

City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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

CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – Pastor Michael Spivey, People’s Church

PLEDGE OF ALLEGIANCE – Mayor Tim Pospichal

ROLL CALL – City Clerk Shirley Lowrance

APPROVE COMMISSION MINUTES – Regular Meeting – 11/04/2019
Canvassing Board Meeting – 11/05/2019
Special Commission/Canvassing Board Meeting- 11/07/2019
Canvassing Board Meeting/Audit – 11/12/2019

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. ORDINANCE #1622 ANNEXING PROPERTY INTO CITY LIMITS – HELMS PROPERTY/DAIRY ROAD
2. ORDINANCE #1623 ANNEXING PROPERTY INTO CITY LIMITS – WEBB PROPERTY/HUGHES ROAD
3. ORDINANCE #1624 AMENDING FISCAL YEAR 2018-2019 ANNUAL BUDGET
4. RESOLUTION 2019-10 AMENDING CITY’S FUND BALANCE POLICY
5. TEMPORARY STREET CLOSING REQUESTS – CHRISTMAS EVENTS
6. FINAL PLAT APPROVAL – JULIANA VILLAGE SUBDIVISION – PHASE 2
7. CONSIDER ENDORSING THE LAKES DISTRICT VISION AND STRATEGIES

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
November 18, 2019**

AGENDA ITEM 1: ORDINANCE #1622 ANNEXING PROPERTY INTO CITY LIMITS – HELMS

___ 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 #1622 Annexing Helms Property into City Limits and Location Map

ANALYSIS: The City has received a petition from Steve Helms to annex +/- 3.43 acres of property into the City limits. The property is located on Dairy Road north of Senate Street. The property is contiguous with existing City limits. The property currently contains a single family house which will be used as an office for the family's business. Annexation will allow the property owner to redevelop the property to include a proposed self-storage facility or flex warehouse. The annexation does not create an enclave.

The property currently has a Polk County Land Use designation of *Residential Suburban*. 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 December 2, 2019.

STAFF RECOMMENDATION: Approval of the Ordinance annexing property into the City limits.

**City Commission Meeting
November 18, 2019**

AGENDA ITEM 2: **ORDINANCE #1623 ANNEXING PROPERTY INTO CITY LIMITS – WEBB**

____ 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 #1623 Annexing Helms Property into City Limits and Location Map

ANALYSIS: The City has received a petition from property owner Philip Webb to annex 1.89 acres of property into the City limits. The property is located on Hughes Road south of US Hwy 92 E. The property is contiguous with existing City limits. The property is currently vacant. Annexation will allow the property owner to develop the property to accommodate the owner’s towing business. The annexation does not create an enclave.

The property currently has a Polk County Land Use designation of *Linear Commercial Corridor (LCC)*. 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 December 2, 2019.

STAFF RECOMMENDATION: Approval of the Ordinance annexing property into the City limits.

**City Commission Meeting
November 18, 2019**

AGENDA ITEM 3: **ORDINANCE #1624 AMENDING FY 2018-2019 ANNUAL BUDGET**

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider an Ordinance amending the FY 2018-2019 Annual Budget.

ATTACHMENTS:

Proposed Ordinance # 1624 Amending the FY 2018-2019 Annual Budget

ANALYSIS: In accordance with Florida Statutes, adopted auditing practices, and on the recommendation of the City's Auditor, the City needs to amend by Ordinance the FY 2018-2019 Annual Budget to properly appropriate for revenue and expenditures that may exceed budgeted amounts. As provided by Ordinance No. 1026, the level of budgetary control for the City's Annual Budget is at the Fund Level. Events occur during each fiscal year, which were not anticipated at the time of budget approval. The proposed Ordinance amends the FY 2018-2019 Budget to reflect the collection of unanticipated revenue and appropriation for unanticipated expenditures.

The amended budget totals for each City Fund are as follows:

**CITY OF AUBURNDALE
SUMMARY BY FUND BUDGET AMENDMENT FY 2018-2019**

SUMMARY OF FUNDS	CURRENT BUDGET	CHANGE +/-	AMENDED BUDGET
General Fund	\$21,434,005	\$2,330,100	\$23,764,105
Comm. Redev. Agency	\$1,225,500	\$289,100	\$1,514,600
Water & Sewer Fund	\$15,154,000	-\$194,100	\$14,959,900
	<u>\$37,813,505</u>	<u>\$2,425,100</u>	<u>\$40,238,605</u>

The proposed Ordinance was prepared by the Finance Director/City Clerk 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 December 2, 2019.

STAFF RECOMMENDATION: Approval of the Budget Amending Ordinance #1624.

**City Commission Meeting
November 18, 2019**

AGENDA ITEM 4: RESOLUTION 2019-10 AMENDING CITY'S FUND BALANCE POLICY

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Resolution amending the City's Fund Balance Policy.

ATTACHMENTS:

- . Proposed Resolution #2019-10 Amending the City's Fund Balance Policy
- . Proposed Revised City of Auburndale Fund Balance Policy (Exhibit A) – 11/18/2019

ANALYSIS: In February 2016, the City Commission amended the City's Fund Balance Policy establishing a minimum target (17%/two months) as an appropriate level of fund balance reserves for the City's General Fund. The goal of this policy is to insure reserve funding to (1) provide sufficient cash flow for daily financial needs; (2) secure and maintain investment grade bond ratings; (3) offset significant economic downturns and revenue shortfalls, and (4) provide funds for unforeseen expenditures related to emergencies.

In addition to setting the minimum target of 17%, the Policy also clarified that the minimum reserve balance will be "restricted" in the City's Pooled Cash Account. Any utilization of the reserve shall require the approval of the City Commission, as an emergency expenditure.

The proposed Resolution raises the minimum target to 25%, or three months, as the appropriate level of fund balance reserves for the City's General Fund. This has been a priority of City Staff to raise the emergency reserve target. The past several adopted budgets and the current Fiscal Year 2019-2020 Annual Budget gave priority to achieving this goal.

STAFF RECOMMENDATION: Approval of Resolution #2019-10 and the Revised City of Auburndale Fund Balance Policy.

**City Commission Meeting
November 18, 2019**

AGENDA ITEM 5: TEMPORARY STREET CLOSING REQUESTS – CHRISTMAS EVENTS

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider two temporary street closing requests.

ATTACHMENTS:

. Promotional Information of Planned Events

. **Hospice Light of Love Event – December 3, 2019**

. **City Lights in the Park Event – December 5, 2019**

ANALYSIS: The City Commission is requested to make the following temporary street closings:

. Good Shepherd Hospice, 105 Arneson Avenue, has requested a temporary closing of Arneson Avenue in front of the Hospice facility between 5:00 p.m. and 8:00 p.m. on Tuesday, December 3, 2019, to accommodate their annual Lights of Remembrance ceremony. The street closing will allow for the set-up of seating for the expected 200 attendees.

. The City's Parks and Recreation Department has requested a temporary closing of W. Park Street from SR-559 to Shelby Street between 4:30 p.m. and 8:15 p.m. on Thursday, December 5, 2019 to accommodate the City's Lights in the Park event. The street closing will allow for a safe pedestrian crossing between the Baynard House and Historic Depot.

STAFF RECOMMENDATION: Staff has no objections to the requests.

**City Commission Meeting
November 18, 2019**

AGENDA ITEM 6: FINAL PLAT APPROVAL – JULIANA VILLAGE (PHASE 2)

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider the Final Plat for the Juliana Village Phase 2 Subdivision.

ATTACHMENTS:

- . Final Plat
- . Performance Bond and Engineer's Certification

ANALYSIS: The City has received a request to plat Phase 2 of the Juliana Village subdivision. The +/- 90.24 acre, 107-lot subdivision was approved by the Board of County Commissioners in June 2017 and consisted of 3 phases. In July 2018, Phase 1 was platted by the Polk County Board of County Commissioners. The City of Auburndale annexed the 90.24 acre property (the platted phase 1 and planned phases 2 & 3) in August 2018 and the property was given a zoning designation of Planned Development House 1 (PD-H1).

Phase 2 of Juliana Village will consist of 58 lots. Typical lot size is 80x 130 feet. The subdivision meets all Land Development Regulations. As provided for in the Land Development Regulations, the developers is requesting Final Plat approval before all infrastructure improvements are made. The LDR's allow a developer to execute a performance bond, which is available to the City, in an amount 120% of the estimated completed construction costs as determined by the engineer. The Bond paperwork includes the list of improvements that need to be made and a timeframe of 11 months, or by October 31, 2020 to complete the work. The developer estimates that all necessary improvements will be made within this time period and that the purpose of bonding is to expedite sales of the lots. The bond ensures that the City can complete the improvements if the developer does not.

Improvements still required by City specifications and covered by the bond include: Surveying, striping and marking, landscaping and irrigation, Engineering certifications.

To accomplish the necessary improvements, the developer's engineer has estimated the cost at \$75,614.89. In accordance with the City's LDR's, the bond amount is \$90,737.87, or 120% of the cost of the improvements. Approval of the Final Plat would acknowledge acceptance of the terms of the performance bond.

STAFF RECOMMENDATION: Approval of the Final Plat for the Juliana Village Phase 2 Subdivision and acceptance of the performance bond.

**City Commission Meeting
November 18, 2019**

AGENDA ITEM 7: CONSIDER ENDORSING THE LAKES DISTRICT VISION AND STRATEGIES

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a recommendation endorsing the Lakes District Vision and Strategies.

ATTACHMENTS:

- . Central Florida Development Council Newsletter Article RE: Lakes District – 11/04/2019
- . Lakes District Planning Area Map
- . Letters of Support from Property Owners Participating in the Lakes District Vision
- . Planning Commission Minutes – 11/05/2019

ANALYSIS: In February 2019, the City Commission approved a Memorandum of Agreement with three major property owners in the North Auburndale Area and a Contract for Planning Consultant Services with Kimley-Horn and Associates for Master Planning the North Auburndale area. For several months prior to the Memorandum of Agreement, the City had been in discussions with the property owners who still own the majority of the agricultural properties in the north Auburndale area, about completing a visioning process. The visioning process would create a blueprint, or Master Plan, for the area.

Those three property owners, Lanier Groves, Gapway Groves, and Wheeler Farms, formed a memorandum of agreement with the City and helped fund the cost of the planning consultant's services. All parties agreed that the creation of the blueprint would help the property owners plan the development of their properties, many of which are no longer in agricultural use. The blueprint would also positively impact the lives of current and future residents in the north Auburndale area by planning for essential services and amenities in the area. The blueprint would continue the planning efforts of the Joint Planning Agreement (JPA) that the City and County have completed.

Working with the consultant, the City has held several workshops with the property owners and with the public to help with the creation of the vision and strategies. The visioning process has become known as "The Lakes District." In addition to the public participation during the visioning process, the planning consultant also completed an existing conditions review that analyzed a future land use build-out scenario of all the land in the study area. The result of the public participation and the existing conditions study is a series of strategies that could help implement the vision of what the area could become as it is developed.

The **Vision** for The Lakes District that was reached is: "Peaceful, beautiful, balanced". The **Objective** of the Vision is to: "Enhance the character of The Lakes District by reducing the encroachment of suburban sprawl while accommodating opportunities for economic development and growth."

Four Strategies were also identified through the visioning process:

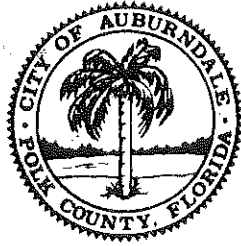
- The creation of greenway corridors
- The establishment of mixed-use centers to create community focal points
- The promotion of alternative transportation methods and the creation of walkability enhancements
- The protection of environmental resources and agricultural character

If the City Commission endorses The Lakes District, staff will pursue updates to the City's Comprehensive Plan and Land Development Regulations (LDR) to implement the Vision and Strategy. Examples of Comprehensive Plan and LDR amendments to implement The Lakes District may include; the creation of mixed-use centers to accommodate residential, commercial, and recreation space; the adoption of a greenways and trails map to create linkages between mixed-use centers; and the creation of policies to encourage preservation of high quality ecological linkages and agricultural resources.

City Staff and Kelley Klepper with Himley Horn will make a presentation of the Lakes District to provide further information and details about the Strategies and the Vision.

PLANNING COMMISSION RECOMMENDATION: Endorsement of the Lakes District Vision – 11/05/19 (4-0)

STAFF RECOMMENDATION: Endorsement by the City Commission of the Lakes District Vision and Strategies.



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COMMUNITY REDEVELOPMENT AGENCY MEETING
November 18, 2019 – 7:30 PM
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Jack Myers, Chair

ROLL CALL – Jeff Tillman, Assistant City Manager

APPROVE CRA MINUTES – Regular Meeting – 9/17/2019

ANNOUNCEMENTS – Jeff Tillman, Assistant City Manager

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. PUBLIC AND STAFF SUGGESTIONS FOR NEW PROJECTS
2. PRESENTATION OF CRA YEARLY CALENDAR

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**Community Redevelopment Agency Meeting
November 19, 2018**

AGENDA ITEM 1: PUBLIC AND STAFF SUGGESTIONS FOR NEW PROJECTS

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The Community Redevelopment Agency Board will consider new projects suggested by the public and staff.

ATTACHMENTS:

- . News Chief & Ledger Advertisement – 11/07/2019
- . List of Current Suggested Projects

ANALYSIS: The Community Redevelopment Agency Plan provides for projects in the following categories: Beautification, Economic Development, Infrastructure, and Administrative Support Projects. The current list of suggested projects is an on-going list and is amended annually according to public, staff, and CRA Board input.

An advertisement was placed in the local media and posted on the City's website encouraging residents and business owners to provide input to the CRA Board on future projects.

All suggestions will be brought back before the CRA Board in January 2020, at which time the Board will consider amending the Capital Improvements Program (CIP) to reflect a new "fifth year" to accommodate new projects.

STAFF RECOMMENDATION: Approve the Suggested Project list to include any additional projects.

**Community Redevelopment Agency Meeting
November 18, 2019**

AGENDA ITEM 2: PRESENTATION OF CRA YEARLY CALENDAR

INFORMATION ONLY

ACTION REQUESTED

ISSUE: The CRA Board will be presented with a yearly calendar.

ATTACHMENTS:

. CRA Calendar

ANALYSIS: City Staff will present a calendar to assist the Board members with future CRA activities. The calendar is consistent with the previous year's meeting schedule.

STAFF RECOMMENDATION: Accept the CRA yearly calendar.