



City of Auburndale

AUBURNDALE, FLORIDA 33823

Office of the City Manager

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CITY COMMISSION MEETING
January 8, 2024 - 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Pastor Derrick Yarde, Faith Builders Worship Center

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 12/18/2023

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. MEMORANDUM OF UNDERSTANDING – CENTRAL FL YMCA & POLK COUNTY SCHOOL BOARD
2. RESOLUTION #2024-01 – BUILDING PERMIT FEE REDUCTION POLICY
3. 2024 COMMITTEE APPOINTMENTS

**City Commission Meeting
January 8, 2024**

AGENDA ITEM 1: MEMORANDUM OF UNDERSTANDING – CENTRAL FL YMCA & POLK COUNTY SCHOOL BOARD

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Memorandum of Understanding with the YMCA of Central Florida and the Polk County School Board to explore the development of a joint YMCA-School Campus.

ATTACHMENTS:

Memorandum of Understanding

ANALYSIS: The City of Auburndale and the YMCA of West Central Florida have had numerous discussions over the years about building a facility and providing services in the Auburndale community. Former Auburndale City Manager Bobby Green was the lead proponent of the initiative and has continued his support and efforts since his retirement. In 2022, Green learned of a partnership between the YMCA of Greater St. Petersburg and Pinellas County Schools to build a new YMCA-Middle School joint campus.

He asked Deputy Polk County Manager Ryan Taylor, Senior Economic Development Manager at Polk County Tourism & Sports Marketing Marc Zimmerman, and Auburndale Assistant City Manager Amy Palmer to join him in a meeting with the CEO of the YMCA of Greater St. Petersburg to learn more about their project and how the Pinellas partnership was formed. Additional meetings were scheduled with the CEO of the West Central Florida YMCA (Lakeland) and with the Superintendent of Polk County Schools to introduce them to the Pinellas County example, and to seek their interest in pursuing a similar project in Auburndale.

The efforts of this committee have resulted in a Memorandum of Understanding (MOU) between the YMCA of West Central Florida, the Polk County School District, and the City of Auburndale. The tri-party MOU identifies four (4) basic commitments:

1. To provide staff resources to actively research examples of successful joint campuses between YMCA's, School Boards, and Municipalities.
2. To identify a cooperative model for a joint campus.
3. To develop a plan for each party to participate in the development, design, and eventual construction, and shared use of a joint School-YMCA campus.
4. To identify funding sources for the design, construction, and operation of the joint facilities that could be shared by the parties.

The MOU has no funding commitment and no timeline. Its sole purpose is to agree to explore different models of joint YMCA-School-City campuses, identify each party's needs in a joint campus, and potentially form a separate agreement towards the development of such facility. Staff would request the appointment of Ms. Palmer, Mr. Green, and Commissioner Cam to an ad-hoc committee, working with a representative of the School Board, the YMCA and County. The Memorandum of Understanding was prepared by the Auburndale City Attorney and has been approved and executed by Natalie Dyal, YMCA of West Central Florida CEO and by Fred Heid, Polk County Schools Superintendent.

STAFF RECOMMENDATION: Approval of the Memorandum of Understanding and appointments to the ad-hoc committee.

City Commission Meeting
January 8, 2024

AGENDA ITEM 2: RESOLUTION #2024-01 – BUILDING PERMIT FEE REDUCTION POLICY

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Resolution to adopt a Building Permit Fee Reduction Policy.

ATTACHMENTS:

Resolution #2024-01 – Building Permit Fee Reduction Policy

ANALYSIS: Prior to July 1, 2019, Section 553.80 of the Florida Statutes authorized local governments to collect building permit fees and, at the discretion of the governing body, either carry forward any unexpended balances to future years for allowable activities or refund the excess funds. On July 1, 2019, House Bill 447 amended Section 553.80 of the Florida Statutes prohibiting governments from carrying forward an amount that exceeds the four-year rolling average of its operating budget. Building permit fees can only be used for enforcing the Florida Building Code, Florida Fire Prevention Code, and Florida Life Safety Code.

The Building Permit Fee Reduction Policy is being proposed to allocate excess funds to a Building Permit Fee Reduction Fund. Excess funds beyond the 4-year rolling average operating budget would be placed in the Building Permit Reduction Fund, and cannot be carried forward for more than 4 year. The Funds are restricted for use and must be used to either reduce permit fees, or used for eligible expenses related to the enforcement of the Building Code, Fire Prevention Code, and Life Safety Code.

The proposed policy states that when available Excess Funds are placed in the Building Permit Fee Reduction Fund and are not utilized for eligible expenses, the balance of such Fund may be used to reduce Building Permit Fees by up to 25% in a percentage amount to be determined and authorized by the Building Code Enforcement Agency in consultation with the Director of Finance and City Manager’s Office.

The City’s Building Department has identified a number of vehicles and related equipment that it is in need of for operational and service delivery purposes, but experienced long delay times for delivery. As a result, staff is proposing to establish a Building Permit Fee Reduction Policy in the event there are excess funds in future Budget years.

A recalculation and reapportionment will be made every year to the average operating budget, the amount of Excess Funds, the Operating Fund, the amounts dedicated to pay for the eligible expenses, all of which shall be determined by a Building Permit and Inspection Utilization Report. The Building Permit and Inspection Utilization Report with the recalculated and reapportioned amounts shall be posted on the City’s website by December 31st and be based upon the most recently completed financial audit. The first calculation will be completed January 1, 2025.

The Resolution was prepared by the Finance Department, Community Development Department and reviewed by the City Manager and City Attorney.

STAFF RECOMMENDATION: Approval of Resolution #2024-01 in support of the Building Permit Fee Reduction Policy.

**City Commission Meeting
January 8, 2024**

AGENDA ITEM 3: 2024 COMMITTEE APPOINTMENTS

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will make appointments to various committees.

ATTACHMENTS:

2024 List of City Committee Appointments

ANALYSIS: The following Appointments have all been contacted and have agreed to serve.

Board of Adjustments

Alex Price	Re-Appointment (Through 01/27)
Mike Littles	Re-Appointment (Through 01/27)

Planning Commission

Perry Price	Re-Appointment (Through 01/27)
Danny Chandler	Re-Appointment (Through 01/27)
Dave Holt	New Appointment (Through 01/27)

Community Redevelopment Agency

Tim Pospichal – Chair	Re-Appointment (Through 01/26)
Ellie Harper – Vice Chair	Re-Appointment (Through 01/28)

Historic Preservation Commission

Perry Price	Re-Appointment (Through 01/27)
Beverly Gaddis	New Appointment (Through 01/27)

Police Officer’s Retirement Trust Fund Board of Trustees

Rick Brauckmuller	New Appointment (Through 09/24)
Terry Storie	New Appointment (Through 09/24)
Richard Mauer	New Appointment (Through 09/25)

General Employee’s Pension Trust Fund Board of Trustees

Angela Turner	Re-Appointment (Through 01/26)
Caleb Gabany	New Appointment (Through 01/26)
Brian Morse	Re-Appointment (Through 01/26)
Steve Lawson	Re-Appointment (Through 01/26)
Eric Pospichal	Re-Appointment (Through 01/26)
Christopher Reeder	Re-Appointment (Through 01/26)
Adam Mayfield	Re-Appointment (Through 01/26)

Ridge League of Cities Board of Directors

Dorothea Taylor Bogert	Re-Appointment (Through 01/26)
William Sterling – Alternate	Re-Appointment (Through 01/26)
Alex Cam – Alternate	New Appointment (Through 01/26)

Transportation Planning Organization (TPO) Board

Jordan Helms New Appointment (Through 01/28)

Keith Cowie – Alternate Re-Appointment (Through 01/26)

PTA – Rotate two-year terms with City of Bartow – Bartow - 2026

Polk Regional Water Cooperative (PRWC) Board

Keith Cowie Re-Appointment (Through 01/26)

Alex Cam – Alternate New Appointment (Through 01/26)

STAFF RECOMMENDATION: Approval of 2024 Committee Appointments