



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

Office of the City Manager

P.O. Box 186  
(863) 965-5530  
Email: [cmo@auburndalefl.com](mailto:cmo@auburndalefl.com)

**CITY COMMISSION MEETING**  
**February 19, 2024 - 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 – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 02/05/2024

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. LEASE AGREEMENT WITH POLK COUNTY – AUBURNDALE SOFTBALL COMPLEX
2. CONSIDER PROFESSIONAL SERVICES AGREEMENT FOR COMPREHENSIVE PLAN AND LDR UPDATE
3. CONSIDER PURCHASE OF PROPERTY – 107 HOWARD STREET
4. PRESENTATION OF AUDIT

***Community Redevelopment Agency (CRA) Meeting following 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  
February 19, 2024**

**AGENDA ITEM 1: LEASE AGREEMENT WITH POLK COUNTY – AUBURNDALE SOFTBALL COMPLEX**

    INFORMATION ONLY

  X   ACTION REQUESTED

---

**ISSUE:** The City Commission will consider a new lease agreement with Polk County for the Auburndale Softball Complex.

**ATTACHMENTS:**

- . Lease Agreement between Polk County, Florida and the City of Auburndale – Auburndale Softball Complex

**ANALYSIS:** In August 1993, the City of Auburndale approved a lease with Polk County in order to construct the existing five (5)-field Auburndale Softball Complex located on Florida Citrus Boulevard south of K-Ville Avenue. The original lease included 19.861-acres of property for a term of thirty (30) years.

The proposed Lease Agreement with Polk County includes the property originally leased from the County for the construction of the complex and adds the additional property the City leased from the County in November 2000 for the parking lot. The initial term of the proposed Lease Agreement is for a period of twenty (20) years ending September 30, 2043 and may be extended for one (1) additional ten (10) year period to September 30, 2053.

The proposed Lease Agreement was prepared by Polk County and reviewed by the Parks & Recreation Director, City Manager’s Office and City Attorney.

**STAFF RECOMMENDATION:** Approval of the Lease Agreement with Polk County for the Auburndale Softball Complex.

**City Commission Meeting  
February 19, 2024**

**AGENDA ITEM 2: CONSIDER PROFESSIONAL SERVICES AGREEMENT FOR COMPREHENSIVE PLAN AND LAND DEVELOPMENT REGULATIONS UPDATE – INSPIRE PLACEMAKING COLLECTIVE**

\_\_\_ INFORMATION ONLY

X  ACTION REQUESTED

**ISSUE:** The City Commission will consider a Master Continuing Professional Services Agreement with Inspire Placemaking Collective for the 2050 Comprehensive Plan and Land Development Regulations updates.

**ATTACHMENTS:**

- . Master Continuing Professional Services Agreement – Inspire Placemaking Collective

**ANALYSIS:** On September 15, 2023, a Request for Qualifications was advertised for the Auburndale 2050 Comprehensive Plan and Land Development Regulations update. The update will evaluate the City's current 2030 Comprehensive Plan, develop and update the City's 2050 Comprehensive Plan, and update Auburndale's Land Development Regulations. The entire project is expected to be completed within three (3) years in two (2) phases. The first phase will be the 2050 Comprehensive Plan update. The second phase will address the City's Land Development Regulations update.

A Selection Committee, made up of City Staff, met to rank the proposals on November 17, 2023, at a publicly noticed meeting. Four (4) proposals were received with Inspire Placemaking Collective receiving the highest ranking. On December 18, 2023, the results of the rankings were approved by the City Commission and City staff commenced negotiations with the top ranked firm, Inspire Placemaking Collective.

The City has completed negotiations for services with Inspire Placemaking Collective. The proposed Master Continuing Professional Services Agreement compensates the consultant on a lump sum basis. The City will be billed monthly for the duration of the project. The project is anticipated to be completed by March 2027.

<b>Phases</b>	<b>Phase Cost</b>
Phase 1: Comprehensive Plan Update	\$231,980.00
Phase 2: Land Development Regulations Update	\$123,650.00
<b>Total Cost:</b>	<b>\$355,630.00</b>

The proposed Master Continuing Professional Services Agreement with Inspire Placemaking Collective was prepared by the Community Development Director and reviewed by the City Manager's Office and City Attorney.

**STAFF RECOMMENDATION:** Approval of the Master Continuing Professional Service Agreement with Inspire Placemaking Collective for the 2050 Comprehensive Plan and Land Development Regulations update in the amount of \$355,630.00.

**City Commission Meeting  
February 19, 2024**

**AGENDA ITEM 3: CONSIDER PURCHASE OF PROPERTY – 107 HOWARD STREET**

     INFORMATION ONLY

  X   ACTION REQUESTED

---

**ISSUE:** The City Commission will consider the purchase of property located on Howard Street.

**ATTACHMENTS:**

Agreement for Sale and Purchase of Real Property

**ANALYSIS:** Property Assembly near the City's Skatepark on Bobby Green Plaza and Howard Street has been on the Community Redevelopment Agency's suggested project list for a number of years as a potential redevelopment site for uses such as recreation, retail/restaurant, or parking. The City owns a number of properties in the block where the skateboard park is located.

The property owner of 107 Howard has approached the City to inquire about the City's interest in purchasing the property. The property is less than 0.1 acres and contains a 1,056 sq. ft. single family residence. As contemplated in the Sale and Purchase Agreement, the purchase of this property would be funded by the CRA, but owned by the City of Auburndale. The City Commission would be required to approve the Purchase Agreement because the City of Auburndale will ultimately be the owner. The property purchase will allow the CRA to redevelop the area near the skatepark as stated on the suggested project list.

The contract price of the Purchase Agreement is \$238,000, which would be an expenditure of the CRA. The Agreement states that the Buyer is the City of Auburndale and all closing documents and deeds will be in the City of Auburndale's name. If approved by the City Commission, the Sale and Purchase Agreement would become effective if the Community Redevelopment Agency authorizes the funding of the purchase.

The Agreement for Sale and Purchase of Real Property was prepared by the City Attorney and reviewed by the City Manager's Office.

**STAFF RECOMMENDATION:** Approval of the Sale and Purchase Agreement of Real Property for 107 Howard Street and authorize the City Manager to execute all closing documents.

**City Commission Meeting  
February 19, 2024**

**AGENDA ITEM 4: PRESENTATION OF FY 2022-2023 AUDIT - MIKE BRYNJULFSON**

     INFORMATION ONLY

  X   ACTION REQUESTED

---

**ISSUE:** The City Commission will hear a report from the City's Auditor.

**ATTACHMENTS:**

General Purpose Financial Statements and Auditor's Report for the fiscal year ending September 30, 2023 including Auditor's Management Letter

**ANALYSIS:** Mr. Mike Brynjulfson will present the FY 2022-2023 General Purpose Financial Statements and Auditor's Report. This Report is for the City's Fiscal Year ending September 30, 2023.

The City's Finance Director, Chris Reeder has prepared the Management's Discussion and Analysis (MD&A) section located at the beginning of the Audit. This section allows City Staff to provide an objective and easy to read analysis of the City's financial activities. The Audit is also made available on the City's website at [www.auburndalefl.com](http://www.auburndalefl.com).

The Auditor's Management Letter located at the end of the Audit is where the Auditor reports any findings or concerns. City Staff is pleased that the Audit identified no significant deficiencies and is in compliance with the requirements of laws, regulations and grants.

**STAFF RECOMMENDATION:** Accept the Auditor's Report.