



Office of the City Manager

City of Auburndale

AUBURNDALE, FLORIDA 33823

CITY COMMISSION MEETING

Tuesday September 15, 2020 – 7:00 P.M.

COMMISSION ROOM/CITY HALL

P.O. Box 186

(863) 965-5530

Email: cmo@auburndalefl.com

CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – Pastor Jim Mitchell, First United Methodist Church

PLEDGE OF ALLEGIANCE – Mayor Tim Pospichal

ROLL CALL – City Clerk Shirley Lowrance

APPROVE COMMISSION MINUTES – Special Meeting – 08/31/2020
Regular Meeting – 09/03/2020

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. **PUBLIC HEARING** – FISCAL YEAR 2020 TAX MILLAGE LEVY AND ANNUAL BUDGET
2. ORDINANCE #1643 ADOPTING FY 2020 TAX MILLAGE LEVY
3. ORDINANCE #1644 ADOPTING FY 2020 & FY 2021 ANNUAL BUDGETS
4. **PUBLIC HEARING** – OFFICIAL ZONING MAP AMENDMENT– WRIGHT PROPERTY/POLK STREET
5. ORDINANCE #1645 AMENDING OFFICIAL ZONING MAP – WRIGHT PROPERTY/POLK STREET
6. FINAL PLAT APPROVAL – LAKE JULIANA SHOPPING CENTER
7. APPROVE RESTATED AGREEMENT WITH POLK COUNTY FOR FLEET MAINTENANCE SERVICES
8. APPOINTMENTS TO POLICE AND FIRE PENSION BOARDS

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

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 provisions 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 15, 2020**

AGENDA ITEM 1: PUBLIC HEARING – FY 2020-2021 TAX MILLAGE LEVY & ANNUAL BUDGET

AGENDA ITEM 2: ORDINANCE #1643 ADOPTING FY 2020 TAX MILLAGE LEVY

AGENDA ITEM 3: ORDINANCE #1644 ADOPTING FY 2021 & FY 2022 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 2021 and FY 2022 Annual Budgets.

ATTACHMENTS:

- . Proposed Contingency Changes - FY 2020/2021 and FY 2021/2022
- . Adjusted Fund Totals - FY 2020/2021 and FY 2021/2022
- . Proposed Ordinance #1643 Adopting Tax Millage Rate
- . Proposed Ordinance #1644 Adopting FY 2021 & FY 2022 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 held on September 3, 2020.

The proposed Budget for FY 2021 is balanced with Total Revenue and Total Expenditures of \$41,447,287. General Fund expenditures total \$23,452,292 and Utility Fund expenditures total \$12,920,129. An interfund transfer of \$3,547,296 is necessary to balance both General and Utility Funds. The proposed FY 2021 Budget includes Capital Improvements of \$6,168,625 and a Contingency Reserve of \$104,748. The Proposed FY 2021 and 2022 Budgets includes all changes made during the Regular City Commission meetings of May 4, 2020 (Payroll), May 18, 2020 (Capital Outlay), June 15, 2020 (Expenditures), and July 20, 2020 (Revenues). City Staff will present changes and adjusted Contingency figures.

Revenues from ad-valorem taxes for FY 2021 and FY 2022 are estimated at \$5,490,000 and based upon the operating millage rate of 4.2515.

The FY 2021 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".

A balanced FY 2022 Budget (2nd Year Budget) is also being presented for the Commission's conceptual approval. The FY 2022 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 3, 2020, 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 2021 and FY 2022 Annual Budgets.

**City Commission Meeting
September 15, 2020**

AGENDA ITEM 4: PUBLIC HEARING – ZONING MAP AMENDMENT– WRIGHT PROPERTY

AGENDA ITEM 5: ORDINANCE #1645 AMENDING ZONING MAP – WRIGHT PROPERTY

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider and take public comment on a proposed Zoning Map Amendment.

ATTACHMENTS:

- . Notice of Public Hearing – 08/21/20
- . Planning Commission Minutes – 09/01/20
- . Ordinance #1645 Amending the Zoning Map – Wright Property

ANALYSIS: The City has received a request to rezone the following property:

<i>Owner/Petitioner:</i>	Gracie A. Wright
<i>Location:</i>	201 & 203 W. Polk Street
<i>Current Future Land Use:</i>	Community Activity Center (CAC)
<i>Current City Zoning:</i>	General Residential-1 (RG-1)
<i>Proposed Zoning Classification:</i>	Residential, Institutional, Office (RIO)
<i>Current use:</i>	Residential (1.23 +/- acres)

The owner of 201 & 203 W. Polk Street, Ms. Gracie A. Wright has requested a zoning map amendment on 1.23 +/- acres from ***General Residential-1 (RG-1)*** to ***Residential, Institutional, Office (RIO)***. The request will allow the applicant flexibility in future development of the property.

The RIO Zoning District is intended for mixed residential, institutional, office, cultural, and compatible uses. The uses in the district are single family detached and two family (Duplex) residential, limited commercial activities such as financial institutions, general office uses, medical and dental clinics, small retail shops and personal service uses.

The proposed RIO classification would be compatible to existing uses as well as adjacent zoning on properties to the north and west. The proposed zoning change is also consistent with the City's Comprehensive Plan, existing Future Land Use designation and Land Development Regulations.

PLANNING COMMISSION RECOMMENDATION: Approval of the Zoning Amendment (4-0) – 09/01/20

STAFF RECOMMENDATION: Approval of the Ordinance.

**City Commission Meeting
September 15, 2020**

AGENDA ITEM 6: FINAL PLAT APPROVAL – LAKE JULIANA SHOPPING CENTER

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a final plat for the Lake Juliana Shopping Center.

ATTACHMENTS:

- . Location Map
- . Final Plat

ANALYSIS: On September 3, 2020, the City approved a **preliminary** plat for the Lake Juliana Shopping Center located on William Van Fleet Road and CR 559. The property is zoned Commercial Highway and is proposed for a shopping center and several commercial outparcels. The property owner is proposing to subdivide the property to allow for the sale of the lots to the developer and dedication of a 15' utility easement along all rights-of-way that will be dedicated to the public. Additional right-of-way has been dedicated to Polk County along William Van Fleet Road.

According to the City's Land Development Regulations (LDRs), the Lake Juliana Shopping Center is considered a "small lot subdivision" consisting of four or less lots. In addition, where four or less lots front on existing public streets and are already served by existing public services, the LDRs allow for an expedited platting process. The Lake Juliana Shopping Center consist of a large parcel for the shopping center and two outparcels.

Approval of the preliminary plat for the "small lot subdivision" allows the property owner to proceed with **final** plat approval. The LDRs permit final plat approval before construction of the site when there is no public infrastructure needed on the site.

Final plat approval allows the developer to proceed with construction documents, permitting, and construction of the site.

STAFF RECOMMENDATION: Approval of the Final Plat for the Lake Juliana Shopping Center.

**City Commission Meeting
September 15, 2020**

AGENDA ITEM 7: RESTATED AGREEMENT WITH POLK COUNTY FOR FLEET MAINTENANCE

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider restating the contract for fleet maintenance services with Polk County.

ATTACHMENTS:

. Restated Vehicle Maintenance Memorandum of Understanding between the City and County

ANALYSIS: In 2010, the City and County entered into a Memorandum of Understanding for fleet maintenance services. Subsequently, the Contract has been extended each year. The current contract expires September 30, 2020. Since entering into the Agreement, the County fleet maintenance staff continues to work out of the City's Public Works facility.

The proposed Restated Agreement would extend contract services through September 30, 2021. The purpose of a "one-year" Agreement is to allow a year end assessment to determine actual inventory numbers going forward into the next budget year. The Restated Agreement removes outdated terms and responsibilities as set forth in the original Memorandum of Understanding. All other terms and conditions remain the same. Pricing has been adjusted to reflect the number of vehicles in the current city fleet and is provided for in the proposed FY 2021 Budget.

City Staff is very pleased with the quality of work and efficiency of the County's fleet maintenance staff.

STAFF RECOMMENDATION: Approve the Restated Agreement with Polk County for Fleet Maintenance Services.

**City Commission Meeting
September 15, 2020**

AGENDA ITEM 8: APPOINTMENTS TO THE POLICE AND FIRE PENSION BOARDS

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider appointments to the City's Police and Fire Pension Boards.

ATTACHMENTS:

None

ANALYSIS:

The Police Pension Board consist of five (5) members:

The Board consists of two City residents, appointed by the City Commission for a term of four years; two full-time police officers that are elected by a majority of the police officers that are members of the Plan for a term of four years; and the fifth member chose by a majority of the previous four members and approved by the City Commission, for a term of four years.

Don King	Police Officer	September 2021
Chuck Corneal	Resident	September 2021
Andy Moore	Police Officer	September 2024
Ronnie Spears	Resident (New Appointment)	September 2024
Andy Ray	5 th Member (Re-appointment)	September 2024

The Fire Pension Board consists of five (5) members:

The Board consists of two City residents, appointed by the City Commission for a term of four years; two full-time firefighters that are elected by a majority of the firefighters that are members of the Plan for a term of four years; and the fifth member chose by a majority of the previous four members and approved by the City Commission, for a term of four years.

Robert Barrington	Firefighter	September 2021
Burriss Warner	Resident	September 2021
Matt McCard	Firefighter	September 2021
Brian Bradway	Resident (Re-appointment)	September 2024
Linda Walker	5 th Member (Re-appointment)	September 2024

STAFF RECOMMENDATION: Approve the Appointments.