



City of Auburndale

AUBURNDALE, FLORIDA 33823

Office of the City Manager

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CITY COMMISSION MEETING
March 18, 2019 – 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – David Price, First Missionary Baptist Church

PLEDGE OF ALLEGIANCE – Mayor Tim Pospichal

ROLL CALL – City Clerk Shirley Lowrance

APPROVE COMMISSION MINUTES – Regular Meeting – 03/04/2019

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. ORDINANCE #1596 OFFICIAL ZONING MAP AMENDMENT – CG JEANS PROPERTY
2. **PUBLIC HEARING** – OFFICIAL ZONING MAP AMENDMENT – H BLOCK PROPERTY, ADAMS RD
3. ORDINANCE #1597 OFFICIAL ZONING MAP AMENDMENT – H BLOCK PROPERTY, ADAMS RD
4. **PUBLIC HEARING** – LAND USE AND ZONING AMENDMENTS – GANDY STREET PROPERTIES
5. ORDINANCE #1598 FUTURE LAND USE MAP AMENDMENT - WILSON PROPERTY, GANDY ST
6. ORDINANCE #1599 OFFICIAL ZONING MAP AMENDMENT – WILSON PROPERTY, GANDY ST
7. ORDINANCE #1600 FUTURE LAND USE MAP AMENDMENT - JOHNSON PROPERTY, GANDY ST
8. ORDINANCE #1601 OFFICIAL ZONING MAP AMENDMENT – JOHNSON PROPERTY, GANDY ST
9. **PUBLIC HEARING** – FUTURE LAND USE AND ZONING AMENDMENTS – WURTZ PROPERTY
10. ORDINANCE #1602 FUTURE LAND USE MAP AMENDMENT - WURTZ PROPERTY, EAKER ST
11. ORDINANCE #1603 OFFICIAL ZONING MAP AMENDMENT – WURTZ PROPERTY, EAKER ST
12. RENEW & UPDATE JOINT PLANNING AGREEMENT WITH POLK COUNTY
13. REPLACEMENT AGREEMENT FOR CITY SPRAYFIELD - FL DEPARTMENT OF TRANSPORTATION
14. PRESENTATION OF BIDS FOR RESURFACING OF VARIOUS STREETS
15. PRESENTATION OF BIDS FOR EQUIPMENT STORAGE BUILDING AT PUBLIC WORKS FACILITY
16. RESOLUTION #2019-02 AMENDING PERSONNEL POLICY HANDBOOK
17. TEMPORARY STREET CLOSING REQUEST – CHAMBER EVENT/ MARCH 21, 2019

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.

**City Commission Meeting
March 18, 2019**

AGENDA ITEM 1: ORDINANCE #1596 AMENDING ZONING MAP – CG JEANS PROPERTY

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider an Official Zoning Map Amendment.

ATTACHMENTS:

Proposed Ordinance #1596 Amending Official Zoning Map – CG Jeans Property - Adams Road

ANALYSIS: The City has received a request for a Zoning Map Amendment on the following property:

<i>Owner/Petitioner:</i>	Susan Collins/Kyle P. Wilkes, AICP Poulos and Bennett
<i>Location:</i>	lying between Adams Road and Lake Van Road
<i>Current Future Land Use:</i>	Low Density Residential
<i>Current City Zoning:</i>	None
<i>Proposed Zoning Classification:</i>	Planned Development-Housing 1 (PD-H1)
<i>Current use:</i>	Vacant (+/- 120.56 acres)

ANALYSIS: Kyle P. Wilkes of Poulos and Bennett Engineering, on behalf of property owner Ms. Susan Collins, has requested to establish a zoning district of ***Planned Development-Housing 1 (PD-H1)*** on 120.56 +/- acres known as the CG Jeans Road Property.

The City Commission held a Public Hearing on March 4, 2019 to consider the request, which included development of 249 single-family residential lots, with a minimum lot size of 6,900 sq. ft. and minimum lot widths of 60' and 65'. Setbacks were proposed as follows: 23' front setback, 15' front setback on the side of the house for corner lots, a 5' side setback, and a 15' rear setback.

Following the Public Hearing, the City Commission voted to table the issue to the March 18, 2019 Commission Agenda. It was suggested that the developer meet with City Staff to re-address the proposed setbacks and other issues and concerns raised during the meeting. City Staff met with Attorney Bart Allen on Friday March 8, 2019.

The developer has requested to withdraw the current petition and plans to resubmit new plans before the Planning Commission and City Commission in May. The proposed Ordinance will not be used and will be noted in the Official Records of the City. Public Hearings before the Planning Commission and City Commission will be re-advertised.

**City Commission Meeting
March 18, 2019**

AGENDA ITEM 2: PUBLIC HEARING – OFFICIAL ZONING MAP AMENDMENT – H BLOCK

AGENDA ITEM 3: ORDINANCE #1597 OFFICIAL ZONING MAP AMENDMENT – H BLOCK

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider and take public comment on a Zoning Map Amendment.

ATTACHMENTS:

- . Notice of Public Hearing – The Ledger and News Chief – 02/22/2019
- . Excerpt from Planning Commission Meeting – 03/05/2019
- . Location Map
- . Ordinance #1597 Amending the Official Zoning Map & Binding Site Plan – H Block Property

ANALYSIS: The City has received a request to rezone the following property:

<i>Owner/Petitioner:</i>	John Strang/JSK Consulting
<i>Location:</i>	Hwy 559 and Adams Road
<i>Current Future Land Use:</i>	Low Density Residential
<i>Current City Zoning:</i>	Single Family Residential-1 (RS-1)
<i>Proposed Zoning Classification:</i>	Planned Development –Housing 1 (PD-H1)
<i>Current use:</i>	Vacant (104.00 +/- acres)

Matthew Johnson of JSK Consulting on behalf of property owner Mr. John Strang has requested a zoning map amendment on 104 +/- acres from ***Single Family Residential-1 (RS-1)*** to ***Planned Development-Housing 1 (PD-H1)***. As required by the Land Development Regulations (LDR's) for Planned Developments, this request is accompanied by a binding site plan.

This parcel came before the Planning Commission at a Public Hearing on November 6, 2018 with a request for a Planned Development-Housing 1 (PD-H1) zoning district that proposed 227 lots, lot sizes between 7,200-7,800 sq. ft., and lot widths between 60-65 feet. The Planning Commission denied the rezoning request due to incompatibility of the lot size with neighboring subdivisions.

On January 8, 2019 the applicant resubmitted the property before the Planning Commission at a Public Hearing and requested the ***Single Family Residential-2 (RS-2)*** zoning classification. At a Special Meeting January 22, 2019, the Planning Commission made a formal recommendation that the proposal return as a Planned Development, following the RS-2 minimum lot size, and a minimum house size of 1,500 SF. The Planned Development would also allow the developer to address traffic concerns at the intersection of Adams Road and Hwy 559.

A Public Hearing was held on January 28, 2019 before the City Commission to introduce the project and take additional public comment. No action was taken by the City Commission.

As requested, the proposed project was resubmitted to the Planning Commission at a Public Hearing on March 5, 2019. The proposed Zoning classification of **Planned Development Housing -1** will allow the applicant to construct a 201 lot single-family residential subdivision. The overall density for the proposal is two (2) single-family homes per acre, which is consistent with the Comprehensive Plan and Future Land Use of **Low Density Residential** (0-6 units per acre). The proposed amendment is consistent with the **RS-2** zoning district, meeting the minimum lot size of 9,500 SF, the minimum lot width of 70-feet, and minimum setbacks of 25-foot front and 10-foot side and rear. The Planned Development also requires a 1,500 SF minimum house size, which is more than the minimum **RS-2** house size of 1,200 SF.

The binding site plan meets all other Land Development Regulations including five-foot wide sidewalks on both sides of the street, road widths, and length of blocks. The proposed binding site plan includes a recreation and amenity area on the southeastern side of the neighborhood that may include a clubhouse, pool, meeting rooms, restrooms, and other recreational activities.

Significant discussion was held during the Planning Commission Public Hearing on January 8, 2019 related to traffic concerns along Adams Road. Traffic studies show that with the build out of the H Block and several other subdivisions planned on Adams Road, the intersection of Hwy 559 and Adams Road would be a Level of Service "F" at peak hours. The developer has agreed to contribute their proportionate fair share towards the improvements of the Hwy 559 and Adams Road intersection. A note is provided on the binding site plan that states the developer will enter into a Developer's Agreement with the City prior to platting to address these improvements and a financial commitment.

The City and County are partnering with the developer of this project and the CG Jeans project further east on Adams Road, to identify what improvements will be required to alleviate the failing level of service and establish concurrency. In addition to the intersection improvements, this project is proposing to construct a second entrance that will help alleviate the intersection congestion. This second entrance is proposed to be constructed prior to the construction of homes in Phase 2 of the subdivision and would be a future connection to the 30 acres of commercial currently provided for on Hwy 559.

The requested zoning district of **Planned Development-Housing 1 (PD-H1)** is compatible with the existing underlying land use of **Low Density Residential**, existing development trends in the neighborhood, and Chapter 6, Planned Developments, of the Land Development Regulations.

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 April 1, 2019.

PLANNING COMMISSION RECOMMENDATION: Approval of the Zoning Map Amendment (7-0) 03/05/2019

STAFF RECOMMENDATION: Approval of the proposed Planned Development-Housing 1 (PD-H1) Zoning Map Amendment and Binding Site Plan.

**City Commission Meeting
March 18, 2019**

AGENDA ITEM 4: PUBLIC HEARING – LAND USE AND ZONING AMENDMENTS – GANDY STREET

AGENDA ITEM 5: ORDINANCE #1598 LAND USE MAP AMENDMENT - WILSON PROPERTY

AGENDA ITEM 6: ORDINANCE #1599 ZONING MAP AMENDMENT – WILSON PROPERTY

AGENDA ITEM 7: ORDINANCE #1600 LAND USE MAP AMENDMENT - JOHNSON PROPERTY

AGENDA ITEM 8: ORDINANCE #1601 ZONING MAP AMENDMENT – JOHNSON PROPERTY

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider and take public comment on two (2) Future Land Use Map Amendments and two (2) Official Zoning Map Amendments located on Gandy Street.

ATTACHMENTS:

- . Notice of Public Hearing – The Ledger and News Chief - 02/22/2019
- . Excerpt from Planning Commission Meeting – 03/05/2019
- . Location Map
- . Ordinance #1598 Amending Future Land Use Map – Wilson Property
- . Ordinance #1599 Amending Official Zoning Map – Wilson Property
- . Ordinance #1600 Amending Future Land Use Map – Johnson Property
- . Ordinance #1601 Amending Official Zoning Map – Johnson Property

ANALYSIS: As a result of annexation, the City is requested to establish Future Land Use and Zoning designations on the following properties:

<i>Owner/Petitioner (1):</i>	Stanley Wilson (Edward Hicks, Original Owner/Petitioner)
<i>Location:</i>	235 Gandy Street – 0.44 acres
<i>Owner/Petitioner (2):</i>	Joe Johnson
<i>Location:</i>	225 Gandy Street – 0.44 acres
<i>Current County Land Use (1 & 2):</i>	Residential Suburban (RS)
<i>Proposed City Land Use (1 & 2):</i>	Low Density Residential
<i>Proposed Zoning Classification (1 & 2):</i>	Single-Family Residential-3 (RS-3)
<i>Current use:</i>	Residential Unit (235 Gandy St) / Vacant Lot (225 Gandy St)

The Wilson property at 235 Gandy Street and the adjacent Johnson property at 225 Gandy Street were both, recently annexed into the City limits. The two properties currently have a Polk County Land Use designation of *Residential Suburban (RS)*. The proposed City Future Land Use classification of ***Low Density Residential*** and City Zoning classification of ***Single-Family Residential-3 (RS-3)*** is compatible with the current Polk County designation, the City's Comprehensive Plan, the City's Land Development Regulations, and surrounding residential development.

There is currently a residential unit on the Wilson property at 235 Gandy Street with City water service. Mr. Johnson plans to build a home on his property at 225 Gandy Street.

The proposed Ordinances were prepared by the Community Development Department 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 April 1, 2019.

PLANNING COMMISSION RECOMMENDATION: Approval of the Amendments (7-0) – 03/05/2019

STAFF RECOMMENDATION: Approval of the Future Land Use Map and Zoning Map Amendments.

**City Commission Meeting
March 18, 2019**

AGENDA ITEM 9: PUBLIC HEARING – LAND USE AND ZONING AMENDMENTS – EAKER ST

AGENDA ITEM 10: ORDINANCE #1602 LAND USE MAP AMENDMENT - WURTZ PROPERTY

AGENDA ITEM 11: ORDINANCE #1603 ZONING MAP AMENDMENT – WURTZ PROPERTY

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider and take public comment on a Future Land Use Map Amendment and Zoning Map Amendment.

ATTACHMENTS:

- . Notice of Public Hearing – The Ledger and News Chief - 02/22/2019
- . Excerpt from Planning Commission Meeting – 03/05/2019
- . Ordinance #1602 Amending Future Land Use Map – Wurtz Property
- . Ordinance #1603 Amending Official Zoning Map – Wurtz Property

ANALYSIS: As a result of annexation, the City has received a request for a Future Land Use Map Amendment and Zoning Map Amendment on the following property:

<i>Owner/Petitioner:</i>	Betty Wurtz/Jack Myers
<i>Location:</i>	US Hwy 92, Eaker St. and Bridgers Ave.
<i>Current Polk County Future Land Use:</i>	Commercial Enclave (CE)
<i>Proposed Future Land Use:</i>	Industrial and Commercial Corridor
<i>Proposed Zoning Classification:</i>	Light Industrial (LI) and Highway Commercial (CH)
<i>Current use:</i>	Vacant Commercial (2.42 acres)

On March 4, 2019, the City annexed approximately +/- 2.42 acres into the Auburndale City Limits owned by Betty Wurtz. The property is located on US Hwy 92 and also has frontage on Eaker Street and Bridgers Avenue.

The property currently has a Polk County Land Use designation of Commercial Enclave (CE). The requested Future Land Use designations of ***Industrial*** and ***Commercial Corridor*** and Zoning districts of ***Light Industrial (LI)*** and ***Highway Commercial*** are compatible with Future Land Use and Zoning designations on adjacent properties to the east and west. The amendments allow for a transition from Heavy Industrial (HI) to the northeast and from Commercial Highway (CH) to the west.

The request would allow the vacant buildings onsite and the vacant open areas to be redeveloped into a sales and storage building for a new small business. The requested Future Land Use and Zoning Map amendments are consistent with the City of Auburndale's Comprehensive Plan and Land Development Regulations.

The proposed Ordinances were prepared by the Community Development Department 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 April 1, 2019.

PLANNING COMMISSION RECOMMENDATION: Approval of the Amendment (7-0) – 03/05/2019

STAFF RECOMMENDATION: Approval of the Future Land Use Map and Zoning Map Amendments.

**City Commission Meeting
March 18, 2019**

AGENDA ITEM 12: RENEW & UPDATE JOINT PLANNING AGREEMENT WITH POLK COUNTY

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider renewal and updating the Joint Planning Area Agreement with Polk County.

ATTACHMENTS:

Joint Planning Area and Interlocal Agreement between the City of Auburndale and Polk County

ANALYSIS: In 2009, the City of Auburndale and the Polk County Board of County Commissioners (BOCC) entered into a Joint Planning Area Interlocal Agreement. The adoption of the Agreement followed several years of discussion with Polk County, the Central Florida Regional Planning Council (CFRPC) and the Florida Department of Community Affairs regarding the City's goal to establish a unified approach to planning for coordinated growth in the north Auburndale area and west toward the Polk Parkway.

The Interlocal Agreement established a Joint Planning Area (JPA) with Polk County that serves as a guide to the City and County regarding policies for future growth with the boundaries of the JPA. The Interlocal Agreement assists both governments to better identify areas proposed for future municipal services, and to better coordinate government services by avoiding the creation of incompatible land uses near common boundaries.

The City of Auburndale has incorporated several of the planning initiatives of the JPA process into the City's Land Development Regulations, including the creation of an overlay district and providing architectural design standards (Ordinance #1504 – April 2016).

The proposed Interlocal Agreement renews and updates the previously adopted 2009 Agreement. The updates include the following:

- . Deletes references to the Polk Commerce Centre Community Redevelopment Agency (CRA). The County is scheduled to sunset the CRA at its Board Meeting March 19, 2019.
- . Revises references to the USF Polytechnic University to reflect Florida Polytechnic University.
- . Deletes references to the State Comprehensive Plan by name. (Florida Statutes 163.3177 repealed provisions of Rule 9J-5, F. A. C.).
- . Provides a 1-year term for the Agreement to allow both parties the opportunity to amend.

The Polk County BOCC will consider renewal and updating the JPA Agreement at their scheduled meeting on Tuesday, March 19, 2019.

STAFF RECOMMENDATION: Approval of the Joint Planning Area and Interlocal Agreement.

**City Commission Meeting
March 18, 2019**

**AGENDA ITEM 13: REPLACEMENT AGREEMENT FOR CITY SPRAYFIELD –
FLORIDA DEPARTMENT OF TRANSPORTATION**

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider an Agreement with the Florida Department of Transportation for replacing the City's Braddock Road Sprayfield.

ATTACHMENTS:

Functional Replacement Agreement for City of Auburndale Sprayfield

ANALYSIS: In September 2016, the City Commission approved a land swap with J. Everett Allen & Sons, Inc. as part of the FDOT SUNTRAX Test facility project and to encourage additional economic development in the area. The City owned 129 acres lying east of the Polk Parkway and north of Braddock Road, and the 16-acre Allen property was located west of the Polk Parkway and immediately adjacent to the north and south of the City's Regional Wastewater Treatment Facility. The City continues to maintain and operate a permitted sprayfield on the 129 acres now belonging to Allen & Sons. Replacing the current sprayfield property was an important consideration in moving the FDOT project forward.

ACT Environmental and Infrastructure was contracted by the parties to perform a hydrologic investigation of the Allen property to evaluate the site capacity for accepting and disposing of the City's treated wastewater effluent. ACT and the City's Consulting Engineer Chastain-Skillman worked together to insure the swapped property would meet or exceed the existing permitted capacity of the existing sprayfield. Based on all the analysis performed and modeling results suggests the swapped property could reasonably accept 1,060,000 gpd of traded wastewater discharge equal to the City's existing sprayfield.

Additional studies were performed for endangered species and other environmental matters on the Allen property. Those studies were completed in 2017 and 2018 clearing the property for use by the City.

The proposed Agreement between the City and the Florida Department of Transportation and Florida's Turnpike Enterprise provides the necessary funding for the sprayfield replacement. The total estimated cost of the sprayfield replacement is \$3,891,404. The proposed Agreement is consistent with the 2016 Property Swap Agreement that stipulates that the relocation of the sprayfield infrastructure would be at no cost to the City.

All properties being considered in the exchange were annexed into the City limits, designated with appropriate Land Use and Zoning Designations, and properly permitted by the Florida Department of Environmental Protection.

The proposed Agreement was prepared by FDOT and reviewed by the City Manager, City Attorney, and Public Works Director.

STAFF RECOMMENDATION: Approval of the Agreement for Replacement of the City's Braddock Road Sprayfield with FDOT.

**City Commission Meeting
March 18, 2019**

AGENDA ITEM 14: PRESENTATION OF BIDS FOR RESURFACING OF VARIOUS STREETS

___ INFORMATION ONLY

___ X ACTION REQUESTED

ISSUE: The City Commission will consider bids for resurfacing various streets.

ATTACHMENTS:

- . Advertisement for Bids – January 12, 2019
- . Bids Received (6)

ANALYSIS: The City has advertised and requested bids to resurface the following four (4) areas:

- A. Lake Whistler Estates & Arietta Point
 - . Crestview Drive
 - . Shoreland Drive
 - . Kinsmen Drive
 - . Brentwood Drive
 - . Amesbury Drive
 - . Kirkland Lake Drive
- B. Ramsgate Road & Side Streets
 - . Ramsgate Road
 - . Lake Ariana Blvd. – Pearl Street to Ariana/Lena Canal
 - . Lake Ariana Blvd. – Off of Ramsgate Road, Next to Lake Ariana Park
 - . Ralford Road
 - . Great Barford Street
 - . Barford Street
 - . Reidgate Road
 - . Chestnut Road – Ramsgate Road to Pearl Street
- C. Cory Court
- D. Hillgrove Lane
- E. Owens Circle

The following six (6) bids were received:

. Hubbard Construction, Lakeland	\$468,929.70 *
. Tucker Paving, Winter Haven	\$498,500.00
. Preferred Materials, Orlando	\$515,000.00
. General Asphalt, Lakeland	\$519,463.26
. CWR Contracting, Plant City	\$539,527.00
. AAA Top Quality Asphalt, Winter Haven	\$594,830.00

* Adjusted bid based on corrected milling quantity

Funding for this project is provided in the FY 2018-2019 Budget (\$500,000.00)

STAFF RECOMMENDATION: Award the bid to Hubbard Construction in the amount of \$468,929.70.

**City Commission Meeting
March 18, 2019**

**AGENDA ITEM 15: PRESENTATION OF BIDS FOR EQUIPMENT STORAGE BUILDING
AT PUBLIC WORKS FACILITY**

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider bids for an additional equipment storage building at the City's Public Works Facility.

ATTACHMENTS:

- . Advertisement for Bids – February 4, 2019
- . Bid Specifications
- . Proposals Received (3)

ANALYSIS: The Public Works Department 5-year Capital Improvement Program (CIP) includes the construction of an additional equipment storage building at the City's Public Works facility. The new shed space is similar to the existing bay space and will be used to park sanitation and street division vehicles.

An invitation to bid was advertised in the local media on February 4, 2019. The City received the following bids:

Equipment Storage Building

Everett Whitehead & Sons, Inc., Winter Haven	\$ 55,717.00
Tucker Construction & Engineering, Winter Haven	\$ 73,999.00
L. Cobb Construction, Wauchula	\$ 83,967.00

Everett Whitehead & Sons, Inc. was the low bid to construct the equipment storage building. The City has had positive work experiences with the contractors. The bids were reviewed by the Public Works Director, Building Official, and City Manager.

This is a budgeted project in the current Fiscal Year 2018-19 at \$85,000.

STAFF RECOMMENDATION: Award the bid to Everett Whitehead & Sons in the amount of \$55,717.00 to construct the equipment storage building at the Public Works facility.

**City Commission Meeting
March 18, 2019**

AGENDA ITEM 16: RESOLUTION 2019-02 AMENDING PERSONNEL POLICY HANDBOOK

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Resolution amending the Personnel Policy Handbook.

ATTACHMENTS:

Resolution 2019-02 Amending City Personnel Policy Handbook

ANALYSIS: 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.

The proposed Resolution amends the following personnel policies:

Section 1 – Requires employee to lock Electronic Communication Devices (ECD) rather than log off when leaving their workstation, sets a maximum of thirty (30) minutes before an automatic session lock will occur to an ECD, sets the number of incorrect password attempts at five (5) before an automatic ten (10) minutes session lock, and establishes employee password authentication attributes.

3.15 Electronic Communications

A.

6. Employees may use only assigned access Internet service accounts. To avoid breaches of security, employees shall ~~log-off~~lock any ECD which has access to the agency's computer network, electronic mail system, the internet or sensitive information whenever they leave their workstation. The information system shall prevent further access to the system by initiating a session lock after a maximum of thirty (30) minutes of inactivity. The session lock shall remain in effect until the user re-establishes access to the system using appropriate identification and authentication sign-on procedures. The information system shall prevent further login attempts for ten (10) minutes after five (5) failed login attempts.

11. The agency shall follow the secure password attributes listed to authenticate an employee's unique identification. An employee's password shall:

- a. Be a minimum length of eight (8) characters on all systems;
- b. Not be a dictionary word or proper name;
- c. Not be the same as the user identification;
- d. Expire within a maximum of a hundred eighty (180 days) calendar days;
- e. Not be identical to the previous ten (10) passwords;
- f. Not be changed again within one (1) day;
- g. Not be transmitted in the clear (unencrypted) outside the secure location;
- h. Not be displayed when entered; and
- i. Some departments may establish more stringent restrictions.

** Current 11.) will need to be changed to 12.) due to the additional rule.

Section 2 – Requires employees to maintain all required certifications and licenses while in an authorized leave status.

4.18 Restricted Duty Assignment

F.

4. Failure to maintain all required certifications and licenses and remain in authorized leave status may result in termination.

Section 3 – Adds language that may allow for employees to be indefinitely suspended with or without pay if they are charged with a felony or misdemeanor opposed to being indicted for crimes involving moral turpitude.

9.07 Dismissal or Discharge

D.

2. An employee may be indefinitely suspended with or without pay if they have been charged with or indicted for a felony or for a misdemeanor, ~~involving moral turpitude~~. The suspension shall be terminated by restoration to the Career Service or by dismissal upon the decision of the court. If the employee is restored to the Career Service, full pay for the entire period of suspension will be paid and eligibility for merit pay increase and accrual of leave credits shall not have been interrupted by the suspension.

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.

STAFF RECOMMENDATION: Approval of Resolution 2019-02.

City Commission Meeting
March 18, 2019

AGENDA ITEM 17: TEMPORARY STREET CLOSING REQUEST – CHAMBER EVENT (03/21/2019)

INFORMATION ONLY

ACTION REQUESTED

ISSUE: The City Commission will consider a temporary street closing request.

ATTACHMENTS:

. None

ANALYSIS: The Auburndale Chamber of Commerce has requested a temporary street closing of West Park Street from City Hall to SR 559 on Thursday, March 21, 2019 between 4 pm and 7pm. The request is to accommodate a Chamber social event at the offices of Larry Walker, State Farm Insurance. Plans are to use the closed street to accommodate antique vehicles.

STAFF RECOMMENDATION: Staff has no objections to the request.