



City of Auburndale

AUBURNDALE, FLORIDA 33823

Office of the City Manager

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CITY COMMISSION MEETING
May 16, 2022 - 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Pastor Billy Ready, Central Assembly of God

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – Assistant City Manager Amy Palmer

APPROVE COMMISSION MINUTES – Regular Meeting – 05/02/2022

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

COMMENDATIONS – Arquis Ward, FHSAA Class 2A Heavyweight Weightlifting State Champion – Traditional
Kody Chisholm, FHSAA Class 2A Heavyweight Weightlifting State Champion – Snatch
Jaden DeMaria, FHSAA Class 2A 169-pound Weightlifting State Champion – Snatch

AGENDA

1. **PUBLIC HEARING**– LAND DEVELOPMENT REGULATIONS AMENDMENT – REVERSE FRONTAGE LOTS
2. ORDINANCE #1697 AMENDING LAND DEVELOPMENT REGULATIONS – REVERSE FRONTAGE LOTS
3. **TRANSMITTAL PUBLIC HEARING** – FUTURE LAND USE MAP AMENDMENT – LAKES DISTRICT
4. TRANSMITTAL RESOLUTION #2022-07 TRANSMITTING FUTURE LAND USE TO STATE
5. INTERLOCAL AGREEMENT WITH POLK COUNTY FOR TRANSPORTATION MASTER PLANNING
6. INTERLOCAL AGREEMENT WITH POLK COUNTY FOR KEITH LANE DRAINAGE IMPROVEMENTS
7. EXTENSION TO EMERGENCY WATER SERVICE AGREEMENT WITH POLK CITY
8. PRESENTATION OF BIDS – CITY HALL WINDOWS
9. PRESENTATION OF BIDS – BERKLEY ROAD WATER TREATMENT PLANT WELL
10. PRESENTATION OF CAPITAL OUTLAY – FY 2023 & FY 2024 ANNUAL BUDGETS

Community Redevelopment Agency Meeting to follow 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
May 16, 2022**

AGENDA ITEM 1: PUBLIC HEARING – LAND DEVELOPMENT REGULATIONS TEXT AMENDMENT – REVERSE FRONTAGE LOTS

AGENDA ITEM 2: ORDINANCE #1697 AMENDING LAND DEVELOPMENT REGULATIONS – REVERSE FRONTAGE LOTS

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider and take public comment on a Land Development Regulations Text Amendment – Reverse Frontage Lots.

ATTACHMENTS:

- Notice of Public Hearing – 04/22/22
- Excerpt from Planning Commission Meeting – 05/03/2022
- Lot Types Diagram
- Ordinance #1697 Amending Land Development Regulations – Reverse Frontage Lots

ANALYSIS: Based on City Commission discussion in regards to reverse frontage lots, staff conducted research of other municipalities' Land Development Regulation's on reverse frontage lots for consideration. Current regulations state that reverse frontage lots are to be avoided, except where essential to provide separation of residential development from arterial streets or to overcome specific disadvantages of topography and development orientation.

Research showed few cities prohibit reverse frontage lots. Several municipalities, utilizing language from the American Planning Association, provided stronger language to assist in the subdivision lay out and avoid reverse frontage lots. New text would add language stating reverse frontage lots shall be prohibited unless to assist in overcoming residential separation and specific disadvantages. New text would also require larger corner lots to avoid reverse frontage lots. Lots would still have to meet zoning requirements to permit minimum building setback from and orientation to both streets.

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 June 6, 2022

PLANNING COMMISSION RECOMMENDATION: Approval of the LDR Amendment (6-0, 05/03/2022)

STAFF RECOMMENDATION: Approval of Ordinance #1697 amending the Land Development Regulations – Reverse Frontage Lots.

**City Commission Meeting
May 16, 2022**

AGENDA ITEM 3: TRANSMITTAL PUBLIC HEARING – LARGE SCALE FUTURE LAND USE MAP AMENDMENT – LAKES DISTRICT

AGENDA ITEM 4: TRANSMITTAL RESOLUTION #2022-07 TRANSMITTING FUTURE LAND USE TO STATE – LAKES DISTRICT

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will take public comment and consider a Future Land Use Map amendment before transmitting to the State for a compliance review.

ATTACHMENTS:

- . Notice of Public Hearing – 04/22/2022
- . Transmittal Resolution #2022-07 Transmitting Future Land Use to State – Lakes District

ANALYSIS: The City has initiated a request for a Future Land Use Map Amendment on the following properties:

Incorporated Properties within the Lakes Districts Boundaries

<i><u>Owner/Petitioner:</u></i>	Multiple Owners, The City of Auburndale
<i><u>Location:</u></i>	Lakes District, (+/-2,850.017 acres)
<i><u>Current Polk County Future Land Use:</u></i>	Agriculture/Rural Residential (A/RR), Residential Low-1, and Residential Low-2
<i><u>Current City Future Land Use:</u></i>	Low Density Residential, Medium Density Residential, High Density Residential, Neighborhood Activity Center, and Conservation/Wetlands
<i><u>Proposed City Future Land Use:</u></i>	Lakes District Mixed Use

In January 2022, the City Commission adopted the Comprehensive Plan text amendment establishing a new Future Land Use classification, **Lakes District Mixed Use (LDMU)**. On December 6, 2021 the City adopted an amendment to the City's Land Development Regulations (LDRs) Chapter 15, Special Overlay Districts, establishing new zoning policies for this newly adopted Future Land Use.

The Lakes District Vision is a master planned community to help with the creation of greenway and trails corridors, mixed-use centers, walkability enhancements, and protection of environmental resources and agricultural character. The Lakes District Mixed Use Future Land Use category provides opportunities for a mix of open space, pedestrian and bicycle connectivity, residential, and mixed-use village centers, and the establishment of a Transfer of Development Rights program. The City initiated request establishes the **Lakes District Mixed Use (LDMU)** Future Land Use category on 2,850.017 acres of property that fall within the Lakes District boundaries meeting the vision of the district as outlined by The Lakes District Vision and Strategy endorsed by the City Commission in November 2019.

Because the Amendment is larger than 50 acres it is required to go through a Large-Scale Future Land Use Map Amendment and must be submitted to the Department of Economic Opportunity (DEO) for State Review. Upon receipt of the State review, the City Commission will hold an additional Public Hearing on the adoption of the proposed Future Land Use Map Amendment and proposed Zoning Map Amendments.

The requested Future Land Use of **Lakes District Mixed Use (LDMU)** is consistent with the Lakes District Vision and Strategies and the City's Comprehensive Plan. The action before the City Commission is only to take public comment on the proposed Future Land Use and authorize transmittal to the Florida Department of Economic Opportunity for a compliance review.

The proposed Transmittal Resolution was prepared by the Community Development Department and reviewed by the City Manager and City Attorney.

PLANNING COMMISSION RECOMMENDATION: Approval of the proposed Future Land Use Map Amendment (6-0, 05/03/2022)

STAFF RECOMMENDATION: Approval of Transmittal Resolution #2022-07.

**City Commission Meeting
May 16, 2022**

**AGENDA ITEM 5: INTERLOCAL AGREEMENT WITH POLK COUNTY FOR TRANSPORTATION
MASTER PLANNING**

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider an Interlocal Agreement with Polk County for a Transportation Master Plan.

ATTACHMENTS:

- . Interlocal Funding Agreement with Polk County – Transportation Master Plan

ANALYSIS: The City of Auburndale has experienced significant growth since the original adoption of the Comprehensive Plan and Land Development Regulations. With development identified in the Lakes District Master Plan, the Innovation District, the Auburndale CRA and the Joint Planning Area with Polk County, traffic has and is anticipated to continue to increase. Previous public and stakeholder outreach has shown the need for a transportation master plan identifying multi-modal needs within City of Auburndale boundaries.

Roadways within City boundaries include roadways under the jurisdiction of the City, as well as under the jurisdiction of FDOT and the County. In February 2022, City Staff met with Polk County Staff and the Polk Transportation Planning Organization (TPO) to discuss transportation needs and develop the scope of work needed to address any issues.

Kimley-Horn and Associates, currently working on the Lakes District Master Plan, was requested to develop a cost and itemized scope of work for a Transportation Master Plan. The Plan will identify transportation needs and provide recommendations for infrastructure improvements in collaboration with the other entities (FDOT, Polk County, etc.). Using the Lakes District Master Plan as a starting point, consideration of multi-modal transportation needs will also be identified with an emphasis on greenways and trails, accommodating future growth on roadways, needed improvements identified as well as intersection hotspots and provide policy changes within Auburndale and Polk County.

The proposed Interlocal Agreement is similar to previous funding arrangements with the County and provides for a one-time payment to the City in the amount of \$28,728.50 thousand, or 50% of the estimated \$57,457.00 total cost of the Transportation Master Plan. The County has agreed to provide payment to Auburndale no later than 45 days from receiving an invoice from the City after execution of the Agreement. The City of Auburndale assumes all contractual obligations to the Consultant.

Staff will present a financial report on the scope of work to be performed under the Transportation Master Plan.

STAFF RECOMMENDATION: Approve the Interlocal Funding Agreement with Polk County for a Transportation Master Plan.

**City Commission Meeting
May 16, 2022**

AGENDA ITEM 6: INTERLOCAL AGREEMENT WITH POLK COUNTY FOR KEITH LANE DRAINAGE IMPROVEMENTS

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider an Interlocal Agreement with Polk County for Keith Lane drainage improvements.

ATTACHMENTS:

- . Interlocal Agreement between Polk County and City of Auburndale for Keith Lane Drainage Improvements

ANALYSIS: In February 2021, the City Commission approved a drainage easement with Polk County across a portion of City property at the Lake Myrtle Sports Complex. The City and County had been working for several years toward solutions to address drainage issues in the area of Keith Lane, directly north of the Lake Myrtle Sports Complex.

Polk County has completed the drainage improvement project along Keith Lane and across the drainage easement, which included installation of stormwater piping across a baseball field.

The proposed Interlocal Agreement between Polk County and the City of Auburndale for the Keith Lane Drainage Improvements allows Polk County reimburse the City \$21,610.75 for costs associated with repairing the affected baseball field including the replacement of warning track material, repairing broken sprinklers and the replacement of sod.

The proposed Interlocal Agreement was prepared by the County Attorney's Office and reviewed by the Parks and Recreation Director, City Manager and City Attorney.

STAFF RECOMMENDATION: Approval of the Interlocal Agreement between Polk County and City of Auburndale for Keith Lane Drainage Improvements.

**City Commission Meeting
May 16, 2022**

AGENDA ITEM 7: EXTENSION TO EMERGENCY WATER SERVICE AGREEMENT WITH POLK CITY

INFORMATION ONLY

ACTION REQUESTED

ISSUE: The City Commission will consider extending an Interlocal Agreement for Emergency Water Service with the City of Polk City.

ATTACHMENTS:

- . Extension to Emergency Water Service Agreement with the City of Polk City
- . Emergency Water Service Agreement with the City of Polk City

ANALYSIS: In 1992, the cities of Auburndale and Lakeland entered into an agreement providing interconnects to each city's potable water system. The interconnects located on U.S. Highway 92 at Saddle Creek Park and on State Road 559 at Interstate 4 are still in service and providing emergency reliability water service.

In 2002, the City of Polk City purchased its water system from the City of Lakeland. This included the Lakeland portion of the utility interconnect on State Road 559 at Interstate 4.

In 2011, the City entered into an agreement with the City of Polk City reflecting Polk City as the successor to the City of Lakeland. The Emergency Water Service Agreement provided for the same provisions as the original agreement with the City of Lakeland and were for a term of ten (10) years with options for extensions of four five-year consecutive terms.

The proposed Extension to Emergency Water Service Agreement extends the agreement for ten (10) years by exercising two (2) of the five-year extensions.

The proposed Extension to Emergency Water Service Agreement was prepared by the City of Polk City's City Attorney, Tom Cloud and was reviewed by the Public Utilities Director, City Manager and City Attorney.

STAFF RECOMMENDATION: Approval of the Extension to the Emergency Water Service Agreement with the City of Polk City.

City Commission Meeting
May 16, 2022

AGENDA ITEM 8: PRESENTATION OF BIDS – CITY HALL WINDOWS

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider the purchase of new windows for City Hall.

ATTACHMENTS:

- . Advertisement for Bids
- . Bid Received
- . Steel Casement Window Proposal

ANALYSIS: With City Hall being constructed in 1927, the building is approaching its 100th anniversary in 5 years in 2027. The City started preservation projects to City Hall in 2017 with the re-pointing of the bricks and mortar in an effort to stop water intrusion into the building. Preservation is defined as the process of applying measures to sustain the existing form, integrity, and materials of an historic property, with the focus being on maintenance and repair. Since 2017, other preservation projects have included re-caulking the windows, re-building the roof over the 2nd floor restrooms, and re-roofing all remaining roofs. In addition, the City has begun interior preservation projects with the remodel of the old Construction Services office into the new City Commission chambers.

The existing windows in City Hall were installed in the 1980's and over the years have started and continued to leak. The current windows are residential-grade aluminum windows, which are not historically accurate compared to original pictures of City Hall in its early years. On February 11, 2022, the City advertised an invitation to bid in the local media for the replacement of the windows in the Historic Auburndale City Hall. The invitation to bid was also distributed to four (4) contractors. Bid specifications asked for 51 anodized aluminum windows with thermal break, similar configuration to the existing windows, and high energy efficiency. The City received one (1) bid from the following:

City Hall Windows

Central Window Sales \$229,614

During discussions with Central Window Sales (CWS), staff learned about a historic-style steel casement window produced by Winco, which would match the material and the function of City Hall's original windows. CWS prepared a new proposal for the steel casement windows which came in at \$266,523. The price includes all materials and labor for the project.

The City has had a positive experience with CWS, which worked on the store-front windows on the Kee Building, and has completed repair work on City Hall's front door. The project is not funded in the FY 21-22 Budget. However, funds are available utilizing available funding in the City Hall Renovation capital line item and utilizing unbudgeted, unrestricted funds.

STAFF RECOMMENDATION: Award the bid to Central Window Sales in the amount of \$266,523 to install steel casement windows at City Hall.

**City Commission Meeting
May 16, 2022**

AGENDA ITEM 9: PRESENTATION OF BIDS – BERKLEY ROAD WATER TREATMENT PLANT WELL

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City will consider bids for construction of a new well at the Berkley Road Water Treatment Plant.

ATTACHMENTS:

- . Advertisement for Bids – 04/08/2022
- . Bid Recommendation – Chastain Skillman
- . Bid Proposals (2)

ANALYSIS: In March 2021, the City of Auburndale was notified that it would be receiving an estimated \$6.99 million dollars in American Recovery Plan Act funding. The federal funding is restricted to eligible uses including investments in utility infrastructure. City Staff proposed the completion of several water utility projects including the expansion of the Berkley Road Water Treatment Plant.

An invitation to bid was advertised in the local media and on May 10, 2022, the City Manager’s Office received the following two (2) bids:

Berkley Road Water Treatment Plant – Well No. 3

Grosch Drilling Enterprises, Inc., Dublin, GA	\$349,528.00
A.C. Schultes of FL, Inc., Gibsonton, FL	\$457,700.00

The Bids were reviewed by the Public Utilities Director and the City’s consulting engineer, Chastain Skillman. Grosch Drilling Enterprises, Inc. was the low bidder and the contractor for the two existing wells at the Berkley Road Water Treatment Plant. Drilling the third well at the site is the first step to expand the Berkley Road Water Treatment Plant. Design and engineering is currently underway by Chastain Skillman for an additional water storage tank and high service pumps.

The project is Budgeted in the FY 2022/2023 Budget. Funding is currently available from the American Rescue Plan Act dollars previously received by the City.

STAFF RECOMMENDATION: Award the bid to Grosch Drilling Enterprises, Inc. in the amount of \$349,528.00.

**City Commission Meeting
May 16, 2022**

AGENDA ITEM 10: PRESENTATION OF PROPOSED CAPITAL OUTLAY FOR FY 22-23 AND FY 23-24

 INFORMATION ONLY

 X ACTION REQUESTED

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

ATTACHMENTS:

- . Proposed FY 2022-2023 Capital Outlay
- . Proposed FY 2023-2024 Capital Outlay
- . 5-Year Capital Improvement Program (CIP)

ANALYSIS: In preparation of the proposed FY 2023 and FY 2024 Budgets, Department Directors were requested to revisit all the Capital projects previously approved by the City Commission in the second year budget (FY 2022) and the 5-Year Capital Improvement Program (CIP). This helps to determine if the equipment or improvements are still needed, could be delayed, and/or has a funding source.

The proposed FY 2023 Capital Outlay section reflects expenditures of \$24,023,740. FY 2024 includes Capital Outlay projects totaling \$18,426,000.

Specific improvements in FY 2023 include:

- . Sprayfield Property Acquisition = \$5,000,000
- . Berkley Water Plant Expansion = \$4,200,000
- . Recker Highway Utility Relocates \$1,300,000
- . 6 Bobby Green Plaza Purchase (\$420,000 from 3 Depts.) = \$1,260,000
- . Gapway Road Waterline Extension = \$1,200,000
- . Simmers Young Waterline Extension (For Interconnect Project) = \$1,200,000
- . North Auburndale Sewer Upgrades = \$1,000,000
- . Downtown Park Forcemain Rehab = \$800,000
- . Allred WWTP Filter Rehab = \$750,000
- . Public Utilities System-Wide SCADA = \$600,000
- . Regional WWTP Filter Rehab = \$500,000
- . Wastewater Distribution Upgrades = \$500,000
- . Street Resurfacing = \$500,000

- . Regional Centrifuge Replacement = \$450,000
- . Reserves for New Public Works Building = \$350,000
- . Replacement Tanker (2005) for Fire Dept. = \$345,000
- . Cemetery Road Improvements (AMP) = \$310,000
- . Purchase Various Vehicles for Police Dept. (7 New) = \$313,500
- . Garbage Truck = \$312,000
- . Water Shop Relocation = \$310,000
- . Plymouth Road Waterline Extension = \$250,000
- . Old Berkley Road Waterline Extension = \$250,000
- . PRWC Alternative Water Reserve = \$250,000
- . PRWC Phase I Reserve = \$248,500

Specific improvements in FY 2024 include:

- . Civic Center Design/Build = \$12,500,000 (\$3,500,000 additional from CRA)
- . Sprayfield Construction = \$1,000,000
- . Utility System Rehab = \$500,000
- . Street Resurfacing = \$500,000
- . Regional WWTP Bar Screen = \$400,000
- . Purchase Various Vehicles for Police Dept. (8 New) = \$370,000
- . Reserves for New Public Works Building = \$350,000
- . PRWC Alternative Water Reserve = \$250,000
- . PRWC Alternative Water Reserve = \$250,000
- . PRWC Phase I Reserve = \$248,500
- . Reserves for Pumper (2005) Replacement for Fire Dept. = \$200,000
- . Brush Truck (1995) Replacement for Fire Dept. = \$200,000

All items in “year one” and “year two” of the revised 5-year CIP have been programmed into the proposed two-year budget.

STAFF RECOMMENDATION: Tentative approval of the Capital Outlay sections of the Proposed FY 2023 and FY 2024 Budgets. Formal adoption of the FY 2023 Budget and conceptual approval of the FY 2024 Budget will come after the scheduled Public Hearings in September.