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Minutes of the Regular Meeting of the City Commission of the City of Auburndale held December 2, 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, City Attorney V. Patton Kee, Assistant City Manager Jeff Tillman, and Deputy Police Chief Carin Ketchum.

Mayor Tim Pospichal declared a quorum present and the Meeting was opened with prayer by Pastor John Gullet of St. Alban's Episcopal Church and a salute to the flag.

**Motion** by Commissioner Keith Cowie, seconded by Commissioner Dorothea Taylor Bogert, to approve the Minutes of November 18, 2019 Regular Meeting. Upon vote, all ayes.

City Manager Green said there were several announcements. As a reminder, there is an ethics training on Friday in Haines City. This will be the first ethics training of 2020 and you have been copied to the invite. He yielded to Assistant City Manager Jeff Tillman for introductions.

Assistant City Manager Jeff Tillman said as you know, this past year our Building Official retired. He asked Community Development Director Amy Palmer and Matt Rush to step forward for introduction. He said Matt Rush will be our new Building Official starting at the first of the year. He comes to us with more than 30 years of experience in both the private and the public sectors. He served previously as the City of St. Cloud Building Official, but has worked previously with both the City of Lakeland and Polk County as a Building Inspector. He holds a number of professional licenses and certifications including a Certified Building Code Administrator, Standard Inspector for Family Dwellings, and as a Standard Plans Examiner. He also holds professional certifications from the ICC as a Master Code Professional, a Certified Building Official, as well as a number of other certifications. Basically, he has got all the bells and whistles. Similar to our IT Department, where our staff goes over to Lake Alfred to provide IT services. We are planning for the Building Official to go over to Lake Alfred to provide Building Administration services in the near future in a 75/25 type of arrangement. He not only interviewed with the City of Auburndale, but he interviewed with the City of Lake Alfred as well. They are really pleased to have him coming to the City of Lake Alfred. Matt is also a new city resident in Auburndale, so if you would help me not only welcome Matt as the next Building Official, but also as a city resident.

Matt Rush introduced his wife Cathy who was in attendance and said that he was pleased to be in the community and to serve it.

Assistant City Manager Jeff Tillman said I have one other introduction this evening. He asked Jason Pitts if he could come forward. He said you have been introduced to Mr. Pitts in the past, but we are very pleased

this evening to introduce Jason Pitts as our new Deputy Finance Director. He said he comes to us from the Polk County School Board where he serves as the Senior Director of Finance. A huge responsibility there, so we are pleased to bring all of that expertise from the School Board to the City. He also previously worked with the Polk County Sheriff's Office and the Board of County Commissioners in their Finance Departments. He holds Bachelor's degree in Finance and Business Administration from Florida Southern College and a Master's in Business Administration from St. Leo University. He also has completed the Certified Public Manager program at Florida State University. Most importantly he is also a 1991 graduate of Auburndale High School. You had previously met Mr. Pitts as he had announced his desire to serve the community as a City Commissioner. After speaking with Mr. Green and his large responsibilities at the School Board, we are real pleased to bring him in a different capacity as the Deputy Finance Director and play to his suit in finances. We are really pleased to have Jason on board. He is actually coming back to the City of Auburndale. He started in high school at the Tennis facility, so it is really a homecoming for Jason. We are pleased to be bringing him back to the City of Auburndale. If you would please join me in welcoming Mr. Jason Pitts as the new Deputy Finance Director.

Jason Pitts said I am so excited to make this move. When I announced in February that I wanted to come on as a City Commissioner I have not been able to come back to a meeting since because I have been so busy. But Mr. Green solved that problem by hiring me. Thank you for the nice introduction. I am very excited to come on board.

City Manager Green said we are excited to have these two gentlemen joining our senior management team and we are excited going forward. He yielded to Communication and Information Manager Seth Teston for presentation.

Communication and Information Manager Seth Teston introduced and showed the 2019 Havendale Christmas Parade video.

City Manager Green said that is Friday night. Hopefully the temperature is just as comfortable and everyone joins us. He thanked all of the City employees for all of the decorations that are up in the City. It looks really great and we thank them for all of the extra help.

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

#### **1. ORD. #1622 ANNEXING PROPERTY INTO CITY LIMITS – HELMS PROPERTY/DAIRY RD**

City Manager Green said the City has received a petition from Steve Helms to annex 3.43 acres of property into our City. The property is located on Dairy Road north of Senate Street. The property is contiguous with the 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

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Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading at your last meeting of November 18<sup>th</sup> and is being presented for second and final reading. Staff recommended approval of the Ordinance annexing property into the City limits.

City Attorney Kee read Ordinance No. 1622, which was presented and passed on first reading on November 18, 2019, by title only.

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

**Motion** by Commissioner Dorothea Taylor Bogert, seconded by Commissioner Keith Cowie, to approve Ordinance No. 1622, as read on second and final reading, by title only. Upon vote, all ayes.

## **2. ORD. #1623 ANNEXING PROPERTY INTO CITY LIMITS – WEBB PROPERTY/HUGHES RD**

City Manager Green said the City has received a petition from property owner Philip Webb to annex 1.89 acres of property into our City. The property is located on Hughes Road south of US Hwy 92 E. The property is contiguous with existing City limits, is currently vacant, and does not create an enclave. Annexation will allow the property owner to develop the property to accommodate the owner's towing business. The property currently has a Polk County Land Use designation of Linear Commercial Corridor. 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. The proposed Ordinance was approved on first reading at your last meeting of November 18<sup>th</sup> and is being presented for second and final reading. Staff would recommend approval of the Ordinance annexing property into the City limits.

City Attorney Kee read Ordinance No. 1623 which was presented and passed on first reading on November 18, 2019, by title only.

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

**Motion** by Commissioner Richard Hamann, seconded by Commissioner Bill Sterling, to approve Ordinance No. 1623, as read on second and final reading, by title only. Upon vote, all ayes.

City Manager Green said advertised Public Hearings on the Helms and the Webb property will go before the Planning Commission at tomorrow's meeting and then first reading of the Ordinances establishing Land

Use and Zoning will come before you at your next meeting on December 16<sup>th</sup>.

**3. ORDINANCE #1624 AMENDING FISCAL YEAR 2018-2019 ANNUAL BUDGET**

City Manager Green said 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 the appropriation for unanticipated expenditures.

He went over the budget amendment fund totals for each of the City’s three funds. The amended budget totals for each City Fund are as follows:

<b>CITY OF AUBURNDALE</b>			
<b>SUMMARY BY FUND BUDGET AMENDMENT FY 2018-2019</b>			
<b>SUMMARY OF FUNDS</b>	<b>CURRENT BUDGET</b>	<b>CHANGE +/-</b>	<b>AMENDED BUDGET</b>
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	-\$74,100	\$15,079,900
	<u>\$37,813,505</u>	<u>\$2,425,100</u>	<u>\$40,358,605</u>

City Manager Green said the proposed Ordinance was prepared by the Finance Director/City Clerk and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved by the City Commission on first reading at your last meeting of November 18<sup>th</sup> and is being presented for second and final reading. Staff would recommend approval of the Budget Amending Ordinance #1624.

City Attorney Kee read Ordinance No. 1624, which was presented and passed on first reading on November 18, 2019, by title only.

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

**Motion** by Commissioner Bill Sterling, seconded by Commissioner Keith Cowie, to approve Ordinance No. 1624, as read on second and final reading, by title only. Upon vote, all eyes.

#### 4. THIRD AMENDMENT TO FL POLY RECLAIMED WATER PROJECT AGREEMENT

City Manager Green said the City has planned for several years to provide reuse water for irrigation and aesthetic purposes to Florida Polytechnic University in Lakeland. In 2012, an Interlocal Agreement with the City of Lakeland was approved allowing the City of Auburndale to extend reuse lines within their City limits. In 2014, a Cooperative Funding Agreement was entered into between the City and the Southwest Florida Water Management District (SWFWMD) in the amount of \$2,700,000. Under the terms of the Agreement, SWFWMD would fund 50% or \$1,350,000 with the balance being split between the City and Florida Polytechnic University. A year later, the First Amendment to the original Agreement extended the contract period and revised the scope of work due to changes in design. The approved project funding amount was amended to increase by \$300,000 to a total of \$3 million, with the SWFWMD funding commitment at \$1,500,000 or 50%. The proposed Second Amendment to the original Agreement was approved by the City Commission in October 2018 extending the completion and contract dates through 2019. The proposed Third Amendment extends the Completion Date to November 1, 2020, and extends the Contract Period to December 31, 2020. All other terms and conditions of the Amended Original Agreement will still apply. This project is allocated in the current FY 2019-2020 Budget and is included in the 5-Year Public Utilities Capital Improvement Plan (CIP). Construction Bids are scheduled to be opened on December 5, 2019, with consideration by the City Commission tentatively scheduled for December 16, 2019. If the bid opening is rescheduled, it may push it to our first meeting in January, but right now it tentatively is scheduled for your next meeting. Staff would recommend approval of the Third Amendment to the Cooperative Funding Agreement for the Florida Poly Reclaimed Water Project.

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

**Motion** by Commissioner Keith Cowie, seconded by Commissioner Dorothea Taylor Bogert, to approve the third Amendment to the FL Poly Reclaimed Water Project Agreement. Upon vote, all ayes.

City Manager Green said it extends and improves our capacity levels at our treatment facilities because we have to get rid of reclaimed water. We are at the reclaimed status at both of our facilities. By having that additional capacity to get rid of the reuse allows the permitted capacity to the plant to be increased as well.

Meeting adjourned at 7:23 p.m.

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

final reading. Staff would recommend approval of the Budget Amending Ordinance #1624.

City Attorney Kee read Ordinance No. 1624, which was presented and passed on first reading on November 18, 2019, by title only.

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

**Motion** by Commissioner Bill Sterling, seconded by Commissioner Keith Cowie, to approve Ordinance No. 1624, as read on second and final reading, by title only. Upon vote, all ayes.

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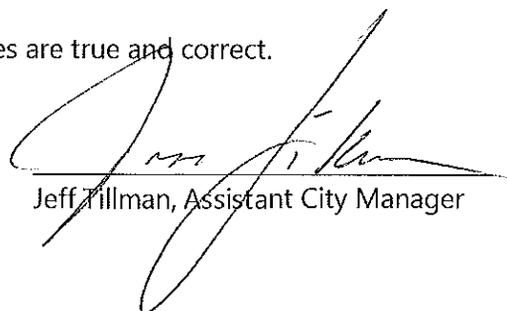
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**Motion** by Commissioner Keith Cowie, seconded by Commissioner Dorothea Taylor Bogert, to approve the third Amendment to the FL Poly Reclaimed Water Project Agreement. Upon vote, all ayes.

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Meeting adjourned at 7:23 p.m.

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



Jeff Tillman, Assistant City Manager