

City of Auburndale City Commission Meeting April 18, 2022

Minutes of the Regular Meeting of the City of Auburndale held April 18, 2022, at 7:00 p.m. in the Commission Room of City Hall, after having been properly advertised, with the following members present: Mayor Dorothea Taylor Bogert, Commissioners: Keith Cowie, Richard Hamann, and Bill Sterling. Commissioner Jack Myers was absent. Also, present were: City Manager Jeffrey Tillman, Assistant City Manager Amy Palmer, City Attorney Frederick J. Murphy Jr., and Police Chief Andy Ray.

Mayor Dorothea Taylor Bogert declared a quorum present, and the Meeting was opened with prayer by Minister Antonio Solomon, Winning Souls for the Kingdom, and a salute to the flag.

**Motion** by Commissioner Cowie, seconded by Commissioner Hamann, to approve the Minutes of the City Commission Meeting of April 4, 2022. Upon vote, all ayes.

City Manager Tillman announced that Assistant City Manager Amy Palmer was filling in for the City Clerk's position and will be doing so for the next several meetings until we can get that position filled and thanked her for stepping in.

Mayor Taylor Bogert asked if there was public comment on any item not on the agenda. None was received.

Mayor Taylor Bogert presented a Proclamation recognizing April as "Distracted Driving Awareness Month" to Police Chief Andy Ray. City Attorney Murphy read the Proclamation.

**1. ORDINANCE #1692 ESTABLISHING AND RESTATING CAPITAL ASSET POLICY**

Finance Director Chris Reeder stated 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 \$10,000 on larger capital projects for depreciation purposes, matching the sealed bid threshold and City Commission approval.

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.

Ordinance #1692 will amend the tangible property inventory limit to \$5,000 and improvements and betterments 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 recommends approval of Ordinance No. 1692 updating and restating the capital asset policy.

City Attorney Murphy read Ordinance No. 1692: **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF AUBURNDALE, FLORIDA, REPEALING ITS EXISTING CAPITAL ASSET POLICY AND ESTABLISHING AN UPDATED AND RESTATED CAPITAL ASSET POLICY; PROVIDING FOR SEVERABILITY; A REPEALING CLAUSE; AND THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.**

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Mayor Taylor Bogert asked for public comment. None was received.

**Motion** by Commissioner Cowie, seconded by Commissioner Sterling, to approve Ordinance No. 1692. Upon vote, all ayes.

## 2. **ORDINANCE #1693 AMENDING SECTION 2-43(b) - PURCHASING GUIDELINES**

City Manager Tillman stated staff recommends approval of Ordinance No. 1693 amending the purchasing guidelines.

City Attorney Murphy read Ordinance No. 1693: **AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF AUBURNDALE FLORIDA, AMENDING SECTION 2-43(B) OF THE CODE OF ORDINANCES OF THE CITY OF AUBURNDALE, FLORIDA RELATING TO CITY MANAGER PURCHASING THRESHOLDS; PROVIDING FOR SEVERABILITY; A REPEALING CLAUSE; AND THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Mayor Taylor Bogert asked for public comment. None was received.

**Motion** by Commissioner Hamann, seconded by Commissioner Sterling, to approve Ordinance No. 1693 as read. Upon vote, all ayes.

## 3. **ORDINANCE #1694 AMENDING THE AUBURNDALE MUNICIPAL FIREFIGHTERS' PENSION TRUST FUND PLAN**

City Manager Tillman stated 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 out. The Ordinance adds Section 31 to the plan and corrects the inadvertent removal. 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. The Fire Pension Board recommended approval and staff recommends approval of Ordinance No. 1694.

City Attorney Murphy read Ordinance No. 1694: **AN ORDINANCE OF THE CITY OF AUBURNDALE, FLORIDA AMENDING THE CITY OF AUBURNDALE MUNICIPAL FIREFIGHTERS' PENSION TRUST FUND, ADOPTED AND RESTATED PURSUANT TO ORDINANCE 1654; ADDING SECTION 31, MILITARY SERVICE PRIOR TO EMPLOYMENT; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.**

Mayor Taylor Bogert asked for public comment. None was received.

**Motion** by Commissioner Sterling, seconded by Commissioner Cowie, to approve Ordinance No. 1694 amending the firefighters pension trust fund plan. Upon vote, all ayes.

## 4. **ORDINANCE #1695 ANNEXING PROPERTY INTO CITY LIMITS – LANIER PROPERTIES**

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Community Development Director Fife stated 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. She reviewed the maps shown on the screen. She stated staff recommends approval of Ordinance No. 1695.

City Manager Tillman stated 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.

City Attorney Murphy read Ordinance No. 1695: **AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE CITY OF AUBURNDALE, FLORIDA, SO AS TO INCLUDE THEREIN ADDITIONAL TERRITORY LYING CONTIGUOUS AND ADJACENT TO THE PRESENT BOUNDARIES OF THE CITY; DESCRIBING SAID ADDITIONAL TERRITORY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE (General Location: C.R. 559 and Gapway Rd.).**

Mayor Taylor Bogert asked for public comment. None was received.

**Motion** by Commissioner Cowie, seconded by Commissioner Hamann, to approve Ordinance No. 1695 annexing property into the City Limits, the Lanier properties. Upon vote, all ayes.

##### 5. **ORDINANCE #1696 ANNEXING PROPERTY INTO CITY LIMITS – JERUE PROPERTY**

Community Development Director Fife stated 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. She reviewed the map of the City Limits on the screen. She stated staff recommends approval of Ordinance No. 1696.

City Manager Tillman stated 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.

City Attorney Murphy read Ordinance No. 1696: **AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE CITY OF AUBURNDALE, FLORIDA, SO AS TO INCLUDE THEREIN ADDITIONAL TERRITORY LYING CONTIGUOUS AND ADJACENT TO THE PRESENT BOUNDARIES OF THE CITY; DESCRIBING SAID ADDITIONAL TERRITORY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE (General Location: Adams Barn Road).**

Mayor Taylor Bogert asked for public comment. None was received.

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**Motion** by Commissioner Hamann, seconded by Commissioner Sterling, to approve Ordinance No. 1696 as read. Upon vote, all ayes.

## 6. SCOPE OF SERVICES AGREEMENT FOR MUNICIPAL IMPACT FEE STUDY

Finance Director Chris Reeder stated 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/Connection Fee Study in July of 2021.

City Manager Tillman stated 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. This is something that will be presented back to you before the end of the budget year and staff will work on implementation of it likely before the first of the year. Staff recommends authorizing the Raftelis scope of services for the municipal impact fee study in the amount of \$37,475.

Mayor Taylor Bogert asked for public comment. None was received.

**Motion** by Commissioner Sterling, seconded by Commissioner Cowie, to approve the Scope of Services agreement for Municipal Impact Fee Study. Upon vote, all ayes.

## 7. PRESENTATION OF PAYROLL – FY 2023 AND FY 2024 ANNUAL BUDGETS

City Manager Tillman stated 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, and budget public hearings in September, 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. The City conducted a salary study, which we complete every year, conducted by Dr. Daly with Creative Insights. In the study, we compare our salaries with comparative Cities in the State and also in the local labor market, to ensure that the City employees' salaries are remaining competitive within similar positions in these other jurisdictions. It shows us which positions' salaries need to be adjusted when compared to other jurisdictions. 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.

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He presented an aerial map on the screen showing all of the new growth, residential and commercial projects occurring in the City. 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 were presented:

- . 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.

Staff recommends tentatively approving the proposed Payroll. Formal adoption of the FY 2023 Budget and conceptual approval of the FY 2024 Budget will come after the scheduled Public Hearings in September.

Mayor Taylor Bogert asked for public comment. None was received.

**Motion** by Commissioner Cowie, seconded by Commissioner Hamann to give tentative approval to the payroll section of the budget for the FY 2023 and FY 2024 budget.

Commissioner Cowie asked what the plan was to hire 17 people and could you start before October 1. I'd hate to wait until October 1 and it takes 3-4 months to hire 17 new people.

City Manager Tillman stated yes there would be an opportunity to advertise prior to October 1 and start to get employees on board prior to October 1. We are also able to pull from the pool of candidates from positions that are currently advertised.

Upon vote, all ayes.

The Meeting was adjourned at 7:50 p.m.

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

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Amy Palmer, Assistant City Manager