



City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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CITY COMMISSION MEETING
Tuesday September 17, 2019 – 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 – 09/05/2019

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. **PUBLIC HEARING** – FY 2019 TAX MILLAGE LEVY & ANNUAL BUDGET
2. ORDINANCE #1617 ADOPTING FY 2019 TAX MILLAGE LEVY
3. ORDINANCE #1618 ADOPTING FY 2019 & FY 2020 ANNUAL BUDGETS
4. ORDINANCE #1619 AMENDING FUTURE LAND USE MAP – AUBURN COVE PHASE 3
5. ORDINANCE #1620 AMENDING OFFICIAL ZONING MAP – AUBURN COVE PHASE 3
6. FINAL PLAT APPROVAL – AUBURN MANOR
7. RESOLUTION #2019-09 AMENDING LONGEVITY PAY PLAN

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

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
September 17, 2019**

AGENDA ITEM 1: PUBLIC HEARING – FY 2019-2020 TAX MILLAGE LEVY & ANNUAL BUDGET

AGENDA ITEM 2: ORDINANCE #1617 ADOPTING FY 2020 TAX MILLAGE LEVY

AGENDA ITEM 3: ORDINANCE #1618 ADOPTING FY 2020 & FY 2021 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 2020 and FY 2021 Annual Budgets.

ATTACHMENTS:

- . Proposed Contingency Changes - FY 2019/2020 and FY 2020/2021
- . Adjusted Fund Totals - FY 2019/2020 and FY 2020/2021
- . Proposed Ordinance #1617 Adopting Tax Millage Rate
- . Proposed Ordinance #1618 Adopting FY 2020 & FY 2021 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 second of two (2) required Public Hearings with the first being held on September 5, 2019.

The proposed Budget for FY 2020 is balanced with Total Revenue and Total Expenditures of \$49,103,865 before interfund transfers. Expenditures include general operating expenses of \$31,734,488. Capital Improvements of \$17,256,500 and Contingency Reserve of \$196,813. The Proposed FY 2020 and 2021 Budgets includes all changes made during the Regular City Commission meetings of April 15, 2019 (Payroll), June 3, 2019 (Capital Outlay), June 17, 2019 (Expenditures), and July 15, 2019 (Revenues). Each of the City's three funds including General Fund, Community Redevelopment Agency Fund and Utility Fund are also balanced.

Revenues from ad-valorem taxes for FY 2020 and FY 2021 are estimated at \$5,230,000 and based upon the current operating millage rate of 4.2515.

The FY 2020 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". The first two years of the CIP have been incorporated into the proposed two-year Budget.

A balanced FY 2021 Budget (2nd Year Budget) is also being presented for the Commission's conceptual approval. The FY 2021 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.

Changes to the proposed Biennial Budget will be presented by staff during the Public Hearing and before Commission action.

The proposed Ordinances were prepared by the Finance Director and reviewed by the City Manager and City Attorney. The proposed Ordinances were approved on first reading September 5, 2019 and are being presented for second and final reading.

STAFF RECOMMENDATION: Approve the proposed Ordinance establishing the tax millage levy and the proposed Ordinance adopting the FY 2020 and FY 2021 Annual Budgets.

**City Commission Meeting
September 17, 2019**

AGENDA ITEM 4: ORDINANCE #1619 AMENDING FUTURE LAND USE MAP – AUBURN COVE (3)

AGENDA ITEM 5: ORDINANCE #1620 AMENDING OFFICIAL ZONING MAP - AUBURN COVE (3)

__ 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:

- . Ordinance #1619 Amending Future Land Use Map – Auburn Cove Phase 3
- . Ordinance #1620 Amending Official Zoning Map – Auburn Cove Phase 3

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

Auburn Cove Property (formerly Berkley Ranch)

Owner/Petitioner:	Hunter Engineering, Inc. on behalf of Augustus Davis
Location:	Berkley Road and Pearce Road
Current Use:	Vacant (20.11 acres)
Current Polk County Future Land Use:	Residential Low-4X; Preservation-X
Proposed City Future Land Use:	Low Density Residential; Conservation Wetland
Proposed City Zoning Classification:	Planned Development-Housing 2 (PD-H2)

Phase 1 of the Berkley Ranch Subdivision was approved by the City Commission in September 2018 with a Future Land Use designation of **Low Density Residential**. **Phase 2** of the Subdivision was approved by the City Commission in January 2019 with the same designation. The investors of the Subdivision have under contract an adjacent 20.11 acres owned by Augustus Davis which is now being considered as **Phase 3** of the subdivision, and being renamed Auburn Cove. The property is currently vacant and is proposed for a 58-lot single family residential subdivision.

As a result of the annexation of the adjacent property into the Auburndale City limits on July 1, 2019, and the property exceeding ten (10) acres in size, the property is required to go through the City's Comprehensive Plan Large-Scale Future Land Use and Zoning Map amendment process including being forwarded to the Florida Department of Economic Opportunity (DEO) for compliance review.

The proposed City Future Land Uses of **Low Density Residential** and **Conservation Wetland** are consistent with the Polk County Future Land Uses of *Residential Low-4X and Preservation-X*, which are currently applied to the property. The proposed Land Use is also consistent with surrounding development including Phases 1 and 2 of the proposed subdivision, the City's Land Development Regulations, Comprehensive Plan, and the Joint Planning Agreement with Polk County.

The proposed Future Land Use of **Low Density Residential** and **Conservation Wetland** was submitted to the Department of Economic Opportunity (DEO) for an Expedited State Review. On August 8, 2019, the City received the State response with no comments, objections, or recommendations.

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 September 5, 2019 and is being presented for second and final reading.

PLANNING COMMISSION RECOMMENDATION: Approval of the proposed Land Use (5-0) – 07/02/2019

STAFF RECOMMENDATION: Approval of the proposed Ordinance amending the Land Use Map.

In order to develop the property with the 58-lot single family residential subdivision, the applicant has requested a Zoning classification of **Planned Development-Housing 2 (PD-H2)**. Phase 3 of the Auburn Cove Subdivision would be accessed through Phase 2 and a new entrance off Pearce Road, a County maintained road. Average lot sizes requested are 60'x120' to 80'x120'. Setbacks for the subdivision would have the following setbacks: 25' front, 5' side, and 10' rear which are all consistent with Phases 1 and 2 of the subdivision.

As required by Chapter 6 of the City's Land Development Regulations (LDRs), this proposed Planned Development-Housing 2 (PD-H2) zoning is accompanied by a binding site plan that demonstrates the appropriate setbacks, open space, access and other City 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 City Zoning of **Planned Development-Housing 2 (PD-H2)** is consistent with the surrounding developments including Phases 1 and 2 of the proposed subdivision, the City's Land Development Regulations, Comprehensive Plan, and the Joint Planning Agreement with Polk County.

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 September 5, 2019 and is being presented for second and final reading.

PLANNING COMMISSION RECOMMENDATION: Approval of the proposed Zoning (5-0) – 07/02/2019

STAFF RECOMMENDATION: Approval of the proposed Ordinance amending the Zoning Map.

**City Commission Meeting
September 17, 2019**

AGENDA ITEM 6: FINAL PLAT APPROVAL – AUBURN MANOR

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider the Final Plat for the Auburn Manor Subdivision.

ATTACHMENTS:

- . Final Plat
- . Surety Bond – Arch Insurance – 09/11/2019
- . Engineer’s Cost Estimate – Sloan Engineering Group – 09/05/2019

ANALYSIS: The City has received a request to plat the Auburn Manor Subdivision, formerly known as the 5-Point Estates subdivision. The property is located on Old Lake Alfred Road and is zoned *General Residential – 1 (RG-1)*.

The City Commission approved the Preliminary Plat on February 18, 2019. The subdivision consists of 63 lots and the minimum lot size is 7,200 SF, which meets the RG-1 zoning regulations. The development meets all Land Development Regulations including lot size, setbacks, open space, and sidewalk requirements.

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 execute a surety bond, which is available to the City in an amount 120% of the estimated completed construction cost as determined by the engineer. The Bond paperwork includes the list of improvements that need to be made which will be covered by the bond, and a timeframe to complete the work. The developer estimates that all necessary infrastructure improvements will be made within this time period and that the purpose of bonding is to expedite the sales of the lots. The bond ensures that the City can complete the improvements if the developer does not. As provided for in the LDR’s, building permits cannot be issued until the street giving access to the lots in the subdivision has been constructed and accepted by the City.

Infrastructure required by City specifications and covered by the bond include: street paving; sidewalks; lift station improvements; removal of excess fill; roadway signage and striping; water connection; and sodding along curb and disturbed rights of way. To accomplish the necessary improvements, the developer’s engineers have estimated the cost at \$48,237.26. In accordance with the City’s LDR’s, the bond amount is \$57,884.71, or 120% of the cost of improvements.

STAFF RECOMMENDATION: Acceptance of the performance bond and approval of the Final Plat for the Auburn Manor Subdivision.

**City Commission Meeting
September 17, 2019**

AGENDA ITEM 7: RESOLUTION #2019-09 AMENDING LONGEVITY PAY PLAN

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Resolution amending the City's Longevity Pay Plan

ATTACHMENTS:

 . Resolution #2019-09 Amending Longevity Pay Plan

ANALYSIS: The City Commission in September 2001 established and implemented a Longevity Pay Plan for all permanent full-time City employees. The established Plan currently pays employees \$8 per month, or \$96 a year times their years of service beginning after five years with a maximum of twenty years.

The proposed Resolution amends the plan by increasing the monthly amount to \$10. The financial impact of the proposed change is an additional \$28,711 and is included in the proposed FY 2020 Budget.

53% of the City workforce is eligible for longevity pay in FY 2020 with 20 employees eligible to receive the maximum amount.

STAFF RECOMMENDATION: Approval of the proposed Resolution.