

Minutes of the Regular Meeting of the City Commission of the City of Auburndale held December 21, 2020 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 Jack Myers. Also present were: City Manager Robert Green, Finance Director/City Clerk Shirley Lowrance, and Police Chief Andy Ray.

Mayor Tim Pospichal declared a quorum present and the Meeting was opened with prayer by Associate Pastor Kenny Grantham of the Auburndale Community Church and a salute to the flag.

Motion by Commissioner Jack Myers, seconded by Keith Cowie, to approve the Minutes of the Regular Meeting December 7, 2020. Upon vote, all ayes.

City Manager Green said on Friday, December 18, he made an announcement before the employees of the City after he made the announcement to the City Commission regarding his retirement on April 2, 2021. He asked to read his letter into the record and make it a part of the official record. He read the letter, as attached.

John Murphy thanked the City and City Manager for the wonderful Christmas luncheon and baseball dedication last week.

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

1. RESOLUTION #2020-10 NAMING YOUTH BASEBALL FIELD – JIM SPIVEY FIELD

City Manager Green said on December 18, the City Commission 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".

City Attorney Frederick J. Murphy Jr. read Resolution No. 2020-10 entitled: **A RESOLUTION NAMING A YOUTH BASEBALL FIELD LOCATED AT THE LAKE MYRTLE SPORTS COMPLEX IN HONOR OF JIM SPIVEY**, by title only.

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

Motion by Commissioner Richard Hamann, seconded by Commissioner Keith Cowie, to approve Resolution No. 2010-10, as read by title only. Upon vote, all ayes.

2. RESOLUTION #2020-11 NAMING YOUTH BASEBALL FIELD – KYLE RYAN FIELD

City Manager Green said 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".

City Attorney Frederick J. Murphy Jr. read Resolution No. 2020-11 entitled: **A RESOLUTION NAMING A YOUTH BASEBALL FIELD LOCATED AT THE LAKE MYRTLE SPORTS COMPLEX IN HONOR OF KYLE RYAN**, 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 Resolution No. 2010-11, as read by title only. Upon vote, all ayes.

3. APPROVE AGREEMENT FOR UTILITY RATE AND IMPACT FEE STUDY - RAFTELIS

City Manager Green said 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. He thanked the Finance Director Shirley Lowrance, Public Utility Director John Dickson, and Utility Superintendent Pam Card for meeting with Raftelis on the scope of services. 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 was to authorize the Raftelis Scope of Services for both the Utility Rate Study and Utility Impact Fee Study in the amount of \$54,670.

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

Motion by Commissioner Keith Cowie, seconded by Commissioner Dorothea Taylor Bogert, to authorize the Raftelis Scope of Services for both the Utility Rate Study and the Utility Impact Fee Study in the amount of \$54,670. Upon vote, all ayes.

4. PUBLIC HEARING – LAND USE AND ZONING MAP AMENDMENTS – HAVENDALE BLVD.

Mayor Tim Pospichal closed the Regular Commission Meeting and opened the Public Hearing.

City Manager Green said the Public Hearing was to consider an Ordinance that amends Ordinance No. 752, which is the City's Comprehensive Plan and Ordinance 764, which is the City's Land Development Regulations and Official Zoning Map.

Community Development Director Amy Palmer said in November 2020, the City annexed one 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, a 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 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 Planning Commission recommended approval of the amendments at their meeting of December 1, 2020 with a vote of 5-0. Staff recommended approval of the Land Use and Zoning Map Ordinances. She displayed a picture of the property and went over the process for the properties related to their zoning. She displayed the Future Land Use Map and Zoning Map.

City Manager Green said the Ordinances were prepared by the Community Development Department and reviewed by the City Manager and the City Attorney. If approved, they will be presented for second and final reading on January 4.

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

Mayor Tim Pospichal closed the Public Hearing and reopened the Regular Commission Meeting.

5. ORDINANCE #1651 LAND USE MAP AMENDMENT – BARFIELD/STERLING PROPERTIES

City Attorney Frederick J. Murphy Jr. read Ordinance No. 1651 entitled: **AN ORDINANCE OF THE CITY OF AUBURNDALE, FLORIDA, AMENDING ORDINANCE NO. 752, THE COMPREHENSIVE PLAN OF THE CITY OF AUBURNDALE, FLORIDA, BY AMENDING THE FUTURE LAND USE MAP RECLASSIFYING 5 PARCELS OF LAND TOTALING +/- 1.48 ACRES FROM POLK COUNTY FUTURE LAND USE CLASSIFICATION LINEAR COMMERCIAL CORRIDOR (LCC) AND RESIDENTIAL MEDIUM (RM) TO CITY OF AUBURNDALE FUTURE LAND USE CLASSIFICATION COMMERCIAL CORRIDOR (CC); AND PROVIDING AN EFFECTIVE DATE** (General Location: Havendale Blvd. and Avenue Z NW), by title only.

Motion by Commissioner Richard Hamann, seconded by Commissioner Keith Cowie, to approve Ordinance No. 1651, as read on first reading, by title only.

Commissioner Dorothea Taylor Bogert said as mentioned the property is already developed. She asked if they redevelop the property was that just a staff issue, as long as it is permitted within the parameters of the Land Development.

City Manager Green said it was really the zoning that allows the activities.

Upon vote, all ayes.

6. ORDINANCE #1652 ZONING MAP AMENDMENT – BARFIELD/STERLING PROPERTIES

City Attorney Frederick J. Murphy Jr. read Ordinance No. 1652 entitled: **AN ORDINANCE OF THE CITY OF AUBURNDALE, FLORIDA, AMENDING ORDINANCE NO. 764, THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF AUBURNDALE, FLORIDA, BY AN AMENDMENT TO THE OFFICIAL ZONING MAP BY ESTABLISHING AUBURNDALE ZONING MAP CLASSIFICATION OF COMMERCIAL HIGHWAY (CH) ON 5 PARCELS OF LAND TOTALING +/- 1.48 ACRES; AND PROVIDING AN EFFECTIVE DATE** (General Location: Havendale Blvd. and Avenue Z NW), by title only.

Motion by Commissioner Jack Myers, seconded by Commissioner Dorothea Taylor Bogert, to approve Ordinance No. 1652, as read on first reading by title only.

Commissioner Jack Myers asked if something else was proposed, would they be able to go in on the same footprint as these buildings now and meet the setbacks of the City.

City Manager Green said if anything were to go on the property, as Commissioner Dorothea Taylor Bogert suggested, they would have to meet the new setbacks of the City. If they wanted to add onto something that is there now, they would have to meet the current City code. The current City Code suggests that you cannot add to a non-conforming use.

Upon vote, all ayes.

7. APPROVE PURCHASE OF NEW SOFTWARE – COMMUNITY DEVELOPMENT DEPARTMENT

City Manager Green said the City Commission will consider approving new software for the Community Development Department.

Community Development Director Amy Palmer said the City of Auburndale Community Development Department currently uses ADG Software to issue building permits. Same software as used by the Finance Department and Utility Billing. 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. She said Kristal Harbuck is doing a wonderful job of managing that entire workflow currently. She said it becomes very stressful with the amount of permits being issued. 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:

Company	Implementation Cost	Annual Subscription
Dude Solutions/SmartGov	\$ 88,583.50	\$21,944
Central Square	\$ 123,320.00	\$27,500
GovPilot	None	\$26,644*
*With a 5-year contract		
ADG	None	\$ 2,100

She said we reached out to ADG and they were not able to offer what we needed. The purchase of new permitting software is included in the FY 2020-2021 Budget in the amount of \$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 the 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. Some of the other jurisdictions we reached out to include Longwood, Green Cove, and Sunny Isles Beach. Two of those are currently in the implementation process. Dude Solutions offers unlimited users for the City and includes a Code Enforcement module, in their Annual Subscription cost that our 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 was to approve the purchase of new software to Dude Solutions. She said this meeting we have Taylor and Helen on a Zoom call to provide a short presentation of the Dude Solutions software SmartGov.

Taylor Brodersen, with SmartGov thanked the Commission for allowing them to join the meeting. They wanted to give an overview of the company and software. SmartGov is a leading community development software to empowering government organizations like the City of Auburndale to have the tools to increase efficiency for Staff. They celebrated their 20-year anniversary last year, have over 600 employees, and 12,000 clients in four industries – community development, health care, manufacturing, and education. They serve over 1,500 municipal jurisdictions. Florida has some complex and constantly changing building rules and they are very aware of the rules. They just put into place the ADA compliance through our public portal. It is a Cloud based solution and can be accessed remotely. They are constantly rolling out updates to the software and the latest updates are always available to the City. The City will have unlimited data storage in SmartGov. We will migrate all the permit data from ADG into SmartGov and provide the one repository for Staff. The data storage is hosted through Amazon web services and the City has full ownership of the data.

Helen Wytko went over the software public portal where a citizen could apply for a permit and pay for fees online. The software would interface with Point and Pay, which is the credit card software used by the City. Citizens could request inspections, review application status, and look up permits for neighbors. She showed how the GIS capability would help track development for quick access.

Taylor Brodersen said the implementation timeframe would be 7 to 10 months. Two resources would be assigned to the City of Auburndale - Project Manager and a consultant. She described the process of setting up the software and integrating into Point&Pay for credit card processing, automating the interface into ADG for the Finance Department, interface with Blue Beam for electronic plan review, and Laserfiche for document storage. We will provide training to the staff and our implementation team will be available for another 30 days before handing it over to our support team. The City would have life time, free access to our support team. She said she appreciated the Commission providing them some time.

Mayor Tim Pospichal said it was very exciting.

Commissioner Jack Myers asked about the plans review process. He asked if an architect and draftsman would be able to look at the plans with the Building Official online.

Taylor Brodersen said yes, SmartGov can share the plans via Blue Beam for a collaborative session.

Commissioner Jack Myers said it sounds like it will stream lines the process and thus we do not hear complains down the road.

Community Development Director Amy Palmer thanked Taylor and Helen for the presentation.

City Manager Green thanked Community Development Director Amy Palmer for her work on this. We want it to be customer friendly, but also staff friendly. They had several meetings with the vendors and the building inspectors to get input. Staff recommendation was approval of the purchase of new software from Dude Solutions.

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

Motion by Commissioner Dorothea Taylor Bogert, seconded by Commissioner Keith Cowie, to approve the purchase of new software to Dude Solutions.

Commissioner Richard Haman asked if the ADG software would go away.

City Manager Green said we will continue with ADG with the other software functions. The new software is just for Community Development and it will be interfaced with ADG.

Commissioner Dorothea Taylor Bogert asked if they provided any indication as to how much quicker we can process through the permitting processes.

Community Development Director Amy Palmer said it depends on the workload, staffing level, and customer response. She said we typically try to stay under two weeks for the turnaround time. She said two weeks is a long time for us, as far as getting feedback.

Upon vote, all ayes.

8. FOURTH AMENDMENT TO FLORIDA POLY RECLAIMED WATER PROJECT AGREEMENT

City Manager Green thanked John Dickson for years of working on this issue. He said for several years, the City has planned 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 near completion, was allocated in the current FY 2020-2021 Budget, and is included in the 5-Year Public Utilities Capital Improvement Plan. Staff recommendation was to approve the Fourth Amendment to the Cooperative Funding Agreement for the Florida Poly Reclaimed Water Project. This is an Agreement with the Water Management District for funding.

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 the Fourth amendment to the Cooperative Funding Agreement for the Florida Poly Reclaimed Water project. Upon vote, all ayes.

City Manager Green said they use DocuSign, as the technology to sign the agreement. He said we have it ready for signature in the City Manager's office.

Commissioner Richard Haman said Merry Christmas and Happy New Year.

Meeting adjourned at 7:43 p.m.

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

Shirley A. Lowrance, Finance Director/City Clerk

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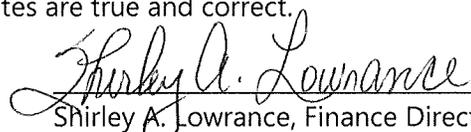
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Shirley A. Lowrance, Finance Director/City Clerk



City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

December 18, 2020

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

Dear Honorable Mayor and Members of the City Commission:

Nearly thirty years ago in March of 1991, the City Commission bestowed on me the great honor of serving as the Auburndale City Manager. Little did I realize at the time, that I would spend the next three decades as Auburndale City Manager. I am humbled to have been given the opportunity.

After discussion with my family, and many hours of reminiscing, I have made the decision to retire effective April 2, 2021. In accordance with the provisions of my employment agreement (Section 2.c.), I am providing you more than the 30-day required notice. The three-month notice of my retirement will allow the Commission ample time to administer the process of filling the position. This timeline will also allow the new manager to start at the beginning of the new fiscal year budget preparation cycle.

It has been a pleasure, and truly an honor to serve the citizens of my hometown since 1991 as City Manager, and from 1981 to 1986 as an elected official. I have truly been blessed. I certainly appreciate the fantastic team of current and former employees of the City that I have had the opportunity to work with over the years, especially our department directors. Their dedication and commitment to improving the quality of life for our city is second to none.

Likewise, I thank the City Commission, both current and past that have supported and trusted me in the management of our City. The leadership and stability of our policy makers throughout my tenure as City Manager has also contributed to my success. Your vision and love for this community ensures Auburndale a bright and healthy future.

I look forward to the next three months, and commit to you my full attention and dedication to the job. I know that this is the proper time for Leanne and I to explore all the possibilities of the next chapter of our lives. I will always be extremely grateful to the City of Auburndale.

Sincerely,

Robert R. Green
City Manager