



Office of the City Manager

City of Auburndale
AUBURNDALE, FLORIDA 33823

P.O. Box 186
(863) 965-5530
Email: cmo@auburndalefl.com

CITY COMMISSION MEETING
December 21, 2020 – 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 – 12/07/2020

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. RESOLUTION #2020-10 NAMING YOUTH BASEBALL FIELD – JIM SPIVEY FIELD
2. RESOLUTION #2020-11 NAMING YOUTH BASEBALL FIELD – KYLE RYAN FIELD
3. APPROVE AGREEMENT FOR UTILITY RATE AND IMPACT FEE STUDY - RAFTELIS
4. **PUBLIC HEARING** – LAND USE AND ZONING MAP AMENDMENTS – HAVENDALE BLVD.
5. ORDINANCE #1651 LAND USE MAP AMENDMENT – BARFIELD/STERLING PROPERTIES
6. ORDINANCE #1652 ZONING MAP AMENDMENT – BARFIELD/STERLING PROPERTIES
7. APPROVE PURCHASE OF NEW SOFTWARE – COMMUNITY DEVELOPMENT DEPARTMENT
8. FOURTH AMENDMENT TO FLORIDA POLY RECLAIMED WATER PROJECT AGREEMENT

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
December 21, 2020**

AGENDA ITEM 1: RESOLUTION #2020-10 NAMING YOUTH BASEBALL FIELD – JIM SPIVEY FIELD

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Resolution naming a field at the Youth Baseball Facility located on Braddock Road, "Jim Spivey Field".

ATTACHMENTS:

Resolution #2020-10 Naming Youth Baseball Field – "Jim Spivey Field"

ANALYSIS: Former Auburndale City Commissioner (1976-1987) and Little League Baseball President Jim Spivey was previously recognized by the City for his dedication to youth sports by the naming of the Jim Spivey Complex on Hampton Street. The Spivey Complex located on City and Polk County School Board property is being vacated due to the construction of the new youth baseball complex on Braddock Road.

On December 18, 2020, the City Commission again recognized Jim Spivey for his years of service and dedication to youth baseball in Auburndale by naming a field at the new Youth Baseball Facility in his honor.

The proposed Resolution officially names a youth baseball field, "Jim Spivey Field."

STAFF RECOMMENDATION: Approval of the Resolution.

**City Commission Meeting
December 21, 2020**

AGENDA ITEM 2: RESOLUTION #2020-11 NAMING YOUTH BASEBALL FIELD – KYLE RYAN FIELD

INFORMATION ONLY

ACTION REQUESTED

ISSUE: The City Commission will consider a Resolution naming a field at the Youth Baseball Facility located on Braddock Road, "Kyle Ryan Field".

ATTACHMENTS:

Resolution #2020-11 Naming Youth Baseball Field – "Kyle Ryan Field"

ANALYSIS: Auburndale High School graduate Kyle Ryan was originally drafted by the Detroit Tigers in the 12th round of the 2010 June Amateur Baseball Draft. He would play five full seasons in the minor league before making his major league debut with the Tigers on August 30, 2014 versus the Chicago White Sox. In that game, the left-handed pitcher went six shutout innings and got the win. That game also marked the first time someone from Auburndale played professionally in the Major League.

In 2018 as a free agent, Ryan joined the Chicago Cubs organization at the Triple-A level with Iowa. After being called back up to the Majors in 2019, Ryan would be a key reliever in the Cubs bullpen throughout the recently completed 2020 Major League Baseball season.

Prior to Kyle Ryan's career in the Major League, he played four years of varsity baseball at Auburndale High School and in the City's recreational youth league. His example of hard work and dedication is an inspiration to the youth of our City that will play ball at the new Youth Baseball Facility on Braddock Road.

On December 18, 2020, the City Commission recognized Kyle Ryan for his professional career in Major League Baseball by naming a field at the new Youth Baseball Facility in his honor.

The proposed Resolution officially names a youth baseball field, "Kyle Ryan Field."

STAFF RECOMMENDATION: Approval of the Resolution.

**City Commission Meeting
December 21, 2020**

AGENDA ITEM 3: APPROVE AGREEMENT FOR UTILITY RATE AND IMPACT FEE STUDY

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Scope of Services Agreement for a Utility Rate and Impact Fee Study.

ATTACHMENTS:

Raftelis Proposal and Scope of Services – Utility Rate and Impact Fee Study

ANALYSIS: The City Commission through approval of the current FY 2020-2021 Annual Budget allocated funding for a Utility Rate Study. The last comprehensive review of the City's utility user rates was completed in 2016. The Study provides a thorough review of projected water and wastewater revenues compared to the City's Two-Year Budget, Five-Year Capital Improvement Plan, operational expenses, budget transfers, estimated inflation and debt service.

Following the 2016 Study, the Commission authorized a 3% adjustment in 2017 and a 2% adjustment in each of the following four years, through 2021 to meet the balance of proposed expenses and required revenue. The proposed Raftelis Scope of Work is consistent with the previous services provided by the firm in 2003, 2006, 2012 and 2016. For a Revenue Sufficiency Review of the water and sewer rates only, the total cost would be \$37,050. The Public Utility Billing Division has budgeted \$40,000 for the consultant services.

City Staff is proposing that Raftelis also task a review of the City's Utility Impact Fees. The City's current impact fees for water and sewer are based on the last Impact Fee Study that was performed in 2005, and provided 3% adjustments through 2009. The additional fee for the Impact Fee Study from Raftelis is \$17,620. If combined with the Utility Rate Study, the total fees and expenses for both studies would be \$54,670. Utility Fund Reserves are available to offset the additional expense. Staff recognizes that there are potential savings in performing both studies at the same time given the overlap of data collection and analysis.

Raftelis is familiar with the City's infrastructure and customer billing processes. They are also engaged with the Polk Regional Water Cooperative and aware of the future impacts of Auburndale's participation in PRWC projects.

The proposed Scope of Services and cost totals have been reviewed by the City's Finance Director, Public Works Director, City Manager and City Attorney. Estimated completion of the Study is projected in the first quarter of 2021.

STAFF RECOMMENDATION: Authorize the Raftelis Scope of Services for both, Utility Rate Study and Utility Impact Fee Study in the amount of \$54,670

**City Commission Meeting
December 21, 2020**

AGENDA ITEM 4: PUBLIC HEARING – LAND USE & ZONING MAP AMENDMENTS

AGENDA ITEM 5: ORDINANCE #1651 LAND USE MAP AMENDMENT – BARFIELD/STERLING

AGENDA ITEM 6: ORDINANCE #1652 ZONING MAP AMENDMENT – BARFIELD/STERLING

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider and take public comment on Ordinances amending the City's Future Land Use Map and Official Zoning Map.

ATTACHMENTS:

- . Notice of Public Hearing – 11/20/2020
- . Excerpt from Planning Commission Meeting – 12/01/2020
- . Proposed Ordinance #1651 Amending Future Land Use Map – Barfield and Sterling Properties
- . Proposed Ordinance #1652 Amending Official Zoning Map - Barfield and Sterling Properties

ANALYSIS: In November 2020, the City annexed 1.00 acre of property owned by Roger Barfield at 3650 Havendale Boulevard and .48 acres of property owned by William Sterling at 3630 Havendale Boulevard into the City Limits. The properties are located on Havendale Blvd, east of Lake Blue Drive NW. The Barfield property currently operates as an RV repair center and the Sterling property, former eye clinic, is currently vacant.

The Barfield property currently has two Polk County Land Use designations including Residential Medium and Linear Commercial Corridor. The Sterling Property has a Polk County Land Use designation of Linear Commercial Corridor. The proposed Ordinances establish the City Future Land Use classification of ***Commercial Corridor***, and the City Zoning classification of ***Highway Commercial (CH)*** on both adjacent properties. The proposed Future Land Use and Zoning classifications are consistent with surrounding properties located on Havendale Boulevard, both inside and outside the city limits.

The proposed Ordinances were prepared by the Community Development Department and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinances will be presented for second and final reading January 4, 2021.

PLANNING COMMISSION RECOMMENDATION: Approval of the Amendments (5-0) - 12/01/2020

STAFF RECOMMENDATION: Approval of the Land Use and Zoning Map Ordinances.

**City Commission Meeting
December 21, 2020**

AGENDA ITEM 7: APPROVE SOFTWARE PURCHASE - COMMUNITY DEVELOPMENT DEPARTMENT

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider approving the purchase of new permitting software for the Community Development Department.

ATTACHMENTS:

. Dude Solutions estimated cost for configuration and subscription services

ANALYSIS: The City of Auburndale Community Development Department currently uses ADG Software to issue building permits. During the COVID closures, the Construction Services Division began encouraging the submittal of permit applications electronically and staff started reviewing plans through electronic means. Due to the increase in electronic submittals and reviews, permitting software needs to be updated to better manage the workflow of staff involved in the permitting process, including inspections.

The City reached out to several software companies that offer an online platform for customers to submit and pay for plans, as well as manage the workflow and communication of the permitting process. The upgrade would allow customers to submit permit applications including plans online, request inspections, see inspection results, and offers a GIS mapping system to view all permit activity in the City. ADG does not provide a customer portal that provides these enhanced services.

Community Development and IT Staff reviewed several software demonstrations with different companies, conducted reference checks with jurisdictions currently utilizing the different software packages, and requested bids for the following companies:

<u>Company</u>	<u>Implementation Cost</u>	<u>Annual Subscription</u>
Dude Solutions/SmartGov	\$ 88,583.50	\$21,944
Central Square	\$ 123,320.00	\$27,500
GovPilot	None	\$26,644 w/5-yr contract
ADG	None	\$ 2,100

The purchase of new permitting software is included in the FY 2020-2021 Budget (\$200,000). All bidding companies are leading industry providers of building permitting software for building departments nationwide. The bids were reviewed by the Community Development Director.

Following demonstrations and receiving positive feedback from other jurisdictions utilizing the software, it was determined that Dude Solutions would provide the best solution to meet the City's goal of having a customer-friendly online permitting platform that would assist staff with the electronic permitting process.

Dude Solutions offers unlimited users for the City and includes a Code Enforcement module in their Annual Subscription cost that the Police Department is currently evaluating. Training will be provided for the software following implementation and set up of the City's permitting process in the software.

STAFF RECOMMENDATION: Approve the purchase of new software to Dude Solutions.

**City Commission Meeting
December 21, 2020**

AGENDA ITEM 8: FOURTH AMENDMENT TO FL POLY RECLAIMED WATER PROJECT AGREEMENT

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider an Amendment to a previously adopted and amended Cooperative Funding Agreement with the Southwest Florida Water Management District (SWFWMD) to provide reclaim water to the Florida Polytechnic University.

ATTACHMENTS:

Fourth Amendment to Cooperative Funding Agreement

ANALYSIS: 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 to the University.

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.

In 2015, the First Amendment to the original Agreement extended the contract period and revises 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 (50%).

Subsequent Amendments were approved in October 2018 and December 2019 extending the completion and contract dates. The proposed Fourth Amendment also extends the completion to July 1, 2021 and the contract period to December 31, 2021. All other terms and conditions of the Amended Original Agreement will still apply.

This project is allocated in the current FY 2020-2021 Budget and is included in the 5-Year Public Utilities Capital Improvement Plan (CIP). **Construction is near completion on this project.**

STAFF RECOMMENDATION: Approval of the Fourth Amendment to the Cooperative Funding Agreement for the Florida Poly Reclaimed Water Project.