

Minutes of the Regular Meeting of the City Commission of the City of Auburndale held February 20, 2023, 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 Attorney Frederick J. Murphy Jr., City Clerk Brandon Henry, and Deputy Police Chief Carin Ketcham.

Mayor Dorothea Taylor Bogert declared a quorum present, and the Meeting was opened with prayer by Jason Kent, Connect Church, and a salute to the flag.

**Motion** by Commissioner Cowie, seconded by Commissioner Hamann, to approve Minutes of the City Commission Meeting of February 6, 2023. Upon vote, all ayes.

City Manager Jeffrey Tillman announced that he copied the Mayor and Commission on the SunRail survey that the Florida Department of Transportation is currently undertaking. We posted it on our Facebook and on our website. We encourage everyone to take the survey, to determine the feasibility of extending SunRail into Polk County. We have the Ms. Auburndale Softball opening at 9 a.m. this Saturday at the Softball Complex. On that same day we also have the RussMatt Tournament at Lake Myrtle.

City Attorney Frederick J. Murphy Jr. said we will be closing on the City's purchase of the sprayfield, that was approved in October from J. Everett Allen and Sons. We will be working in conjunction with staff to make that happen, which should be Wednesday.

City Manager Tillman said he appreciates the City Attorney's work on it, he has done a lot to get it to the point of closing.

Mayor Taylor Bogert recognized Greater Auburndale Chamber of Commerce President Alex Cam and Former City Commissioner Randy Spears, who were in attendance. She also thanked her family for being in attendance.

Commissioner Myers announced that the Polk Transportation Planning Organization is having their State of the Transportation System Community Forum on April 21<sup>st</sup> at SunTrax.

City Manager Tillman said he and the Mayor have RSVP'd to it.

Commissioner Hamann thanked City Clerk Brandon Henry for his help during the Ridge League of Cities dinner.

Mayor Taylor Bogert asked if there was public comment on any item not on the agenda. There was no public comment.

## **1. ORDINANCE #1728 AMENDING CITY CODE – CEMETERY RATES AND RULES**

City Manager Tillman said the proposed Ordinance adjusts the rates charged for the sale of cemetery spaces in the City's three cemeteries and the changes for services such as openings and closings.

The proposed fee schedule is based on a recent survey of neighboring cities and their charges. The cities of Winter Haven, Lakeland, Lake Wales, Bartow, and Haines City were used in the comparison.

Single spaces for residents are proposed to increase from \$600 to \$700. Non-resident spaces are proposed to increase from \$825 to \$1,050.

Infant and cremation spaces for residents are proposed to increase from \$300 to \$350. Non-resident infant and cremation spaces are proposed to increase from \$375 to \$450.

Opening and closing rates on weekdays before 3:30 p.m. are proposed to increase from \$500 to \$575. Opening and closing rates after 3:30 p.m. on weekends and Saturdays before 3:30 p.m. are proposed to increase from

\$650 to \$750. Opening and closing rates after 3:30 p.m. on Saturdays, Sundays and holidays are proposed to increase for adults from \$650 to \$850 and infants from \$400 to \$500.

The current rate structure has been in place since June 2012.

The proposed Ordinance also amends the interment and disinterment rules in the City's three cemeteries by amending the allowable cremations in a standard grave space from two (2) to four (4) and from one (1) to two (2) with a burial casket. The proposed Ordinance also creates rules for a baby grave space and changes the language from the number of bodies in a space to the number of burial caskets as the number of bodies in a space is already specified.

The proposed Ordinance was prepared by the Parks and Recreation Director and City Manager's Office and reviewed by the Parks and Cemetery Superintendent, Finance Director and City Attorney. The proposed Ordinance was approved on first reading February 6, 2023 and is being presented for second and final reading.

The effective date of the new rate schedule will be April 1, 2023.

City Manager Tillman presented an example of a columbarium, which was discussed at the last meeting.

Staff recommends approval of proposed Ordinance #1728 amending the cemetery rates and rules.

City Attorney Frederick J. Murphy Jr. read Ordinance No. 1728 entitled: **AN ORDINANCE AMENDING SECTIONS 8-15, 8-16, AND 8-86 (C) OF THE CODE OF ORDINANCES OF THE CITY OF AUBURNDALE RELATING TO CEMETERIES (AMENDING SALE PRICES FOR GRAVE SPACES AND OTHER FEES AND CHARGES AND AMENDING INTERMENT AND DISINTERMENT RULES); PROVIDING FOR SEVERABILITY; A REPEALING CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**, by title only.

Mayor Taylor Bogert asked for public comment. There was no public comment.

**Motion** by Commissioner Hamann, seconded by Commissioner Sterling, to approve Ordinance #1728 amending City Code – Cemetery Rates and Rules, as read on second and final reading by title only. Upon vote, all ayes.

## **2. ORDINANCE #1729 ANNEXING PROPERTY INTO CITY LIMITS – YARDE PROPERTY**

City Manager Tillman said the City has received a petition from property owner Donisha Yarde to annex +/-1.68 acres of property into the City limits. The property is located on Lawrence Lane, east of Berkley Road. The subject property is adjacent to City limits to the north and west.

City Manager Tillman presented a slide depicting the proposal. The annexation does not create an enclave. The proposed annexation is as a result of the owner's request for city services.

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 considered for second and final reading on March 6, 2023. Staff recommends approval of proposed Ordinance #1729 annexing the Yarde property into the City limits.

City Attorney Frederick J. Murphy Jr. read Ordinance No. 1729 entitled: **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: Lawrence Lane and Berkley Road)**, by title only.

Mayor Taylor Bogert asked for public comment. There was no public comment.

**Motion** by Commissioner Sterling, seconded by Commissioner Cowie, to approve Ordinance #1729 annexing property into City limits – Yarde Property, as read on first reading by title only. Upon vote, all ayes.

### 3. PRESENTATION OF FY 2021-2022 AUDIT - MIKE BRYNJULFSON

Mike Brynjulfson said he was here to go over the results of the audit for the fiscal year ending September 30, 2022. He said he will explain what the audit does. It is 120 pages. It is an Annual Comprehensive Financial Report, which is different than basic financial statements. The City was first awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting in 2018 and has been awarded it every year since.

Mr. Brynjulfson started his summary presentation. Per the "*Independent Auditor's Report on the Audit of the Financial Statements*", on pages 1 and 2, the City has a "clean opinion", which is the highest level of assurance that an auditor can provide. Auditors can provide other opinions, such as an "adverse opinion" saying that you cannot depend on the finances because there are material errors in them, or a "disclaimer" saying the auditor did not receive enough information to form an opinion. An opinion does not say an entity is in great financial condition. An opinion says that the financial statements are a fair representation of what actually took place. You can then rely on those financial statements to draw your own conclusions as to financial conditions.

He said there are no material weaknesses in internal controls and no instances of noncompliance to report, per the "*Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters...*", on pages 108 and 109.

He said the City is in compliance with the requirements specified by Section 218.415 Florida Statutes, per the "*Independent Accountant's Report on Compliance with Section 218.415 Florida Statutes*", on page 110.

He said there were no deteriorating financial conditions or financial emergencies to report, and no findings, per the "*Management Letter*", on pages 111 and 112.

He said there were no disagreements with management or difficulties encountered while performing the audit, no significant audit adjustments, and no detected and uncorrected misstatements in the financial statements, per the "*Governance Letter*".

To sum it all up, all five reports are clean opinions. He commended the City. This is standard in Auburndale. The City has always ran really well, which makes it easy relative to other audits that he has done. There have been significant audit adjustments in the past, and he cannot remember a time when we had no audit adjustments, so great job to management. We got the audit done a week earlier than last year. The City is not just one audit, it is five separate audits. We audit each of the three pension plans, the City, and the Community Redevelopment Agency. So it is an achievement to get it done a week early.

Mr. Brynjulfson presented a slide detailing the balance sheet for governmental funds. The City's governmental funds have approximately \$19 million in unrestricted cash. The City has \$25.3 million in total assets, minus liabilities of almost \$3 million, and you end up with \$22.5 million in reserves. Many of those are restricted. The most important number we are looking for are the portion of reserves that are unrestricted, which is \$11.1 million.

He presented a slide detailing unassigned and assigned fund balances as a percentage of total expenditures, from the past six years. We take the reserve number and divide it by the annual expenses, and we get 39%, or 160 days of reserves. The Government Finance Officers Association recommends 15%. The City has a policy that its reserves be at least 25% of next year's budgeted expenditures, excluding capital and certain debt services. If we compare the City's compliance to its policy, we are at 52%. This is very strong given the target is 25%. He presented data comparing the City's position to similar municipalities. The General Fund is in great shape.

He presented a slide detailing the statement of net position of proprietary funds. The City has \$9 million in unrestricted reserves for enterprise funds. This equals to 205 days of the same levels of service, or 56%. He feels like it is a good number.

He presented a slide detailing the unrestricted net position as a percentage of revenue, from the past six years, and compared the City's position to similar municipalities.

So in one year, the City has added an additional 40 days of reserves to the General Fund, and added an additional 45 days of reserves to the enterprise fund. He commended the City.

He presented a slide comparing municipal millage rates in Polk County. He said inflation is bigger than what they report in the Consumer Price Index. The value of the US Dollar went down 27% for local governments. He presented a slide detailing unrestricted cash on a constant dollar basis. The City has \$31.5 million in unrestricted cash. That is a strong number. But it is equal to \$24 million in 2017 dollars.

Mr. Brynjufson concluded his presentation. He thanked the City for all their hard work. Most of the focus is on the Finance Department who gets the brunt of the audit, but it goes down to all departments. Usually utilities gets a lot of focus just because of the size of the activities there. But this year, Lake Myrtle got a lot of focus – because of the ski lake and stadium construction. Wherever the risk is, that is where we are going to focus our audit intention. He thanked City Manager Tillman for carrying forward a meeting with directors. At the end of an audit, we usually meet with the Finance Director and City Manager. But then the next day, we meet with the directors to go over some of the stuff. Some cities do not do that.

Commissioner Hamann said the Management Letter answered all his questions, except the question he asks every year.

Mr. Brynjufson answered that there is nothing he needs to say that he has not said already.

Commissioner Sterling said his question is about software.

Mr. Brynjufson said yes, he knows his question – is the City's software still providing for the needs of the City? He still recommends ADG to cities. But it is showing its age. It is cumbersome. The person who designed and built it is retiring, and he sold the software. There are signs that people are going somewhere else. He knows the City is looking for new software. The City will be moving to something new and improved, and he thinks it is time.

Commissioner Hamann thanked Mr. Brynjufson and City staff. Commissioner Myers concurred.

**Motion** by Commissioner Myers, seconded by Commissioner Hamann, to accept the Auditor's Report for the City's Fiscal Year ending September 30, 2022. Upon vote, all ayes.

Mayor Taylor Bogert thanked City Manager Tillman and City staff, especially Finance Director Christopher Reeder.

City Manager Tillman thanked Mike Brynjufson and hats off to all City staff for everything they do every day.

The Meeting was adjourned at 7:47:07 p.m.

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



Brandon Henry, City Clerk