

City of Auburndale City Commission Meeting April 4, 2022

Minutes of the Regular Meeting of the City of Auburndale held April 4, 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, Jack Myers, and Bill Sterling. Also, present were: City Manager Jeffrey Tillman, City Clerk/Special Projects Director Jeffrey Brown, 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 Parks and Recreation Director Cody McGhee, and a salute to the flag.

**Motion** by Commissioner Cowie, seconded by Commissioner Hamann, to approve the Minutes of the City Commission Meeting of March 21, 2022. Upon vote, all ayes.

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 "Water Conservation Month" to Public Work Director John Dickson. City Attorney Murphy read the Proclamation.

**1. ORDINANCE #1692 ESTABLISHING AND RESTARTING 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.

	<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 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 Ordinance was prepared by the Finance Director 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.

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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.**

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

Commissioner Jack Myers asked does this preclude the City from seeking bids less than these thresholds?

City Manager Tillman stated the purchasing policy still requires three quotes, written or verbal, for purchases less than \$25,000.

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

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

City Manager Tillman stated the proposed Ordinance was prepared by the Finance Director 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.

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 Sterling, seconded by Commissioner Cowie, to approve Ordinance No. 1693. 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. If approved on first reading, the proposed Ordinance will be presented for second and final reading on April 18, 2022.

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**

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**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 Cowie, seconded by Commissioner Myers, to approve Ordinance No. 1694. Upon vote, all ayes.

**4. FINAL PLAT APPROVAL – AUBURN GROVE PHASE 2**

Community Development Director Julie Fife stated 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.

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

**Motion** by Commissioner Sterling, seconded by Commissioner Myers, to approve the Final Plat for Auburn Grove Phase 2. Upon vote, all ayes.

The Meeting was adjourned at 7:26 p.m.

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

  
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Jeffrey Brown, City Clerk/Special Projects Director