading, the proposed Ordinance will be presented for second and final reading on September 18, 2018.

STAFF RECOMMENDATION: Approve the Ordinance annexing the Hanzlik property into the City limits.

City Commission Meeting
September 6, 2018

AGENDA ITEM 10: FINAL PLAT APPROVAL LAKE MARIANA RESERVE SUBDIVISION PHASE II

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider the Final Plat for phase II of the Lake Mariana Reserve Subdivision.

ATTACHMENTS:

- . Final Plat
- . Engineer's Estimate of Completion

ANALYSIS: The City has received a request to plat Phase II of the Lake Mariana Reserve subdivision. The property is zoned Planned Development Housing 2 (PD-H2) and Phase II consists of 39 lots. Lot sizes vary between 6,250 sq. ft. and 11,200 sq. ft. The development meets all Land Development Regulations including lot size, setbacks, open space, and sidewalk requirements. The City Commission approved the Preliminary Plat on November 16, 2015 by adopting Ordinance #1492.

As provided for in the Land Development Regulations (LDR's) the developer is requesting Final Plat approval before all infrastructure improvements are made. The LDR's allow a developer to post a certified check, which is available to the City, in an amount 120% of the estimated completed construction cost as determined by the engineer. Approval of the Final Plat and acceptance of the certified check allows the developer to sell lots and ensures that the City can complete the necessary improvements, if the developer does not.

The developer's engineer has certified that the remaining construction activities are as follows: surveying work, utility work, landscaping, and sidewalk completion in the common areas. The developer estimates that all necessary improvements will be made by October 31, 2018.

To accomplish the necessary improvements, the developer's engineer has estimated the cost at \$31,895.20. In accordance with the City's LDR's, the City has received a check in the amount of \$38,274.24, or 120% of the cost of improvements. Approval of the Final Plat would acknowledge acceptance of the list of items to be completed, timeframe, and costs.

STAFF RECOMMENDATION: Approval of the Final Plat for Phase II of the Lake Mariana Reserve Subdivision.

**City Commission Meeting
September 6, 2018**

AGENDA ITEM 11: FINAL PLAT APPROVAL WATERCREST SUBDIVISION PHASE I AND II

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider the Final Plat for Phases I and II of the Watercrest Subdivision.

ATTACHMENTS:

- . Final Plat
- . Performance Bond

ANALYSIS: The City has received a request to plat Phase I and Phase II of the Watercrest Subdivision. The subdivision is located at the intersection of Adams Road and Mohawk Road. The property is zoned Planned Development Housing 1 (PD-H1) and consists of 233 lots. Lot sizes are a minimum of 6,000 sq. ft. The development meets all Land Development Regulations including lot size, setbacks, open space, and sidewalk requirements. The City Commission approved the Preliminary Plat on November 7, 2016 by adopting Ordinance #1526.

As provided for in the Land Development Regulations (LDR's) the developer is requesting Final Plat approval before all infrastructure improvements are made. The LDR's allow a developer to post a surety bond, which is available to the City, in an amount 120% of the estimated completed construction cost as determined by the engineer. Approval of the Final Plat and acceptance of the surety bond allows the developer to sell lots and ensures that the City can complete the necessary improvements, if the developer does not.

The developer's engineer has certified that the remaining construction activities are as follows: regrading and sodding stormwater ponds, paving, fencing, electrical installations, and landscaping. The developer estimates that all necessary improvements will be made by August 13, 2019.

To accomplish the necessary improvements, the developer's engineer has estimated the cost at \$645,314.35. In accordance with the City's LDR's, the City has received a check in the amount of \$774,413.22, or 120% of the cost of improvements. Approval of the Final Plat would acknowledge acceptance of the list of items to be completed, timeframe, and costs.

STAFF RECOMMENDATION: Approval of the Final Plats for Phase I and Phase II of the Watercrest Subdivision.