



City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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CITY COMMISSION MEETING
August 5, 2024 - 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Pastor Terry Brown, Legacy Community Church

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 07/15/2024

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. ORDINANCE #1780 – AMENDING THE FUTURE LAND USE MAP – DOVE’S VIEW SUBDIVISION
2. ORDINANCE #1781 – AMENDING THE OFFICIAL ZONING MAP – DOVE’S VIEW SUBDIVISION
3. ORDINANCE #1782 – AMENDING CITY CODE – STORMWATER UTILITY RATES
4. ORDINANCE #1783 – ANNEXING PROPERTY INTO CITY LIMITS – CASCARA SUBDIVISION
5. MODIFICATION #3 TO INTERLOCAL AGREEMENT WITH SHERIFF – FIRE/RESCUE DISPATCH
6. CONSIDER DEVELOPER’S AGREEMENT – TOWN OF LAKE AT AUBURNDALE, LLLP.
7. CONSERVATION PROJECT AGREEMENT FOR PRWC CONSERVATION PROGRAM
8. PRESENTATION OF FY 2025 AND FY 2026 ANNUAL BUDGETS

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
August 5, 2024**

AGENDA ITEM 1: ORDINANCE #1780 – AMENDING THE FUTURE LAND USE MAP – DOVE’S VIEW

AGENDA ITEM 2: ORDINANCE #1781 – AMENDING THE OFFICIAL ZONING MAP – DOVE’S VIEW

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider Ordinances amending the Future Land Use and Official Zoning Maps.

ATTACHMENTS:

- . Proposed Ordinance #1780 – Amending the Future Land Use Map – Dove’s View Subdivision
- . Proposed Ordinance #1781 – Amending the Official Zoning Map – Dove’s View Subdivision

This is a City initiated request to establish land use and zoning on the following property:

Doves View Subdivision:

<i>Petitioner:</i>	City of Auburndale
<i>Location:</i>	CR-559 and Sutton Road
<i>Current Future Land Use:</i>	Residential Low-1 (RL-1)/ Residential Low-2 (RL-2)
<i>Proposed Future Land Use:</i>	Low Density Residential
<i>Proposed Zoning Classification:</i>	Planned Development-Housing 2 (PD-H2)
<i>Current use:</i>	Single-Family (+/- 28.85 acres)

As a result of voluntary annexation, the City is requesting a Small Scale Future Land Use and Zoning Map amendment on a parcel totaling +/- 28.85 acres. The property currently has a Polk County Land Use designation of Residential Low-1 (RL-1)/ Residential Low-2 (RL-2). The property is currently developed as 60 single-family houses. The requested Future Land Use and Zoning Map amendments are consistent with the City of Auburndale’s Comprehensive Plan and Land Development Regulations.

As required by the Land Development Regulations this request is accompanied by a binding site plan. The plan shows a front setback of 20’, a side setback of 7’, a rear setback of 10’ and a corner front setback of 15’. Fences have a setback of 15’ as measured from the road centerline.

The proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading July 15, 2024, and is being presented for second and final reading.

PLANNING COMMISSION RECOMMENDATION: Approval of the proposed Future Land Use and Zoning Map Amendments – Dove’s View Subdivision. (4-0, 07/02/2024)

STAFF RECOMMENDATION: Approval of proposed Ordinances #1780 and 1781 amending the Future Land Use and the Official Zoning Map for the Dove’s View Subdivision.

**City Commission Meeting
August 5, 2024**

AGENDA ITEM 3: ORDINANCE #1782 AMENDING CITY CODE – STORMWATER UTILITY RATES

INFORMATION ONLY

ACTION REQUESTED

ISSUE: The City Commission will consider an Ordinance amending the City Code by adjusting rates charged for stormwater utility service.

ATTACHMENTS:

Proposed Ordinance #1782 Amending City Code – Stormwater Utility Rates

ANALYSIS: The City Code provides for collection of stormwater management system charges for the planning, constructing, operating and maintaining the stormwater management system. The most recent adjustment in the stormwater utility rate was from \$0.50 to \$0.75 for utility customers in August 2003 (Ordinance 1122).

The proposed Ordinance raises the stormwater utility rate for each utility customer inside the City Limits to \$3.00 per month. The proposed fee is consistent with a recent survey of the cities of Haines City, Lake Alfred, Lake Wales and Winter Haven.

The proposed Ordinance was prepared by the City Manager's Office and reviewed by the Public Works Director, Finance Director and City Attorney. The proposed Ordinance was approved on first reading July 15, 2024, and is being presented for second and final reading.

The effective date of the new stormwater utility rates will be the October 31, 2024 billing.

STAFF RECOMMENDATION: Approval of the Ordinance revising stormwater utility rates.

**City Commission Meeting
August 5, 2024**

AGENDA ITEM 4: **ORDINANCE #1783 – ANNEXING PROPERTY INTO CITY LIMITS – CASCARA**

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider an Ordinance annexing property into the City limits.

ATTACHMENTS:

- . Proposed Ordinance #1783 Annexing Property into City Limits – Cascara Subdivision
- . Annexation Petition from Gary A. Lombardi – 06/01/2006
- . Annexation Petition from Clayton Properties Group – 10/07/2019

ANALYSIS: The City received voluntary annexation petitions from Gary A. Lombardi of P.O. Box 1865, Auburndale, Florida, on June 6, 2006 and Clayton Properties Group, Inc. to annex properties into the City limits. At the time the petitions were received the properties were not contiguous to city limits and the City could not take action on the signed voluntary annexation petitions.

The properties have since been developed as a single-family subdivision in unincorporated Polk County known as the Cascara Subdivision. The subdivision consists of 169 single-family residential lots located off CR-559. The property became contiguous and adjacent to City limits as a result of annexing the Lanier properties to the north in May 2022. The annexation does not create an enclave. The proposed annexation is as a result of the City being contiguous and able to provide services to the Subdivision. City Staff met with Cascara residents on July 18, 2024, to discuss the process of annexation.

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 presented for second and final reading on August 19, 2024.

STAFF RECOMMENDATION: Approve Ordinance #1783 annexing the Cascara Subdivision into the City limits.

**City Commission Meeting
August 5, 2024**

**AGENDA ITEM 5: MODIFICATION #3 TO INTERLOCAL AGREEMENT WITH SHERIFF –
FIRE/RESCUE DISPATCH**

____INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider a modification to the Interlocal Agreement with the Polk County Sheriff's Office for fire/rescue dispatch services.

ATTACHMENTS:

- . Letter of Request from Polk County Sheriff's Office – July 16, 2024
- . Proposed Modification #2 to the Interlocal Agreement for Fire/Rescue Dispatch Services

ANALYSIS: The City of Auburndale began outsourcing **Police** dispatch services to the Polk County Sheriff's Office in 2008 and **Fire/Rescue** dispatch services in 2010. In 2013, the City Commission approved an Interlocal Agreement, which consolidated two separate agreements into one. In 2017 and 2021, the Interlocal Agreement was renewed for an additional four years. The existing Interlocal Agreement with the Sheriff's Office expires September 30, 2025.

The Interlocal Agreement provides for an annual 3% adjustment for **Police** dispatch services and adjustments to **Fire/Rescue** dispatch services based on the actual number of calls dispatched, with a 5% cap.

The proposed Modification #3 to the Interlocal Agreement increases the cost for **Fire/Rescue** dispatch services in FY 2024-2025 to \$41,970.00, which represents a 5% increase. The proposed Expenditure Section of the FY 2025 Budget reflects this allocation.

The proposed Modification has been reviewed by the Fire Chief, City Manager and City Attorney.

STAFF RECOMMENDATION: Approve Modification #3 to the Interlocal Agreement with the Polk County Sheriff's Office for Fire/Rescue dispatching services for FY 2024-2025.

**City Commission Meeting
August 5, 2024**

AGENDA ITEM 6: CONSIDER DEVELOPER’S AGREEMENT – TOWN OF LAKE AT AUBURNDALE, LLLP.

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Developer’s Agreement between The Town of Lake at Auburndale, LLLP. and the City for sewer capacity.

ATTACHMENTS:

Developer’s Agreement with The Town of Lake at Auburndale, LLLP.

ANALYSIS: In May 2022, the City notified the Developer that the wastewater collection system needed to be studied and possibly upgraded to support development. The City initiated a comprehensive, city-wide review of its existing sanitary sewer system, by Chastain-Skillman, which identified certain improvements required to serve the development. The improvements were identified, by the City’s Utility Study, as necessary to allow development on the property and future development in the area. The study showed that the development and construction could not discharge into the City’s wastewater system until the Pace Road Master Lift Station and the Southern Force Main Re-route Utility Improvements were completed, permitted, and operational along with the planning and design phase of the Regional Wastewater Treatment Plant expansion, as identified in the Utility Study.

The proposed Developer’s Agreement is between The Town of Lake at Auburndale, LLLP., and the City of Auburndale. The Agreement acknowledges that the City makes no representation or warranty as to when it will commence or complete the Utility Improvements. The proposed agreement allows the City to complete the review of all development plans and construction plan documents. Town of Lake at Auburndale, LLLP. intends to develop a mulit-family project on +/- 5.21 acres located off Gabarone Boulevard. The subject site has a Future Land Use of Medium Density Residential and Zoning classification of General Residential-1 (RG-1).

The City and The Town of Lake at Auburndale, LLLP., desire to enter into the Agreement to establish the respective rights and obligations between The Town of Lake at Auburndale, LLLP., and the City, in accordance with the terms and conditions of the proposed Utility Infrastructure and Developer’s Agreement. The improvements listed in the Development Agreement plan for current and future development.

The proposed Developer’s Agreement was prepared by The Town of Lake at Auburndale, LLLP., and reviewed by the Community Development Director, City Manager’s Office, City Public Works Director and the City Attorney.

STAFF RECOMMENDATION: Approval of the proposed Developer’s Agreement with The Town of Lake at Auburndale, LLLP.

**City Commission Meeting
August 5, 2024**

AGENDA ITEM 7: CONSERVATION PROJECT AGREEMENT FOR PRWC CONSERVATION PROGRAM

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Polk Regional Water Cooperative Conservation Project Implementation Agreement.

ATTACHMENTS:

- . Conservation Project Agreement relating to the development of a Polk Regional Water Cooperative Conservation Program

ANALYSIS: In September 2023, the Polk Regional Water Cooperative (PRWC) Board of Directors approved the fiscal year 2024 Conservation Budget. This budget represents a new cost center to be used for water conservation initiatives. This proposed budget consists of member government annual contributions of \$75,000 matched by Heartland Grant funds for a total budget of \$150,000. PRWC member contributions will be based on the proportion of each government's average annual water use in comparison to the total annual average water use by the member governments during the previous calendar year. Funds will not be spent from this budget until a Conservation Implementation Agreement has been executed with all the member governments.

The PRWC Conservation Work Group has now developed an initial scope of work for the use of these funds. In addition, an Implementation Agreement has now been developed to support the Scope of Work.

Some of the key items contained within the Implementation Agreement include:

- . Annual funds in the amount of \$150,000 to support the program;
- . The conservation program will be implemented by a third-party provider;
- . Conservation will be focused on a rebate program for items such as rain sensors, smart irrigation controllers, and conservation kits directly through the PRWC Conservation Program;
- . Funds can be used to reimburse member government programs for similar conservation activities;
- . Funds can be used for outreach and advertising efforts to promote conservation activities;
- . Funds will be used for administrative tasks such as financial tracking, compiling estimates of water savings through conservation efforts, and targeting conservation with high water users;

The PRWC Board of Directors have approved the PRWC Conservation Program Implementation Agreement and are requesting each member government to consider the agreement. The Agreement was originally approved by the PRWC in March, but additional edits were identified by several members. Those edits have been made and included in the proposed Implementation Agreement. If approved, the PRWC will then procure a service provider to administer the conservation program.

The PRWC estimates the City of Auburndale's annual contribution to support the Conservation Program at \$6,156.92. The Conservation Project Agreement was prepared by the PRWC and reviewed by the City Manager and City Attorney.

STAFF RECOMMENDATION: Approval of the Conservation Project Agreement.

**City Commission Meeting
August 5, 2024**

AGENDA ITEM 8: PRESENTATION OF FY 2025 AND FY 2026 ANNUAL BUDGETS

 X INFORMATION ONLY

 ACTION REQUESTED

ISSUE: The City Manager will present to the City Commission the proposed Annual Budgets for the Fiscal Year ending September 30, 2025, and for the Fiscal Year ending September 30, 2026.

ATTACHMENTS:

Proposed FY 2025 Budget and Planned FY 2026 Budget
(To be passed out at Commission Meeting)

Note: If necessary, the City Commission will have the opportunity to further discuss the proposed budgets during "Commission Day" activities on Monday, August 12, 2024, and at the Regular City Commission Meeting on August 19, 2024.

Public Hearings on the proposed budget and millage rate are scheduled for Thursday, September 5, 2024, and Tuesday, September 17, 2024.

The proposed FY 2025 and FY 2026 Annual Budgets are also posted on the City's website at www.auburndalefl.com.