



City of Auburndale

AUBURNDALE, FLORIDA 33823

Office of the City Manager

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CITY COMMISSION MEETING
APRIL 4, 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 – 03/21/2022

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

PROCLAMATION – “WATER CONSERVATION MONTH”

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. FINAL PLAT APPROVAL – AUBURN GROVE PHASE 2

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 4, 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

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 sealed bids 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.

	<u>Inventory Threshold</u>	<u>Sealed Bid</u>	<u>Commission Approval</u>
Auburndale (current)	\$1,000	> \$10,000	> \$10,000
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. If approved on first reading, the proposed Ordinances will be presented for second and final reading on April 18, 2022.

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 4, 2022

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

INFORMATION ONLY

ACTION REQUESTED

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. If approved on first reading, the proposed Ordinance will be presented for second and final reading on April 18, 2022.

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

STAFF RECOMMENDATION: Approval of Ordinance #1693 amending the Auburndale Municipal Firefighter's Pension Trust Fund Plan.

**City Commission Meeting
April 4, 2022**

AGENDA ITEM 4: FINAL PLAT APPROVAL – AUBURN GROVE PHASE 2

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider the Final Plat for the Auburn Grove Phase 2 Subdivision.

ATTACHMENTS:

- . Final Plat
- . Engineer’s Opinion of Probable Construction Costs

ANALYSIS: The City has received a request to plat Phase 2 of the Auburn Grove Subdivision, formerly known as H-Block. The property is located on Adams Road and CR 559 and has a zoning of Planned Development Housing-1 (PD-H1).

The City Commission approved the binding site plan for the 227-lot single-family residential development in April 2019 by adopting Ordinance #1597. In May 2021, at the request of the property owner, the City Commission amended the binding site plan to include an additional 10-lots to the project, by adopting Ordinance #1660. The subdivision consists of 237 single-family lots, minimum lot size of 9,500 SF, minimum lot width of 70 ft, and minimum setbacks of 25-foot front, 10-foot side and rear.

Phase 1 of the subdivision received final plat approval on January 19, 2021 and consists of 113 lots. Phase 2 of the subdivision consists of 98 lots and the development meets all Land Development Regulations including lot size, setbacks, open space, and sidewalk requirements. All retention areas, roads, sidewalks, and open spaces will be dedicated to and maintained by the Homeowner’s Association.

As provided for in the Land Development Regulations, the developer is requesting Final Plat approval before all infrastructure improvements are made. The developer has provided a certified check payable to the City in the amount of \$146,382, which is 120% of the estimated completed construction costs as determined by their engineer. Improvements still required by City specifications and covered by the check include asphalt paving, striping and signs, sod, and completing as-builts and record drawings. The developer has stated that all improvements should be completed by April 30, 2022. The certified check ensures that the City can complete the improvements if the developer does not.

Approval of the Final Plat would acknowledge acceptance of the certified check and the timeframe for completion. Approval of the Final Plat allows the developer to sell the lots and begin building houses.

STAFF RECOMMENDATION: Approval of the Final Plat.