

Minutes of the Regular Meeting of the City Commission of the City of Auburndale held October 21, 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 Green, Finance Director/City Clerk Shirley Lowrance, City Attorney V. Patton Kee, and Deputy Police Chief Carin Ketcham.

Mayor Tim Pospichal declared a quorum present and the Meeting was opened with prayer by Pastor Jerry Smith of Berea Baptist Church and a salute to the flag.

**Motion** by Commissioner Dorothea Taylor Bogert, seconded by Commissioner Keith Cowie, to approve the Minutes of October 7, 2019. Upon vote, all ayes.

City Manager Green said on Friday, he and the Public Works Director attended a pre agenda meeting at the County Commission and then on October 15<sup>th</sup> the Public Works Director and Mayor attended the meeting where the County approved the roadway transfer agreement with the State on 559. The agreement goes back to State for review and it could take through the end of the year. After this is done, the City and County will enter into an agreement to take the portion of the road from the North end of Lake Ariana Blvd. down to Recker Hwy. It is in the works and was approved by the Board of County Commissioners at their last meeting.

Commissioner Dorothea Taylor Bogert asked how long it may take for the agreement between the County and the City.

City Manager Green said we are working together on signage and other issues. Commissioner Cowie attended one of the meetings with Staff, as we addressed a lot of those issues. It will not take nearly as long as it did between the State and County. He said we have the agreement in place and ready to present. It is just working out some of the other details. He said the County started with demolition of the properties on Eaker Street. They acquired this property for the Bridgers Avenue Stormwater Project. They may complete demolition tomorrow. The engineering is still being done on that part of the project. He said on Thursday the Halloween Harvest event sponsored by the Greater Auburndale Chamber will be downtown from 5:30 p.m. to 8:30 p.m.

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

City Manager Green said we have two Proclamation: Red Ribbon Week – October 20-26, 2019 and Florida City Government Week – October 21-27, 2019. He said we have signed copies of the Proclamations and will forward them to the parties requesting them.

## **1. ORDINANCE #1621 TEXT AMENDMENTS TO LAND DEVELOPMENT REGULATIONS**

City Manager Green said the Ordinance is for second and final reading.

Community Development Director Amy Palmer said City Staff is proposing several text amendments to various chapters of the Land Development Regulations. The suggested text amendments have stemmed from recent discussions during Planning Commission and City Commission meetings approving new subdivisions. She referred to the Planning and Development Road Map and explained how the text amendments would be added to the Road Map process.

**CHAPTER 6. SPECIAL PROVISIONS. (Requiring Minimum Area & Width in Planned Developments)**

This amendment would require all new residential Planned Developments meet the minimum standards already set up in the general zoning district standards. Lot sizes and setbacks in Planned Developments could not be established below the standards set by the City's general zoning districts. The standards would be the minimum required of all new Planned Developments:

MINIMUM LOT REQUIREMENTS:

**Single-family:**

Detached:

Lot width: 60 feet.

Lot area: 7,200 sq. ft.

Semi-detached and attached dwellings:

Lot width: 80 feet.

Lot area: 8,400 sq. ft.

Lot width for attached unit: 20 feet.

Lot width for end unit: 30 feet.

**Multiple family:**

Lot width: 70 feet.

Lot area: 8,400 sq. ft. plus 2,000 sq. ft. for each dwelling unit in excess of 2.

MINIMUM YARD REQUIREMENTS or Setback. (Depth of front & rear yard, width of side yard)

Front: 25 feet.

Side: 7 feet

Rear: 10 feet.

MAXIMUM IMPERVIOUS SURFACE COVERAGE. 55% for all upland soils. All other soils shall remain unimproved.

She displayed the table of residential zoning districts. When a developer comes before the Planning Commission or City Commission this would be the minimum allowed. She displayed a picture of a subdivision with 5' setbacks and a subdivision with a 7' setback.

**CHAPTER 13. SUBDIVISION. (Requiring Recreation and Open Space)**

This amendment proposes a minimum acreage requirement for Recreation and Open Space for all new residential projects. The minimum acreage requirement is based on the City's Recreation Level of Service Standard of 5.5 acres per 1,000 residents.

The developer shall provide at a minimum 700 SF of neighborhood park per residential unit for all new subdivisions and multi-family developments. Neighborhood Parks shall incorporate various elements of the facilities as listed in Chapter 23, Article 8, Concurrency Management Standards of the Land Development Regulations.

She provided examples of neighborhood parks.

**CHAPTER 13. SUBDIVISION. (Requiring Subdivision Walls and Landscaping)**

This amendment proposes that all new residential subdivisions be required to have a wall and landscaped perimeter along any right of way. The following standards are already required of all new developments in the North Auburndale Planning Area and are proposing that City wide.

- A. Walls and fences shall be limited to concrete, masonry, brick, stone and ornamental iron. The use of chain link, PVC, barbed and razor wire fencing is strictly prohibited.
- B. All walls and fences shall have a decorative or ornamental finish on both sides.
- C. Decorative columns shall be provided at systematic intervals, not to exceed a separation distance of more than twenty feet (20').

- D. No wall or fence shall cause the collection or ponding of stormwater.
- E. Walls and fences shall not encroach upon any utility or right-of-way easements.
- F. Owners of property where fences or walls are constructed are required to maintain the fence.
- G. Fences and walls shall be a minimum of six feet (6') in height and a maximum of eight feet (8') in height.
- H. Landscape buffers shall be a minimum of 15' in width with a minimum of four canopy trees, a minimum of three understory trees and a minimum of 15 shrubs every 100 linear feet.
- I. Trees and other vegetative plantings may be clustered
- J. No more than 50% of the required plantings shall be of any one species.

She provided pictures of desirable and undesirable walls. She displayed the standard for landscape plantings.

#### **CHAPTER 10. LANDSCAPING. (Requiring Retention/Detention Pond Landscaping)**

This amendment would require a buffer to improve aesthetics of all retention and/or detention areas. These areas shall be landscaped with native species and species that adapt well to this area but are not exotic or invasive species. This policy exists in Chapter 13, Subdivisions, Policy 13.3.8.2. Landscaping. Staff is requesting this policy be incorporated into to Chapter 10, Landscaping, to be required of all new developments, not just new residential developments.

She provided pictures of desirable and undesirable landscaping. The Planning Commission recommended approval of the Amendment on October 1, 2019 and Staff recommended approval.

City Manager Green said 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 October 7, 2019 and is being presented for second and final reading.

City Attorney Kee read Ordinance No. 1621, which was presented and passed on first reading on October 7, 2019, by title only.

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

**Motion** by Commissioner Keith Cowie, seconded by Commissioner Dorothea Taylor Bogert, to approve Ordinance No. 1621, as read by title on second reading.

Commissioner Richard Hamann asked about the landscaping outside the fence. He said for a commercial property they have the requirement to keep the landscaping alive for a full year. He asked if this pertained to the text amendment too.

Community Development Director Amy Palmer said yes, it would pertain Citywide. She said the landscaping has to be maintained beyond the one year, as there was an amendment a year or two ago.

Commissioner Bill Sterling asked if the Home Owner Association was responsible for the wall both inside and outside and for repairs if someone were to damage the wall.

City Manager Green said the issue was with the Home Owners Association.

Commissioner Dorothea Taylor Bogert said the Code reads that ultimately if they do not fix the wall; it was the owner's responsibility.

Community Development Director Amy Palmer said if there was a code issue, it would be whoever's property the wall is on. It could be the homeowner or it could be the HOA.

City Manager Green said it is normally the HOA.

Upon vote, all ayes.

## **2. PRESENTATION OF CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING**

City Manager Green said as Staff prepared the Agenda they decided this issue deserved recognition as an agenda item rather than an announcement. The Government Finance Officers Association of the United States and Canada recently awarded the City of Auburndale a Certificate of Achievement in Financial Reporting for its comprehensive annual financial report for the 2018 fiscal year. In February 2019 as part of the presentation of the Fiscal Year 2017-2018 Audit, the City's Auditor Mike Brynjulfson noted the audit document was 32% bigger, 26 additional pages, and additional pages put together by the City including an introduction, supplementary information and a statistical section. The auditor report is now called the Comprehensive Annual Financial Report or CAFR. The Auburndale CAFR was submitted to the Government Finance Officers Association for a compliance review with their rules and regulations that establish the best practices in governmental finance reporting. On October 9, 2019, the City was notified of the Award, the highest form of recognition in the area of governmental accounting and financial reporting. He said City Auditor Mike Brynjulfson was pleased and gives his best, as he was unable to be here tonight. In addition to the City, receiving the award the Finance Director Shirley Lowrance and the Finance Department was also recognized with an Award of Financial Reporting Achievement for their work on preparing the award-winning financial report. As suggested to our Directors at a recent meeting, this award and the report is very similar to what accreditation is in our Public Safety Department. We are very proud of the work of our Finance Department and our Finance Director. For presentation, we have the Certificate of Achievement for Excellence in Financial Reporting.

Mayor Tim Pospichal presented the award to Finance Director Shirley Lowrance.

Finance Director/City Clerk Shirley Lowrance thanked the Commission for allowing the Finance Department to apply for the award and for achieving this.

Commissioner Richard Hamann congratulated Finance Director/City Clerk Shirley Lowrance and the Finance Department for the award and for all the work in getting this completed. He said it was an awesome job.

## **3. UPDATE OF 2019 BOND FINANCING PROJECTS**

City Manager Green said prior to the last Commission meeting, he, the Mayor, the City Clerk, and the City Attorney met with Staff from the Florida League of Cities related to the Bond issue and we closed on financing. It was a very successful Bond issue. During the process, we went through a review rating and we moved from an A to A+ bond rating. This helps in the interest rates in not only this issue, but all of our financing. He said this speaks to the financial condition of our City. On June 3, 2019, City staff proposed advancing several capital projects utilizing bond financing to complete the necessary improvements. Subsequently, the City Commission approved Resolution 2019-04 establishing the City's intent to secure the

financing. In August, the City Commission approved Resolution 2019-08 securing \$9,440,267 from the proceeds of the 2019 Florida Municipal Loan Council Revenue Bonds. He said staff would like to commend the Florida League of Cities Bond council. It was a pleasure to work with them on the bond issue. It was a turnkey arrangement and we were very pleased with the product. He asked that the Commission pass this on if they were at any of the FLC events. Staff reported on the financing projects.

Finance Director/City Clerk Shirley Lowrance said we did the bond closing on October 9. The bond funds are available to the City through draw down requisitions for project expenses. She said this is a little different from some of the bond issues we have done in the past. They are going to hold the money in the bank for us to requisition the funds. Our first requisition was provided to them at the closing in the amount of \$400,000 and they have wired the funds to us. The \$400,000 was for reimbursement for the aerial ladder truck, which we purchased in FY 18-19. We will accrue the \$400,000 into prior year revenues through a Budget Adjustment. She said the prior year budget is still open pending receipt of September invoices.

City Manager Green said the Budget Amendment will be presented to the City Commission in November.

Fire Chief Brian Bradway gave an update on the roofs for the Public Safety Buildings. The Police Department and Fire Department roofs were installed in 2001 and both have started to develop leaks. Chief Andy Ray has been the lead on this, but is not here tonight. The initial quotes were \$125,000 for the Police Department and \$61,000 for the Fire Department. In researching this more, he was able to get in contact with Durolast, the original manufacturer of the roof materials. The local company, Robert Binns roofing, introduced us to a silicon sealant for the roof, which is approved by the original manufacturer of the roof and gives the roof and additional 15-year warranty. Their quote was \$61,000 for the coating for the Police Department and \$41,000 for the Fire Department. They will be quoting some of the out buildings for a quote of \$6,500. He updated the Commission on the Public Safety Radio replacement. Motorola announced over the last few years that the current radios will not be supported any more for software or parts. Many departments started budgeting for the new radios, including the City. He displayed a picture of the new radios and said they have features that the current radios do not have such as GPS, blue tooth, more rugged, the knobs are larger, etc. There was an incentive of \$1,100 for each radio. We purchased for the Police Department 47 portables, 44 mobiles and one console and for the Fire Department we purchased 17 portables, 9 mobiles, and one control station. The original budget was \$549,000 and with the incentives and trade ins the cost was \$450,000. We have taken delivery of most of the radios. The next step would be to go to the County radio shop for them to put in our County-wide template. He said by the end of November we should have our mobiles.

City Manager Green said we will utilize the radios that are still in good shape in the Public Works Department and Parks and Recreation Department. We will budget in future years for gradually replacement.

Parks and Recreation Director Cody McGhee updated the Commission on the future purchase of a mobile home to be placed at Lake Myrtle for security purposes. He said they have secured three bids and should have the mobile home in place mid December. He said it was a big benefit for security to have a marked police unit. He displayed a picture of the proposed model home from Prestige Mobile Homes in Auburndale.

City Manager Green said the quotes will come to the City Commission at our next meeting for awarding and we will place the order for the mobile home on November 5, 2019.

Parks and Recreation Director Cody McGhee updated the Commission on the relocation of the racquetball courts near the Tennis Courts. He said it will be an open air concept with three walls, with a glass front. They

are looking at different types of options for the roof. The bulk of racquetball courts are just three walls with no roof. He said there will be the ability to have tournament play. He said they were open to all uses of the racquetball courts. There will be training opportunities for the young children inside the racquetball courts. For it to be used as a squash court, we will have to have the back glass wall and different paint scheme on the floor. We have this functionality and it would be an interesting dual purpose for the courts. He said he felt any shade cover would be a benefit for the hottest months and a mesh cover for the roof would allow for more breathability. If you were look at the differences between the indoor and outdoor racquetball courts, it is the fourth wall and the roof. We are looking at all the different ideas for aesthetics, play-ability, a glass wall for aesthetic, and mesh for the heat. The estimate does not include demolition of the old racquetball courts; however the quotes have some buffer for additional expenses. He said it will be lit, as the current courts. The new courts will be open only during the Tennis Court hours. He updated the Commission on the Trail Extension from Denton Avenue to Berkley Road and Plymouth Road. The basic outlay of the extension is complete. The objective is to pave it and add that extension onto the Trail in hopes to connect Ramsgate and PK Avenue. We would like to have the network from Downtown Auburndale to Van Fleet. We are expecting completion by the end of February or March. Public Works Director John Dickson already has the quotes for the project.

City Manager Green said it will be a compliment to the Trail and tying it into the Berkley sidewalk network.

Public Works Director John Dickson said he had two projects to utilize the Bond proceeds. The side load garbage truck replaces a 2006 vehicle. He thanked the Commission for always keeping them in good equipment. The truck was ordered and they expect delivery by the end of April. The second project is the Resurfacing project for the five streets on the west side of Lake Ariana Blvd and the Sunset area on the east side of Lake Lena. They will start on this project the first of March and complete it by April. The project is to mill and resurface the roads.

Commissioner Dorothea Taylor Bogert said she has had a lot of citizen comment about how appreciative they are of the roads.

Parks and Recreation Director Cody McGhee updated the Commission on construction of the Youth Baseball Fields. He displayed the plans for the expansion at Lake Myrtle for the Youth Baseball Fields. There will be four regular fields with three with 200-foot fences and one with a 300-foot fence for the older players. The concession stand will be in the center and the batting cages will be near the pond. The T-ball field or special needs field will have a complete turf field. All the fields have lighting. Friday we placed the advertisement to bid and this Friday there is a mandatory pre-bid meeting at Lake Myrtle. The bids are due November 20 and the plan is to present the bids to the Commission the first Monday in December. The overall goal is to have the major construction completed by July 2020 and usage available by the end of August. He said Youth baseball has fall ball in October. He said everyone including the guys at Lake Myrtle are excited about the project. He thanked the Commission for affording us this project.

City Manager Green said we are hoping for good bids. We have bid the project so there may be some elements on the design that may not happen immediately, but they are engineered and may be plugged in later. He mentioned potential projects to be plugged in later: parking, lighting, concession size, the T-ball field. He said even with these removed, the facility will give a beautiful complex that doubles the size of their current complex. He said they are very excited about the opportunities here and hopefully we receive favorable bids.

Commissioner Dorothea Taylor Bogert asked about the parking spaces.

City Manager Green said it is yet to be determined by the bids, as to whether it will be paved or grassy. They will have more parking than they currently have.

Commissioner Bill Sterling asked if the City will operate the concessions.

City Manager Green said that was the game plan. We would prefer to have it with the other concessions at the park. We will have to work this out with the League. When the Girls' Softball moved to their facility, they did not want to go that route and we worked with them. He said we will have to see.

Community Development Director Amy Palmer said the City received a \$100,000 grant that the City matched two or three years ago to seal up City Hall from all the water intrusion. We wrapped up that grant project last October. As a result of that grant, we were able to repoint all the bricks on the building and seal off all of the rooflines, where the roof met the walls. This is where a lot of the water was coming in. Now that City Hall is all sealed up and water tight, the next phase is to re-roof the building. We believe the roof is close to 15 years old. We will also be repairing plaster work on the interior walls and doing some remodeling in City Hall. We would get air conditioning in the rotundas and restrooms. We would maybe relocate the Commission Chambers downstairs, remodeling the bathroom in the Community Development Department, and relocating some of the offices around the City. The building is 92 years old and we are looking forward to it being 200 years old.

City Manager Green requested the Commission to look at the document with the associated time lines for the projects. The City Hall is toward the end of the completion timeline. He said Amy Palmer mentioned relocation of various offices. He said the downstairs of this building is designed exactly the same as the upstairs. He said the customers of the Finance Department and Manager's Office are really more internal customers, who come in to see us daily. When they come to the Finance Department, they also come to City Manager's Office. One of the thoughts was to move the City Manager's Office into the Commission Room area and move the Finance Department into the City Manager's Office. He said this would complement the utilization of the building. Before we can do anything, we have to make the improvements to the building. We have the Chamber building that has become vacant. If the Finance Office moves to City Hall, that opens up that end of the Police Department. He said there are some opportunities there. As indicated for City Hall, we are looking to air condition the rotundas and bathrooms upstairs. We have all seen the damage to the walls over the years and we just have to take care of it. We find it is still very functional as a building. He said in regard to moving the Commission Room downstairs, the capacity of the room is set by the stairwell. We would possibly have the opportunity to gain some legal capacity by moving the Commission Room downstairs. He said we are very excited about all of the projects. He thanked the Directors for the presentations.

Meeting adjourned at 7:53 p.m.

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

  
Shirley A. Lowrance, Finance Director City Clerk