



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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**CITY COMMISSION MEETING**  
**APRIL 18, 2022 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Minister Antonio Solomon, Winning Souls for the Kingdom

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Jeff Brown

APPROVE COMMISSION MINUTES – Regular Meeting – 04/04/2022

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

PROCLAMATION –

**AGENDA**

1. ORDINANCE #1692 UPDATING AND RESTATING CAPITAL ASSET POLICY
2. ORDINANCE #1693 AMENDING SECTION 2-43(b) - PURCHASING GUIDELINES
3. ORDINANCE #1694 AMENDING MUNICIPAL FIREFIGHTERS' PENSION TRUST FUND PLAN
4. ORDINANCE #1695 ANNEXING PROPERTY INTO CITY LIMITS – LANIER PROPERTIES
5. ORDINANCE #1696 ANNEXING PROPERTY INTO CITY LIMITS – JERUE PROPERTIES
6. RESOLUTION #2022-06 SUPPORTING SUNRAIL
7. SCOPE OF SERVICES AGREEMENT FOR MUNICIPAL IMPACT FEE STUDY
8. PRESENTATION OF PAYROLL – FY 2023 AND FY 2024 ANNUAL BUDGETS

**Community Redevelopment Agency (CRA) Meeting following 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  
April 18, 2022**

**AGENDA ITEM 1: ORDINANCE #1692 ESTABLISHING AND RESTATING CAPITAL ASSET POLICY**

**AGENDA ITEM 2: ORDINANCE #1693 AMENDING SECTION 2-43(b) - PURCHASING GUIDELINES**

\_\_\_\_INFORMATION ONLY

X  ACTION REQUESTED

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**ISSUE:** The City Commission will consider Ordinances amending the City's inventory limit, capitalization threshold and purchasing guidelines.

**ATTACHMENTS:**

- . Proposed Ordinance #1692 Establishing and Restating Capital Asset Policy
- . Proposed Ordinance #1693 Amending Section 2-43(b) - Purchasing Guidelines

**ANALYSIS:** On September 22, 2003, the City passed Ordinance #1130 setting inventory and capitalization limits as recommended by the City's Auditor and required by the Governmental Accounting Standards Board's implementation of Rule 34 (GASB 34). The limit for inventory of tangible property records was set at \$1,000 and the threshold for large capital projects was set at \$10,000 for depreciation purposes, matching the sealed bid and City Commission approval purchasing thresholds.

In January 2020, the Department of Financial Services, Division of Accounting and Auditing, advised the State's Chief Financial Officer to review inventory limits. In October 2020, the Florida Administrative Code Rule Chapter 69I-73: Tangible Personal Property Owned by Local Governments was established setting a threshold for local government's inventory of tangible property to \$5,000.

Staff have researched several local jurisdictions to understand their inventory threshold, sealed bid limit and Commission approval limit. Auburndale's sealed bid and Commission approval limits were set more than 19 years ago.

	<b>Inventory Threshold</b>	<b>Sealed Bid</b>	<b>Commission Approval</b>
<b>Auburndale (current)</b>	<b>\$1,000</b>	<b>&gt; \$10,000</b>	<b>&gt; \$10,000</b>
Bartow	\$5,000	> \$25,000	> \$25,000
Winter Haven	\$5,000	> \$30,000	> \$30,000
Lake Alfred	\$5,000	> \$20,000	> \$20,000
Lake Wales	\$1,000	> \$35,000	> \$20,000
Haines City	\$1,000	> \$25,000	> \$25,000

Ordinance #1692 will amend the tangible property inventory limit to \$5,000 and improvements and betterments for capital depreciation to \$25,000. Ordinance #1693 will amend Section 2-43 increasing the threshold for competitive bids to \$25,000 with City Commission approval.

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 April 4, 2022, and are being presented for second and final reading.

**STAFF RECOMMENDATION:** Approval of Ordinance #1692 updating and restating the Capital Asset Policy and Ordinance #1693 amending Section 2-43(b) of the Code of Ordinances (Purchasing Guidelines).

**City Commission Meeting  
April 18, 2022**

**AGENDA ITEM 3:   **ORDINANCE #1694 AMENDING THE AUBURNDALE MUNICIPAL FIREFIGHTERS’ PENSION TRUST FUND PLAN****

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Ordinance amending the Auburndale Municipal Firefighters’ Pension Trust Fund Plan.

**ATTACHMENTS:**

- . Letter from Pension Plan Attorney Scott Christiansen – 03/09/2022
- . Letter from Foster & Foster, Pension Plan Actuary – 03/31/2022
- . Ordinance #1694 Amending the Auburndale Municipal Firefighters’ Pension Trust Fund Plan

**ANALYSIS:** The proposed Ordinance is housekeeping in nature and corrects a scrivener’s error made to the plan in 2015. The Ordinance adds Section 31, Military Service Prior to Employment to the plan, which had originally been added to the pension plan in 2010. In 2015, when the plan was amended with the addition of the Share Plan, Section 31 was inadvertently written over. The Ordinance re-adds Section 31 to the plan. The Police Officer’s Pension Plan contains an identical provision for Prior Military Service.

The proposed Ordinance was prepared by Christiansen & Dehner, P.A., the Pension Plan Attorney, and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading April 4, 2022, and is being presented for second and final reading.

**FIRE PENSION BOARD RECOMMENDATION:** Approval of the Amendment to the Plan (4-0, 01/25/2022).

**STAFF RECOMMENDATION:** Approval of Ordinance #1694 amending the Auburndale Municipal Firefighter’s Pension Trust Fund Plan.

**City Commission Meeting  
April 18, 2022**

**AGENDA ITEM 4: ORDINANCE #1695 ANNEXING PROPERTY INTO CITY LIMITS – LANIER PROPERTIES**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Ordinance annexing property into the City limits.

**ATTACHMENTS:**

Proposed Ordinance #1695 Annexing Properties into City Limits – Lanier Properties

**ANALYSIS:** The City has received a petition from Phillip Price on behalf of property owner David Lanier and Linda Gail Tremaine to annex +/-407.87 acres of property into the City limits. The properties are located east and west of CR-559 from Cone Road to Cory Court. The various parcels of property are contiguous to City limits and the annexation does not create an enclave. The proposed annexation is as a result of the owner's request for city utilities and proposed residential and mixed-use development.

Establishing a 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 May 2, 2022.

**STAFF RECOMMENDATION:** Approve Ordinance #1695 annexing the Lanier Properties into the City limits.

**City Commission Meeting  
April 18, 2022**

**AGENDA ITEM 5: ORDINANCE #1696 ANNEXING PROPERTY INTO CITY LIMITS – JERU PROPERTIES**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Ordinance annexing property into the City limits.

**ATTACHMENTS:**

Proposed Ordinance #1696 Annexing Properties into City Limits – Jeru Properties

**ANALYSIS:** The City has received a petition from Andrew McCown of GAI Consultants, Inc. on behalf of property owner E. Lewis Campano to annex +/-44.51 acres of property into the City limits. The properties are located west of Adams Barn Road, south of Lake Mattie Road and north of the Water Ridge Subdivision. The various parcels of property are contiguous to City limits and the annexation does not create an enclave. The proposed annexation is as a result of the owner's request for city utilities and proposed residential development.

Establishing a 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 May 2, 2022.

**STAFF RECOMMENDATION:** Approve Ordinance #1696 annexing the Jeru Property into the City limits.

**City Commission Meeting  
April 18, 2022**

**AGENDA ITEM 6: SCOPE OF SERVICES AGREEMENT FOR MUNICIPAL IMPACT FEE STUDY**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** The City Commission will consider a Scope of Services Agreement for a Municipal Impact Fee Study with Raftelis.

**ATTACHMENTS:**

Raftelis Proposal and Scope of Services – Municipal Impact Fee Study

**ANALYSIS:** The last comprehensive review of the City's Municipal impact fees, which comprise Parks & Recreation, Fire and Police impact fees, was completed 16 years ago in December 2005 and provided 3% adjustments through 2009. Since the previous study was completed, the City has experienced tremendous growth requiring the need for additional public facilities to service new residents including a park in north Auburndale, an additional fire station, and additional police officers.

The proposed Study provides an updated review of projected populations, land use designations and demand for services related to Parks & Recreation, Fire and Police services applied to new development and re-development to maintain existing service levels. The fee for the Municipal Impact Fee Study from Raftelis is \$37,475.

Raftelis is familiar with the City's infrastructure and processes having recently completed the Utility Rate Study and Impact Fee Study in July of 2021.

The proposed Scope of Services and cost totals have been reviewed by the City's Finance Director, City Manager and City Attorney. Estimated completion of the Study is projected in the third quarter of 2022.

**STAFF RECOMMENDATION:** Authorize the Raftelis Scope of Services for the Municipal Impact Fee Study in the amount of \$37,475.

**City Commission Meeting  
April 18, 2021**

**AGENDA ITEM 7: PRESENTATION OF PAYROLL – FY 2023 AND FY 2024 ANNUAL BUDGETS**

\_\_\_ INFORMATION ONLY

\_\_X\_\_ ACTION REQUESTED

**ISSUE:** The City will consider the proposed Payroll Section of the Fiscal Year 2023 Annual Budget and Fiscal Year 2024 Annual Budget.

**ATTACHMENTS:**

- . 2022 City of Auburndale Salary Study Summary – April 12, 2022
- . Payroll Sections of Proposed FY 2023 and FY 2024 Annual Budgets

**ANALYSIS:** City Staff has started the process of preparing the Fiscal Year 2023 and Fiscal Year 2024 Biennial Budgets. Each month leading up to and in advance of this year’s Proposed Budget Presentation on August 1, 2022, the Commission and Staff will publicly address various sections of the Budget as follows:

- . Payroll – April 18, 2022
- . Capital Outlay – May 16, 2022
- . Expenditures – June 20, 2022
- . Revenue – July 18, 2022

**The Payroll Section of the Budget provides the necessary funding for the staffing levels to adequately deliver an accepted level of service to our citizens.** In addition to salaries, the Payroll Section provides incentive funding for certifications and education, longevity pay, and automatic adjustments for employees completing the one-year probationary period or completing four, six, and eight years of service. The proposed budgets provide a 3% cost of living adjustment (COLA) for all City employees in FY 2023 and no COLA in FY 2024.

The proposed FY 2023 Payroll Budget operates with a staffing level of 198 full and part-time employees, an increase of fifteen (15) full-time employees and two (2) part-time employees. The proposed positions include:

- . 1 – Fire Department: Firefighter
- . 1 – Fire Department: Reclassify Extra Help Office Assistant to part-time
- . 1 – Police Department: Police Officer
- . 1 – Police Department: Code Enforcement Officer Part-Time
- . 2 – Public Works: New Sanitation Route Positions - Service Worker III (Driver) & Service Worker II
- . 1 – Public Utilities: Deputy Utilities Director
- . 1 – Public Utilities: Split Approved full-time Utility Clerk position into 2 part-time Utility Clerks
- . 1 – Public Utilities: Service Worker III (Lift Station Technician)
- . 8 – Various Departments: Service Worker II positions to replace the loss of 4 inmate crews

The proposed FY 2023 Payroll Budget also reflects a 6% adjustment for fifty-eight (58) Public Safety employees including all firefighter and police officer positions, reclassifying a Corporal position in the Police Department to Sergeant, and reclassifying the IT Manager to IT Director.

The conceptual FY 2024 Payroll Budget proposes an increase of six (6) full-time employees. The proposed positions include:

- . 2 – Fire Department: Firefighters
- . 1 – Police Department: Police Officer
- . 1 – Public Works: Service Worker III (Sanitation Claw Driver)
- . 1 – Parks & Recreation: Service Worker II (Lake Myrtle for Event Lake)
- . 1 – Public Utilities: Service Worker III (Utility Locates)

The proposed FY 2023 Payroll Budget also reflects reclassifying a Code Enforcement part-time position to full-time in the Police Department.

The 2022 Salary Study prepared by Creative Insights of Lutz and USF Professor John Daly identified several issues important to staying competitive with the local job market particular to certain positions within the City. City Staff will lead discussion on the Study and proposed Payroll Budgets.

**STAFF RECOMMENDATION:** Tentatively approve the proposed Payroll, as presented by City Staff. Formal adoption of the FY 2023 Budget and conceptual approval of the FY 2024 Budget will come after the scheduled Public Hearings in September.





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**COMMUNITY REDEVELOPMENT AGENCY MEETING**  
**April 18, 2022 – 7:30 PM**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Tim Pospichal, Chair

ROLL CALL – Amy Palmer, Assistant City Manager

APPROVE CRA MINUTES – Regular Meeting – 2/21/2022

ANNOUNCEMENTS – Amy Palmer, Assistant City Manager

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. FINANCE REPORT
2. PRESENTATION OF PROPOSED BUDGETS FOR FY 22/23 & FY 23/24

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.

**Community Redevelopment Agency Meeting  
April 18, 2022**

**AGENDA ITEM 1: FINANCE REPORT**

  X   INFORMATION ONLY

     ACTION REQUESTED

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**ISSUE:** The Community Redevelopment Agency (CRA) Board will receive a finance report from the City's Finance Director, Chris Reeder.

**Community Redevelopment Agency Meeting  
April 18, 2022**

**AGENDA ITEM 2: PRESENTATION OF PROPOSED BUDGETS FOR FY 22/23 & FY 23/24**

  X   INFORMATION ONLY

       ACTION REQUESTED

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**ISSUE:** The Community Redevelopment Agency (CRA) Board will be presented the proposed FY 22/23 and FY 23/24 CRA Budgets.

**ATTACHMENTS:**

- . Proposed FY 22/23 and FY 23/24 CRA Budgets
- . Proposed Amendment to the FY 22/23 thru FY 26/27 Capital Improvement Plan

**ANALYSIS:** The proposed FY 22/23 and FY 23/24 Budgets being presented at this time reflect the previously approved CIP projects in the first two years of the five-year CIP.

In addition to general operational expenses, the proposed FY 22/23 Budget provides CRA funding for the following CIP approved projects:

- \$1,000,000 for Civic Center Design-Build project (formerly Park Street Commercial)

The Civic Center Design-Build project (formerly the Park Street Commercial project) is anticipated to occur over two fiscal years. An amendment to the adopted Capital Improvement Plan will be required to reflect the adjusted timeframe to complete this project. Design work will be completed during FY 22/23, and construction work is anticipated during FY 23/24.

In addition to general operational expenses, the proposed FY 23/24 Budget provides CRA funding for the following CIP approved projects:

- \$2,500,000 for Civic Center Design-Build
- \$1,000,000 for Streetscape projects – Howard and Palmetto

The proposed FY 22/23 and FY 23/24 CRA Budgets for expenses and revenues are balanced.

In accordance with the CRA calendar, the proposed CRA Budgets will be presented for approval by the CRA Board at the May 16, 2022 meeting. The amended Capital Improvement Plan will also be presented for approval during the May CRA Board meeting.