



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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**CITY COMMISSION MEETING**  
**May 6, 2024 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Pastor Jerry Smith, Berea Baptist Church

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 04/15/2024

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

PROCLAMATION – Peace Officers' Memorial Day – May 15, 2024, National Police Week – May 15-21, 2024  
Building Safety Month – May 2024

**AGENDA**

1. **PUBLIC HEARING** – AMENDING LAND DEVELOPMENT REGULATIONS TEXT–INNOVATION DISTRICT
2. ORDINANCE #1770 AMENDING LAND DEVELOPMENT REGULATIONS TEXT –INNOVATION DISTRICT
3. ORDINANCE #1771 – ANNEXING PROPERTY INTO CITY LIMITS – DOVE'S VIEW SUBDIVISION
4. SERVICE AREA INTERLOCAL AGREEMENT WITH LAKE ALFRED
5. CONSIDER PURCHASE OF 409 & 411 CLEVELAND STREET – CDBG FUNDING
6. PRESENTATION OF PAYROLL – 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  
May 6, 2024**

**AGENDA ITEM 1: PUBLIC HEARING – AMENDING LAND DEVELOPMENT REGULATIONS TEXT –  
CENTRAL FLORIDA INNOVATION DISTRICT**

**AGENDA ITEM 2: ORDINANCE #1770 AMENDING LAND DEVELOPMENT REGULATIONS TEXT –  
CENTRAL FLORIDA INNOVATION DISTRICT**

    INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will take public comment and consider a proposed text amendment to the Land Development Regulations establishing the Central Florida Innovation District in Chapter 15, Special Overlay Districts.

**ATTACHMENTS:**

- . Notice of Public Hearing - 04/26/2024
- . Proposed Ordinance #1770 Amending Land Development Regulations Text – Central Florida Innovation District
- . Planning Commission Meeting Minutes – 03/05/2024

**ANALYSIS:** On September 5, 2019, the City of Auburndale, the City of Lakeland, and the Polk County Board of County Commissioners entered into a Memorandum of Understanding (MOU) to create a cohesive vision among the three agencies to work together to support an Innovation District.

The MOU established a common vision for the District, provides communication requirements between the entities, and coordinates supportive services. However, at the time text was not included in the City’s Land Development Regulations did not provide for the location and development guidelines for the Central Florida Innovation District.

The proposed Ordinance establishes a boundary map, guidelines, and regulations within the City of Auburndale’s Land Development Regulations with targeted industries for the Central Florida Innovation District to include:

- . Research and Development
- . Health Tech
- . Information Sciences and Engineering
- . Advanced Manufacturing
- . Mobility and Innovation

The proposed Ordinance establishes design standards for docks, truck courts, buildings size and depth, truck routing, buffering, landscaping and walls, and signage. Gateways to the Innovation District are also identified. All development within the Central Florida Innovation District shall also meet requirements outlined in Chapter 15, Special Overlay District, Article 3.

Prohibited uses include:

- . Cross docks.
- . Docks located in the front of the building.
- . Buildings over 200,000 square feet.
- . Outdoor storage.
- . No activity shall be conducted that produces noise, odors, dust, fumes, fire hazard, or other nuisance beyond the property lines.
- . Medium and Heavy Manufacturing.

The proposed Ordinance was prepared by the Community Development Director and reviewed by the City Manager's Office and the City Attorney. The proposed Ordinance is being presented on first reading and will be presented for second and final reading on May 20, 2024.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the proposed Land Development Regulations text amendment (4-0, 03/05/2024)

**STAFF RECOMMENDATION:** Approval of proposed Ordinance #1770 amending Land Development Regulations text – Central Florida Innovation District.

**City Commission Meeting  
May 6, 2024**

**AGENDA ITEM 3:      **ORDINANCE #1771 – ANNEXING PROPERTY INTO CITY LIMITS – DOVE’S  
VIEW SUBDIVISION****

\_\_\_ INFORMATION ONLY

\_X\_ ACTION REQUESTED

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

**ATTACHMENTS:**

- . Proposed Ordinance #1771 Annexing Property into City Limits – Dove’s View Subdivision
- . Annexation Petition from Jando, Inc. – 11/15/2005

**ANALYSIS:** The City received a petition on November 15, 2005 from Jando Inc. of 384 Winter Ridge Blvd, Winter Haven, Florida, to annex +/-29.98 acres of vacant property into the City limits. At the time the petition was received the property was not contiguous to city limits and the City could not take action on the signed annexation petition.

The property has since been developed as a single-family subdivision in unincorporated Polk County known as the Dove’s View Subdivision. The subdivision consists of 60 lots located off CR-559 and Sutton Road. The property became contiguous and adjacent to City limits as a result of annexing the Lanier properties to the east 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 the Dove’s View Subdivision Homeowners Association on February 29, 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 May 20, 2024.

**STAFF RECOMMENDATION:** Approve Ordinance #1771 annexing the Dove’s View Subdivision into the City limits.

**City Commission Meeting**  
**May 6, 2024**

**AGENDA ITEM 4:    SERVICE AREA INTERLOCAL AGREEMENT WITH LAKE ALFRED**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** The City Commission will consider an amendment to the Service Area Interlocal Agreement with Lake Alfred extending the term of the agreement.

**ATTACHMENTS:**

- .        First Amendment to Interlocal Agreement

**ANALYSIS:** On June 7, 2004, the City of Auburndale approved an Interlocal Agreement with Lake Alfred that addressed the utility service areas and annexation boundaries between the cities. The Interlocal Agreement recognized each City's utility service area, addressed areas where service is unavailable, and stated that each City will not annex in the other City's service area. The Interlocal Agreement also provided for connecting the Lake Alfred and Auburndale water systems to provide redundancy in case of an emergency. The water interconnect with Lake Alfred has been completed on Adams Barn Road and will be able to assist the cities in moving toward Polk Regional Water Cooperative alternative water supplies. The Service Area Interlocal Agreement had an initial term of twenty (20) years.

The proposed First Amendment to the Service Area Interlocal Agreement restates and extends the Agreement with the City of Lake Alfred for an additional twenty (20) years beginning June 7, 2024 and provides for two (2) ten (10) year extension options. The proposed Amendment also updates the boundary map to include the entirety of Lake Mattie in the City of Auburndale Utility Service Area, which will allow for future annexation.

The proposed First Amendment to Interlocal Agreement was prepared by John Murphy of Boswell & Dunlap, with review by Albert C. Galloway, Jr., PA on behalf of the City of Auburndale and the City Manager. The City Lake Alfred is considering the proposed First Amendment to Interlocal Agreement at their regular meeting scheduled on May 6, 2024.

**STAFF RECOMMENDATION:** Approval of the First Amendment to the Service Area Interlocal Agreement with Lake Alfred.

**City Commission Meeting**  
**May 6, 2024**

**AGENDA ITEM 5: CONSIDER PURCHASE OF 409 & 411 CLEVELAND STREET –  
CDBG FUNDING**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider the purchase of two apartment units utilizing Community Development Block Grant funding.

**ATTACHMENTS:**

- . Agreement for Sale and Purchase of Real Property – 409 & 411 Cleveland Street
- . Appraisal Reports for 409 & 411 Cleveland Street

**ANALYSIS:** The City Commission on April 3, 2023 gave approval to spend Community Development Block Grant (CDBG) funds to provide additional parking adjacent to the Auburndale Community Center utilizing roll-over funds from previous CDBG funding cycles (FY 2020 through FY 2022). The project included the acquisition, demolition, and construction of a new parking lot.

The proposed site for purchase is located at 409 and 411 Cleveland Street. The .4343- acre property has two vacant apartment buildings on the site. The City intends to demolish the structures and construct a parking lot to compliment the Auburndale Community Center for events and the adjacent Mt. Zion Missionary Baptist Church.

City Staff has negotiated the acquisition of 409 & 411 Cleveland Street with Mr. Fritz Trust and Mr. Fritz, LLC through a settlement agreement as a result of code enforcement violations in a pending code enforcement foreclosure action. The purchase amount of \$188,000.00 is the appraised value of the property. An Agreement for Sale and Purchase of Real Property was prepared by the City Attorney and executed by the Seller. Title insurance, boundary survey, and an environmental survey of the properties have also been ordered.

**STAFF RECOMMENDATION:** Approve the Agreement for Sale and Purchase of Real Property and any related settlement matters and authorize and allow the City Manager to execute and deliver all closing documents, settlement agreements, and recordable release of all code enforcement liens associated with the properties and to take all other necessary actions associated with this matter.

**City Commission Meeting  
May 6, 2024**

**AGENDA ITEM 6: PRESENTATION OF PAYROLL – FY 2025 AND FY 2026 ANNUAL BUDGETS**

\_\_\_ INFORMATION ONLY

X ACTION REQUESTED

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**ISSUE:** The City will consider the proposed Payroll Section of the Fiscal Year 2025 Annual Budget and Fiscal Year 2026 Annual Budget.

**ATTACHMENTS:**

- . Payroll Sections of Proposed FY 2025 and FY 2026 Annual Budgets
- . 2024 City of Auburndale Salary Study – April 23, 2024

**ANALYSIS:** City Staff has started the process of preparing the Fiscal Year 2025 and Fiscal Year 2026 Biennial Budgets. Each month leading up to and in advance of this year's Proposed Budget Presentation on August 5, 2024, the Commission and Staff will publicly address various sections of the Budget as follows:

- . Payroll – May 6, 2024
- . Capital Outlay – June 3, 2024
- . Expenditures – June 17, 2024
- . Revenue – July 15, 2024

**The Payroll Section of the Budget provides the necessary funding for the staffing levels to adequately deliver an accepted level of service to our citizens.** In addition to salaries, the Payroll Section provides incentive funding for certifications and education, longevity pay, and automatic step adjustments. The proposed budgets provide a 4% cost of living adjustment (COLA) for all City employees in FY 2025 and no COLA in FY 2026.

The proposed FY 2025 Payroll Budget operates with a staffing level of 218 full and part-time employees, an increase of an increase of nine (9) full-time employees. The proposed positions include:

- . 2 – Fire Department: Firefighters
- . 1 – Police Department: Corporal (Proactive Policing)
- . 2 – Police Department: Police Officers (Proactive Policing)
- . 1 – Police Department: Community Liaison
- . 1 – Police Department: Training Coordinator
- . 2 – Public Utilities: Service Worker II (Water Distribution & Lift Stations)

The proposed FY 2025 Payroll Budget reflects reclassifying a Police Sergeant to a Police Lieutenant, a Police Corporal to a Police Sergeant, and assigning a Permit Tech in Community Development Plans Examiner responsibilities.

The 2024 Salary Study prepared by Creative Insights of Lutz and USF Professor John Daly identified several issues important to staying competitive with the local job market particular to certain positions within the City. Based on the Salary Study with staff review, the proposed FY 2025 Payroll Budget also reflects a pay adjustment for three (3) employees including the Assistant City Manager, Finance Director, and City Clerk as well as grade adjustments to the Recreation Supervisor at the Community Center and the Finance Clerk positions. The Salary Study also suggests an additional Step Pay Plan adjustment in the City's pay structure. The FY 2025 & FY 2026 Payroll Budgets implement a 2% Step Pay Plan increase for employees with 10-years of service to the City of Auburndale.

The conceptual FY 2026 Payroll Budget proposes an increase of ten (10) full-time employees. The proposed positions include:

- . 2 – Fire Department: Firefighters
- . 4 – Police Department: Police Officers (2 Patrol, 1 Detective, 1 Proactive)
- . 1 – IT Department: Systems Analyst
- . 1 – Parks & Recreation: Parks & Facilities Superintendent
- . 1 – Parks & Recreation: Service Worker III
- . 1 – Public Utilities: Regional Wastewater Treatment Plant Operator

The FY 2026 Payroll Budget reflects the reclassifying a Service Worker II position in Utility Billing to a Service Worker III position.

City Staff will lead discussion on the Study and proposed Payroll Budgets.

**STAFF RECOMMENDATION:** Tentatively approve the proposed Payroll, as presented by City Staff. Formal adoption of the FY 2025 Budget and conceptual approval of the FY 2026 Budget will come after the scheduled Public Hearings in September.