



City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

P.O. Box 186
(863) 965-5530

Email: cmo@auburndalefl.com

CITY COMMISSION MEETING
Tuesday, September 17, 2024 - 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Pastor Ben Abbott, Multiply Christian Church

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 09/05/2024

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. **PUBLIC HEARING** – FY 2025 TAX MILLAGE LEVY & ANNUAL BUDGET
2. ORDINANCE #1784 ADOPTING FY 2025 TAX MILLAGE LEVY
3. ORDINANCE #1785 ADOPTING FY 2025 & FY 2026 ANNUAL BUDGETS
4. ORDINANCE #1786 AMENDING THE FUTURE LAND USE MAP – ENCLAVE AT LAKE MYRTLE SUBDIVISION
5. ORDINANCE #1787 AMENDING THE OFFICIAL ZONING MAP – ENCLAVE AT LAKE MYRTLE SUBDIVISION
6. ORDINANCE #1788 AMENDING THE FUTURE LAND USE MAP – HILLS OF ARIETTA SUBDIVISION
7. ORDINANCE #1789 AMENDING THE OFFICIAL ZONING MAP – HILLS OF ARIETTA SUBDIVISION
8. ORDINANCE #1790 AMENDING THE FUTURE LAND USE MAP – CASCARA SUBDIVISION
9. ORDINANCE #1791 AMENDING THE OFFICIAL ZONING MAP – CASCARA SUBDIVISION
10. ORDINANCE #1792 AMENDING THE FUTURE LAND USE MAP – LAKE MATTIE PARK
11. ORDINANCE #1793 AMENDING THE OFFICIAL ZONING MAP – LAKE MATTIE PARK
12. RESOLUTION #2024-05 AMENDING THE STEP PAY PLAN
13. INTERLOCAL AGREEMENT WITH POLK COUNTY FOR TOURIST DEVELOPMENT TAX – LAKE MYRTLE
14. CONSIDER PURCHASE OF PROPERTY – TURLINGTON PROPERTY
15. CONSIDER PURCHASE OF PROPERTY – QUINTANILLA PROPERTY

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
September 17, 2024**

AGENDA ITEM 1: PUBLIC HEARING – FY 2024-2025 TAX MILLAGE LEVY & ANNUAL BUDGET

AGENDA ITEM 2: ORDINANCE #1784 ADOPTING FY 2025 TAX MILLAGE LEVY

AGENDA ITEM 3: ORDINANCE #1785 ADOPTING FY 2025 & FY 2026 ANNUAL BUDGETS

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider and take public comment on the proposed millage rate and tentative FY 2025 and FY 2026 Annual Budgets.

ATTACHMENTS:

- . Proposed Contingency Changes - FY 2024/2025 and FY 2025/2026
- . Adjusted Fund Totals - FY 2024/2025 and FY 2025/2026
- . Proposed Ordinance #1784 Adopting Tax Millage Rate
- . Proposed Ordinance #1785 Adopting FY 2025 & FY 2026 Budgets and Five-Year Capital Improvement Program (CIP)

ANALYSIS: The Public Hearing has been advertised in accordance with the Florida Statutes regarding the method of fixing tax millage. This Public Hearing is the second of two (2) required Public Hearings. The first Public Hearing was held on September 5, 2024.

The proposed Budget for FY 2025 is balanced with Total Revenue and Total Expenditures of \$87,568,228 before interfund transfers. Expenditures include general operating expenses of \$47,299,395. Capital Improvements of \$40,080,421 and Contingency Reserve of \$188,412. The Proposed FY 2025 and 2026 Budgets includes all changes made during the Regular City Commission meetings of May 6, 2024 (Payroll), June 3, 2024 (Capital Outlay), June 17, 2024 (Expenditures), and July 15, 2024 (Revenues). City Staff will present changes and adjusted Contingency figures.

Revenues from ad-valorem taxes for FY 2025 and FY 2026 are estimated at \$10,510,000 and based upon the operating millage rate of 4.2515.

The FY 2025 Budget also includes the proposed Five-Year Schedule of Capital Improvements (CIP) for the City's Public Safety, Parks and Recreation and Public Works Departments. This schedule, which is a requirement of the City's Comprehensive Plan, assists the City Commission in prioritizing future capital needs throughout the City and is updated annually during the budget process to include a "new fifth year".

A balanced FY 2026 Budget (2nd Year Budget) is also being presented for the Commission's conceptual approval. The FY 2026 Budget will be reviewed by City Staff and the City Commission during the next Budget update process in order to accommodate needs that have arisen since the planned budget was prepared.

Changes to the proposed Biennial Budget will be presented by staff during the Public Hearing and before Commission action.

The proposed Ordinances were prepared by the Finance Director and reviewed by the City Manager and City Attorney. The proposed Ordinances were approved on first reading September 5, 2024, and are being presented for second and final reading.

STAFF RECOMMENDATION: Approve the proposed Ordinance establishing the tax millage levy and the proposed Ordinance adopting the FY 2025 and FY 2026 Annual Budgets.

**City Commission Meeting
September 17, 2024**

AGENDA ITEM 4: ORDINANCE #1786 AMENDING THE FUTURE LAND USE MAP – ENCLAVE AT LAKE MYRTLE SUBDIVISION

AGENDA ITEM 5: ORDINANCE #1787 AMENDING THE OFFICIAL ZONING MAP – ENCLAVE AT LAKE MYRTLE SUBDIVISION

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider Future Land Use and Zoning Map Amendments.

ATTACHMENTS:

- . Proposed Ordinance #1786 – Amending the Future Land Use Map – Enclave at Lake Myrtle
- . Proposed Ordinance #1787 – Amending the Official Zoning Map – Enclave at Lake Myrtle

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

Enclave at Lake Myrtle Subdivision:

<i>Petitioner:</i>	City of Auburndale
<i>Location:</i>	Berkley Road and Louise Avenue
<i>Current Polk County 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 (+/- 32.90 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 +/- 32.90 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 161 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 15’, a side setback of 5’, and a rear setback of 10’.

The proposed Ordinances were prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinances were approved on first reading September 5, 2024, and are being presented for second and final reading.

PLANNING COMMISSION RECOMMENDATION: Approval of the proposed Future Land Use and Zoning Map Amendments – Enclave at Lake Myrtle Subdivision (5-1, 08/27/2024)

STAFF RECOMMENDATION: Approval of proposed Ordinances #1786 and 1787 amending the Future Land Use and the Official Zoning Map for the Enclave at Lake Myrtle Subdivision.

**City Commission Meeting
September 17, 2024**

AGENDA ITEM 6: ORDINANCE #1788 AMENDING THE FUTURE LAND USE MAP – HILLS OF ARIETTA SUBDIVISION

AGENDA ITEM 7: ORDINANCE #1789 AMENDING THE OFFICIAL ZONING MAP – HILLS OF ARIETTA SUBDIVISION

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider Future Land Use and Zoning Map Amendments.

ATTACHMENTS:

- . Proposed Ordinance #1788 – Amending the Future Land Use Map – Hills of Arietta Subdivision
- . Proposed Ordinance #1789 – Amending the Official Zoning Map – Hills of Arietta Subdivision

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

Hills of Arietta Subdivision:

<u>Petitioner:</u>	City of Auburndale
<u>Location:</u>	CR-559 and Gapway Road
<u>Current Polk County Future Land Use:</u>	Residential Low-1 (RL-1)/ Residential Low-2 (RL-2)
<u>Proposed Future Land Use:</u>	Low Density Residential
<u>Proposed Zoning Classification:</u>	Planned Development-Housing 2 (PD-H2)
<u>Current use:</u>	Single-Family (+/- 37.55 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 +/- 37.55 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 85 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’, and a rear setback of 10’.

The proposed Ordinances were prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinances were approved on first reading September 5, 2024, and are being presented for second and final reading.

PLANNING COMMISSION RECOMMENDATION: Approval of the proposed Future Land Use and Zoning Map Amendments – Hills of Arietta Subdivision (5-1, 08/27/2024)

STAFF RECOMMENDATION: Approval of proposed Ordinances #1788 and 1789 amending the Future Land Use and the Official Zoning Map for the Hills of Arietta Subdivision

**City Commission Meeting
September 17, 2024**

AGENDA ITEM 8: ORDINANCE #1790 AMENDING THE FUTURE LAND USE MAP – CASCARA SUBDIVISION

AGENDA ITEM 9: ORDINANCE #1791 AMENDING THE OFFICIAL ZONING MAP – CASCARA SUBDIVISION

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider Future Land Use and Zoning Map Amendments.

ATTACHMENTS:

- . Proposed Ordinance #1790 – Amending the Future Land Use Map – Cascara Subdivision
- . Proposed Ordinance #1791 – Amending the Official Zoning Map – Cascara Subdivision

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

Cascara Subdivision:

<u>Petitioner:</u>	City of Auburndale
<u>Location:</u>	CR-559 and Cascara Lane
<u>Current Polk County Future Land Use:</u>	Residential Low-1 (RL-1)
<u>Proposed Future Land Use:</u>	Low Density Residential
<u>Proposed Zoning Classification:</u>	Planned Development-Housing 2 (PD-H2)
<u>Current use:</u>	Single-Family (+/- 40.07 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 +/- 40.07 acres. The project was developed in two phases and currently has a Polk County Land Use designation of Residential Low-1 (RL-1). The property is currently developed as 169 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 15’, a side setback of 5’, and a rear setback of 10’.

The proposed Ordinance were prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinances were approved on first reading September 5, 2024, and are being presented for second and final reading.

PLANNING COMMISSION RECOMMENDATION: Approval of the proposed Future Land Use and Zoning Map Amendments – Cascara Subdivision. (5-1, 08/27/2024)

STAFF RECOMMENDATION: Approval of proposed Ordinances #1790 and 1791 amending the Future Land Use and the Official Zoning Map for the Cascara Subdivision.

**City Commission Meeting
September 17, 2024**

AGENDA ITEM 10: ORDINANCE #1792 AMENDING THE FUTURE LAND USE MAP – LAKE MATTIE PARK

AGENDA ITEM 11: ORDINANCE #1793 AMENDING THE OFFICIAL ZONING MAP – LAKE MATTIE PARK

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider Future Land Use and Zoning Map Amendments.

ATTACHMENTS:

- . Proposed Ordinance #1792 – Amending the Future Land Use Map – Lake Mattie Park
- . Proposed Ordinance #1793 – Amending the Official Zoning Map – Lake Mattie Park

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

Lake Mattie Park:

<i>Petitioner:</i>	City of Auburndale
<i>Location:</i>	Lake Mattie Road and CR-559
<i>Current Polk County Future Land Use:</i>	Agriculture/Rural Residential (A/RR)
<i>Proposed Future Land Use:</i>	City, Public Uses, Parks
<i>Proposed Zoning Classification:</i>	Open Use Agricultural (OUA)
<i>Current use:</i>	Vacant (+/- 26.49 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 +/- 26.49 acres. The property currently has a Polk County Land Use designation of Agriculture/Rural Residential (A/RR). The proposed Future Land Use of City, Public Uses, Parks and the proposed Open Use Agricultural (OUA) zoning classification is consistent with other city established parks such as Lake Myrtle Sports Park. The requested Future Land Use and Zoning Map amendments are consistent with the City of Auburndale’s Comprehensive Plan and Land Development Regulations.

The proposed Ordinances were prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinances were approved on first reading September 5, 2024, and are being presented for second and final reading.

PLANNING COMMISSION RECOMMENDATION: Approval of the proposed Future Land Use and Zoning Map Amendments – Lake Mattie Park. (5-1, 08/27/2024)

STAFF RECOMMENDATION: Approval of proposed Ordinances #1792 and 1793 amending the Future Land Use and the Official Zoning Map for Lake Mattie Park.

**City Commission Meeting
September 17, 2024**

AGENDA ITEM 12: RESOLUTION #2024-05 AMENDING THE STEP PAY PLAN

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a Resolution amending the Step Pay Plan.

ATTACHMENTS:

Resolution #2024-05 Amending the Step Pay Plan

ANALYSIS: The City Commission established a Step Pay Plan in September 2001, which provides a 2% salary adjustment upon completion of 1 year of service (Probationary Step), 4 years, and 6 years of service to the City of Auburndale.

In May 2013, the City Commission approved establishing an additional 2% salary adjustment upon completion of 8 years of service.

The proposed Resolution would include an additional 2% salary adjustment for all employees who complete 10 years of continuous service with the City on their anniversary date.

The proposed Resolution was prepared by the City Manager's Office and reviewed by the City Attorney. If approved, the amended Step Pay Plan will take effect during the first payroll period of FY 2024-2025 for those employees who have 10 or more years of service to the City. The proposed FY 2024-2025 Budget appropriates funding for the additional 10 year step.

STAFF RECOMMENDATION: Approval of Resolution #2024-05 amending the Step Pay Plan.

**City Commission Meeting
September 17, 2024**

AGENDA ITEM 13: INTERLOCAL AGREEMENT WITH POLK COUNTY FOR TOURIST DEVELOPMENT TAX FUNDING – LAKE MYRTLE SPORTS PARK

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider an Interlocal Agreement with Polk County for construction of various facilities at the Lake Myrtle Sports Park utilizing Tourist Development Tax funding.

ATTACHMENTS:

- . Interlocal Agreement for Tourist Development Tax Funding for Design and Development/Construction of Facilities at the Lake Myrtle Sports Park

ANALYSIS: Since 2006, the City and County have cooperated in the design, construction, operation, and use of the Lake Myrtle Sports Park to attract large scale sporting events and organizations, which bring tourists and economic impact to Polk County while improving the quality of life for Auburndale residents and its youth. The Lake Myrtle Sports Park now includes nine (9) collegiate baseball fields, five (5) youth baseball fields, eleven (11) international sized soccer fields, a soccer stadium, and a competitive water sports lake.

The proposed Interlocal Agreement further enhances the Lake Myrtle Sports Park and better positions the entire facility with additional improvements to host higher-level competitive events and new facilities for several Auburndale youth sports organizations. The proposed improvements are planned to be designed and constructed in a phased approach and include:

- . New Bathrooms for Soccer Fields 1-3 and 7-10
- . Soccer Stadium Fencing
- . Design and Construction of Improvements to Championship Water Sports Lake:
 - Bathrooms & Judge’s Tower
 - Additional Parking
 - Additional Street Lighting
 - Paved trail around North, South, and East of Lake
 - Electrical Updates
- . Design and Construction of three (3) Multipurpose (Football/Soccer) fields
- . Relocation of onsite residence and maintenance shop
- . Design and Construction of Baseball Stadium
- . Design and Construction of Softball Fields
- . Design and Construction of Artificial Turf Fields at the Auburndale Softball Complex

The proposed Interlocal Agreement pledges a portion of the fourth and fifth percent of the Tourist Development Tax and City funding to complete the various projects. To assist with the financing of the Improvements, the County will make a single payment of \$3,000,000 to the City in FY 2024-2025 and finance \$15,000,000 in \$5,000,000 increments over a three-year period (FY 2025-2026, FY 2026-2027, FY 2027-2028) for a total of \$18,000,000. The City will assist in funding up to half (50%) of the soccer bathrooms as well as design/construction of the Multipurpose fields and Softball fields. These additional improvements would support the soccer, football, and softball youth organizations.

The FY 2024-2025 Budget includes the initial \$3,000,000 in funding from the County to begin the first phase of improvements that will develop cost estimates of the proposed projects, which will be included in future Budgets. The proposed Interlocal Agreement also allows for the City and County to evaluate the financial feasibility of each project before proceeding to the next phase of development.

The proposed Interlocal Agreement was prepared by Polk County Tourism and Sports Marketing and reviewed by the County Attorney, Parks and Recreation Director, Finance Director, City Manager and City Attorney.

STAFF RECOMMENDATION: Approval of the proposed Interlocal Agreement with Polk County for Tourist Development Tax Funding for Design and Development/Construction of Facilities at the Lake Myrtle Sports Park.

**City Commission Meeting
September 17, 2024**

AGENDA ITEM 14: CONSIDER PURCHASE OF PROPERTY – TURLINGTON PROPERTY

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider the purchase of a 10.01-acre site located adjacent to the Regional Wastewater Treatment facility.

ATTACHMENTS:

- . Letter from Chastain-Skillman – 09/12/2024
- . Property Appraisal of 0 Polk County Parkway – 07/10/2024
- . Agreement for Sale and Purchase of Real Property – Turlington Property

ANALYSIS: Due to recent growth, the City completed an Evaluation of the Regional Wastewater Treatment Facility Service Area. The Evaluation identified several large-scale capital improvements necessary to be completed for future growth to connect to the system. These projects consist of additional sewer lines and a master lift station to create the adequate capacity in the system to accept additional sewer flows. The Evaluation also identified the need to expand the Regional Wastewater Treatment Facility in future years. The Regional (WWTF) currently has a treatment capacity of 4.0 million gallons per day (MGD) and will be expanded to 6.0 MGD in the planned future expansion. The property of the Regional Wastewater Treatment Facility will be adequate for the expansion to 6.0 MGD, but will not be sufficient for any further expansion, if needed.

The proposed site for purchase is a parcel owned by the Turlington family. The 10.01-acre site is currently vacant and located at the end of Shirley Lowrance Road, west of the Regional Wastewater Treatment Facility. The site has been preliminarily reviewed by the City's consulting engineer, Chastain Skillman, who recommends acquisition of the property. The tract will provide opportunities to ensure the City has the adequate property for future expansion or provide a potential reuse disposal option through rapid infiltration basins.

The contract price of the Purchase and Sale Agreement is \$250,000.00 to acquire the property. The property appraisal determined the market value of the Turlington property to be \$225,000.00. Staff feels the proximity of the property to the Regional WWTP makes the site desirable reducing future infrastructure expenses.

The expense of the purchase is being offset utilizing previously collected Wastewater Connection Fees and is provided for in the FY 2024-2025 Budget.

The Agreement for Sale and Purchase of Real Property was prepared by the City Attorney and reviewed by the Public Works/Special Project Director and City Manager.

STAFF RECOMMENDATION: Approval of the Agreement for Sale and Purchase of Real Property and authorize the City Manager to execute all closing documents.

**City Commission Meeting
September 17, 2024**

AGENDA ITEM 15: CONSIDER PURCHASE OF PROPERTY – QUINTANILLA PROPERTY

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider the purchase of a 0.13-acre site located adjacent to the Regional Master Lift Station.

ATTACHMENTS:

Agreement for Sale and Purchase of Real Property – Quintanilla Property

ANALYSIS: Due to recent growth, the City completed an Evaluation of the Regional Wastewater Treatment Facility Service Area. The Evaluation identified several large-scale capital improvements necessary to be completed for future growth to connect to the system. These projects consist of additional sewer lines and a master lift station to create the adequate capacity in the system to accept additional sewer flows. One of the major projects identified through the Evaluation was the Gapway Force Main Project that consists of constructing an additional 16" sewer force main along Gapway Road from CR-559 to the Regional Master Lift Station located along the Auburndale/TECO Trail, north of Braddock Road.

The proposed site for purchase is owned by the Quintanilla family. The 0.13-acre site is currently vacant and is a portion of the Quintanilla family's residence located on Strickland Lane, west of the Berkley Road Water Treatment Facility. The site has been preliminarily reviewed by the City's consulting engineer, Chastain Skillman, who recommends acquisition of the property. The additional 25' tract will allow the City to place the new sewer force main adjacent to the existing 16" force main, allow for a future reclaimed effluent main, and provide an access road from the Berkley Water Treatment Facility to the Regional Master Lift Station. Currently, the only access to the Regional Master Lift Station is from the Auburndale/TECO Trail.

The contract price of the Purchase and Sale Agreement is \$40,000.00 to acquire the property. Staff feels the proximity of the property to the Regional Master Lift Station makes the site desirable reducing future infrastructure expenses and provides for important access.

The expense of the purchase is being offset utilizing previously collected Wastewater Connection Fees and is provided for in the FY 2024-2025 Budget.

The Agreement for Sale and Purchase of Real Property was prepared by the City Attorney and reviewed by the Public Works/Special Project Director and City Manager.

STAFF RECOMMENDATION: Approval of the Agreement for Sale and Purchase of Real Property and authorize the City Manager to execute all closing documents.