

Minutes of the Regular Meeting of the City Commission of the City of Auburndale held April 15, 2019 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 Bob Bauer, Orange Street Church of Christ and a salute to the flag.

Motion by Commissioner Dorothea Taylor Bogert, seconded by Commissioner Keith Cowie, to approve the City Commission Minutes of the April 1, 2019 Meeting. Upon vote, all ayes.

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

1. ORDINANCE NO. 1604 FUTURE LAND USE MAP AMENDMENT – 5 STAR PROPERTY

City Manager Green said the first two items on the Agenda are under old business, approved at the last meeting. JSK Consulting on behalf of property owner 5-Star Family Growers is requesting a Large-Scale Future Land Use and Zoning Map Amendment. The current Future Land Use is Regional Activity Center and the current Zoning District is Light Industrial. The property is located at the end of Denton Avenue and is currently in agricultural use for growing blueberries. The site is adjacent to the Lake Myrtle Sports Complex. The owners have proposed developing the property as a RV Resort with 436 sites. To accommodate the requested use, the Future Land Use classification will need to be changed to Tourism Commercial Center or TCC and require a compliance review by the Florida Department of Economic Opportunity, given the property is larger than ten acres. The proposed Future Land Use of Tourism Commercial Center is intended to provide for tourist, recreational needs, and entertainment activities. Typical tenants of the TCC classification are theme parks, hotels, motels, RV parks, restaurants, service stations, gift shops, miniature golf, and entertainment activities. In January 2019, the proposed land use designation was transmitted to the Florida Department of Economic Opportunity for a compliance review. The City received notice from the State of no comments or objections to the Amendment. The proposed City Zoning is Planned Development RV Park. As required by Chapter 6 of the City's Land Development Regulations, this proposed zoning is accompanied by a binding site plan that demonstrates the appropriate buffering, setbacks, open space, access and other requirements of the 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 April 1, 2019 and are being presented for second and final reading. The Planning Commission recommended approval of the proposed Land Use and Zoning Amendments on January 8, 2019. They have recommended approval of both the Land Use and the Zoning. The City did submit a transmittal to the State for review and received a letter with no objections on March 6, 2019. Staff recommended approval of the Land Use Map and the Zoning Map Amendments. He went over the roadmap for the planning and development of the project and described each step along the development path. They are requesting 436 lots, with 40 feet set back, the minimum lot size 1,500 sf, and lot dimensions 30 feet by 50 feet. They move to Construction Plan Application with staff, as the property stays under the single ownership. He displayed the location map of the 5 Star property, the Future Land Use Map, and the Zoning Map. If the property owner wanted to do anything other than what the Binding Site plan shows, it has to come back to the Planning Commission and City Commission for Public Hearings. Staff recommended approval of the Future Land Use Map and Zoning Map Amendment.

City Attorney Kee read Ordinance No. 1604, which was presented and passed on first reading on April 1, 2019, by title only.

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

Motion by Commissioner Richard Hamann, seconded by Commissioner Dorothea Taylor Bogert, to approve Ordinance No. 1604, as read on second and final reading by title only. Upon vote, all ayes.

2. ORDINANCE NO. 1605 OFFICIAL ZONING MAP AMENDMENT – 5 STAR PROPERTY

City Manager Green said now that the Future Land Use designation has been established as Tourism Commercial Center to accommodate the development the City needs to establish the zoning. The current zoning needs to be changed to Planned Development RV Park. Staff recommended approval.

City Attorney Kee read Ordinance No. 1605, which was presented and passed on first reading on April 1, 2019, by title only.

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

Motion by Commissioner Keith Cowie, seconded by Commissioner Dorothea Taylor Bogert, to approve Ordinance No. 1605, as read on second and final reading by title only. Upon vote, all ayes.

3. ORDINANCE NO. 1606 ANNEXING PROPERTY INTO CITY LIMITS – GAPWAY/OLD BERKLEY

City Manager Green said the City has received a petition from the Gapway Groves Corporation to annex 18.21 acres of property into the City limits. He displayed the property map. The property is located on Old Berkley Road just north of Gapway Road. The property is contiguous with existing City limits to the north on property also owned by Gapway Groves. The property is currently vacant pasture land. Not all of the adjacent property in this parcel is currently being annexed into the City limits. This is to avoid creating an enclave of properties in unincorporated Polk County. The property currently has a Polk County Land Use designation of Residential Low-1. Establishing a City 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 May 6, 2019. He displayed the property being annexed and the property to the south not being annexed, to avoid an enclave. Staff recommended approval of the Ordinance annexing property into the City.

City Attorney Kee read Ordinance No. 1606 entitled: **AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE CITY OF AUBURNDALE, FLORIDA, SO AS TO INCLUDE THEREIN ADDITIONAL TERRITORY LYING CONTIGUOUS AND ADJACENT TO THE PRESENT BOUNDARIES OF THE CITY; DESCRIBING SAID ADDITIONAL TERRITORY; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE (General Location: Old Berkley Road and Gapway Road)**, 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. 1606, as read on first reading by title only. Upon vote, all ayes.

4. PRESENTATION OF PAYROLL – FY 2020 AND FY 2021 ANNUAL BUDGETS

City Manager Green said City Staff has started the process of preparing the Fiscal Year 2020 and Fiscal Year 2021 Biennial Budgets. Each month leading up to and in advance of this year's Proposed Budget Presentation on August 5, 2019, the Commission and Staff will publicly address various sections of the Budget. He explained the budgets must balance in total for revenues and expenditures and by Fund – General Fund, Utilities Fund, and Community Redevelopment Agency. He said we will present the Capital Expenditures in May, Operating expenses and non-departmental operating expenses in June, and Revenue in July. In September 2018, the Commission gave approval to the FY 2018-2019 Budget and conceptual Budget FY 2019-2020. Tonight we start talking about the FY 20-21 Budget. He said each year they do a payroll salary survey or Employee Compensation Analysis prepared by a Professor at the University of South Florida through Creative Insight. We compare our salaries to like Florida cities that are either 10% above or 10% below. He displayed the listing of cities compared with. We also compare ourselves to the local market regardless of the population. The comparable cities are: Bartow, Haines City, Lake Wales, and Winter Haven. He said Lake Wales is the only City on the State population list and the local comparison. We identify salaries that are 20% below an average and make adjustments for the positions. The threshold of 20% below average is reviewed for every position and consideration given for new hires, step pay increases, etc. He said we are very pleased with the comparison process. In our current Budget we funded two new Police Officer positions as a result of the Police Department identifying several years ago the need to get into the North Auburndale area with another patrol unit. He explained the planning used to add the Police Officer positions in FY 17-18, FY 18-19 and FY 19-20. The two officers in 19-20 will allow for the new Auburndale zone. The Community Development Department has experienced growth and requested a new Building Inspector position for FY 19-20. The Fire Department has requested for FY 20-21 an Administrative Assistant position rather than the Extra Help position with 20 hours worked weekly. We are currently at 174 employees, which is exactly what we had in 2011. He said the highest employee count was 195 in 2007, which included Police Dispatch and Fleet Maintenance. We contracted the Police Dispatch to the Sheriff Department and the Fleet Maintenance to Polk County. The proposed FY 19-20 employee count is 177 and 178 in FY 20-21. He displayed the staffing counts by Departments. He explained the Deputy Finance Director will be moving to the Finance Department rather than working in the Utility Billing Department. The proposal for FY 19-20 provides for a 3% cost of living increase and no salary adjustment for the second year. The City provides Longevity pay to employees after five years at the rate of \$8 a month x the number of years. In FY 19-20, 97 employees or 55% of the employees will receive Longevity. The number has gone down and we feel it is a result of the economy being better. He said people are still shopping to find that right job. In FY 20-21, the employees receiving Longevity is 109 or 61%. The City provides for automatic Step Pay increases of 2% for the completion of probation, four years, six years, or eight years with the City. Next year we have 48 employees who will receive step pay increases and 22 of those will get the probation step. He said this shows that there are new workers coming into the workforce with the City. In the second year, 29 employees receive the automatic step pay. He said Commission Day will be August 12 for a work session, if necessary. The Public Hearings for the Budget will be held on September 5 and September 17. We cannot hold our Public Hearings on the same night as the County Commission and School Board, so we move our meeting dates. Staff recommend tentative approval of the Payroll section of the Budget. He said adjustments will be made to the totals depending upon staffing changes or additional responsibility assigned to an employee.

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

Motion by Commissioner Bill Sterling, seconded by Commissioner Richard Hamann, to approve the tentative Payroll Budget for FY 19-20 and FY 20-21. Upon vote, all ayes.

Meeting adjourned at 7:32 p.m.

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

Expenditures in May, Operating expenses and non-departmental operating expenses in June, and Revenue in July. In September 2018, the Commission gave approval to the FY 2018-2019 Budget and conceptual Budget FY 2019-2020. Tonight we start talking about the FY 20-21 Budget. He said each year they do a payroll salary survey or Employee Compensation Analysis prepared by a Professor at the University of South Florida through Creative Insight. We compare our salaries to like Florida cities that are either 10% above or 10% below. He displayed the listing of cities compared with. We also compare ourselves to the local market regardless of the population. The comparable cities are: Bartow, Haines City, Lake Wales, and Winter Haven. He said Lake Wales is the only City on the State population list and the local comparison. We identify salaries that are 20% below an average and make adjustments for the positions. The threshold of 20% below average is reviewed for every position and consideration given for new hires, step pay increases, etc. He said we are very pleased with the comparison process. In our current Budget we funded two new Police Officer positions as a result of the Police Department identifying several years ago the need to get into the North Auburndale area with another patrol unit. He explained the planning used to add the Police Officer positions in FY 17-18, FY 18-19 and FY 19-20. The two officers in 19-20 will allow for the new Auburndale zone. The Community Development Department has experienced growth and requested a new Building Inspector position for FY 19-20. The Fire Department has requested for FY 20-21 an Administrative Assistant position rather than the Extra Help position with 20 hours worked weekly. We are currently at 174 employees, which is exactly what we had in 2011. He said the highest employee count was 195 in 2007, which included Police Dispatch and Fleet Maintenance. We contracted the Police Dispatch to the Sheriff Department and the Fleet Maintenance to Polk County. The proposed FY 19-20 employee count is 177 and 178 in FY 20-21. He displayed the staffing counts by Departments. He explained the Deputy Finance Director will be moving to the Finance Department rather than working in the Utility Billing Department. The proposal for FY 19-20 provides for a 3% cost of living increase and no salary adjustment for the second year. The City provides Longevity pay to employees after five years at the rate of \$8 a month x the number of years. In FY 19-20, 97 employees or 55% of the employees will receive Longevity. The number has gone down and we feel it is a result of the economy being better. He said people are still shopping to find that right job. In FY 20-21, the employees receiving Longevity is 109 or 61%. The City provides for automatic Step Pay increases of 2% for the completion of probation, four years, six years, or eight years with the City. Next year we have 48 employees who will receive step pay increases and 22 of those will get the probation step. He said this shows that there are new workers coming into the workforce with the City. In the second year, 29 employees receive the automatic step pay. He said Commission Day will be August 12 for a work session, if necessary. The Public Hearings for the Budget will be held on September 5 and September 17. We cannot hold our Public Hearings on the same night as the County Commission and School Board, so we move our meeting dates. Staff recommend tentative approval of the Payroll section of the Budget. He said adjustments will be made to the totals depending upon staffing changes or additional responsibility assigned to an employee.

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Shirley A. Lowrance, Finance Director/City Clerk