



*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**  
**July 15, 2024 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Pastor Conner Hill, First United Methodist Church of Auburndale

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 07/01/2024

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. ORDINANCE #1778 – ANNEXING PROPERTY INTO CITY LIMITS – ENCLAVE AT LAKE MYRTLE
2. ORDINANCE #1779 – ANNEXING PROPERTY INTO CITY LIMITS – HILLS OF ARIETTA
3. **PUBLIC HEARING** – FUTURE LAND USE AND OFFICIAL ZONING MAP AMENDMENTS – DOVE'S VIEW
4. ORDINANCE #1780 – AMENDING THE FUTURE LAND USE MAP – DOVE'S VIEW
5. ORDINANCE #1781 – AMENDING THE OFFICIAL ZONING MAP – DOVE'S VIEW
6. ORDINANCE #1782 – AMENDING CITY CODE – STORMWATER UTILITY RATES
7. FY 2023 EDWARD BYRNE JUSTICE ASSISTANCE GRANT
8. PRESENTATION OF PROPOSED FY 2025 AND FY 2026 REVENUES
9. APPROVE PROPOSED FY 2025 ROLLED-BACK RATE AND MILLAGE RATE
10. APPROVE PUBLIC HEARING DATES FOR PROPOSED FY 2024 BUDGET
11. SET BUDGET WORK SESSION DATE (08-12-24), COMMISSION DAY

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  
July 15, 2024**

**AGENDA ITEM 1:      ORDINANCE #1778 – ANNEXING PROPERTY INTO CITY LIMITS – ENCLAVE AT LAKE MYRTLE SUBDIVISION**

     INFORMATION ONLY

  X   ACTION REQUESTED

---

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

**ATTACHMENTS:**

Proposed Ordinance #1778 Annexing Property into City Limits – Enclave at Lake Myrtle Subdivision

**ANALYSIS:** The City received a voluntary annexation petition on December 21, 2020 from Sheila Gail Thornton and Shelly Light of 2057 Berkley Road to annex +/- 32.90 acres of vacant property into the City limits. The City did not take action on the signed voluntary annexation petition when it was received and allowed the Subdivision to develop under Polk County's jurisdiction.

The property has since been developed as a single-family subdivision in unincorporated Polk County known as the Enclave at Lake Myrtle Subdivision. The subdivision consists of 161 single-family residential lots located off Berkley Road. The annexation does not create an enclave. The proposed annexation is as a result of the City being able to provide services to the Subdivision. City Staff met with the Enclave at Lake Myrtle Homeowners Association and residents on May 15, 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. The proposed Ordinance was approved on first reading July 1, 2024 and is being considered for second and final reading.

**STAFF RECOMMENDATION:** Approve Ordinance #1778 annexing the Enclave at Lake Myrtle Subdivision into the City limits.

**City Commission Meeting  
July 15, 2024**

**AGENDA ITEM 2:      **ORDINANCE #1779 – ANNEXING PROPERTY INTO CITY LIMITS – HILLS OF ARIETTA SUBDIVISION****

\_\_\_ INFORMATION ONLY

X  ACTION REQUESTED

---

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

**ATTACHMENTS:**

Proposed Ordinance #1779 Annexing Property into City Limits – Hills of Arietta Subdivision

**ANALYSIS:** The City received a voluntary annexation petition on May 19, 2005 from V. Frederick Strawbridge of 5120 South Lakeland Drive, Suite 2, Lakeland, Florida, to annex +/-37.55 acres of 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 voluntary annexation petition.

The property has since been developed as a single-family subdivision in unincorporated Polk County known as the Hills of Arietta Subdivision. The subdivision consists of 85 single-family residential lots located off Gapway Road. 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 the Hills of Lake Arietta Subdivision Homeowners Association and residents on June 6, 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. The proposed Ordinance was approved on first reading July 1, 2024 and is being considered for second and final reading.

**STAFF RECOMMENDATION:** Approve Ordinance #1779 annexing the Hills of Arietta Subdivision into the City limits.

**City Commission Meeting  
July 15, 2024**

**AGENDA ITEM 3: PUBLIC HEARING – FUTURE LAND USE AND OFFICIAL ZONING MAP AMENDMENT DOVE’S VIEW**

**AGENDA ITEM 4: ORDINANCE #1780 – AMENDING THE FUTURE LAND USE MAP – DOVE’S VIEW**

**AGENDA ITEM 5: ORDINANCE #1781 – AMENDING THE OFFICIAL ZONING MAP – DOVE’S VIEW**

\_\_\_ INFORMATION ONLY

\_X\_ ACTION REQUESTED

**ISSUE:** The City Commission will consider and take public comment on a Future Land Use and Zoning Map amendment.

**ATTACHMENTS:**

- . Notice of Public Hearing – 06/21/2024
- . 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
- . Excerpt from Planning Commission Meeting – 07/02/2024

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

**Doves View Subdivision:**

<b><i>Petitioner:</i></b>	City of Auburndale
<b><i>Location:</i></b>	CR-559 and Sutton Road
<b><i>Current Future Land Use:</i></b>	Residential Low-1 (RL-1)/ Residential Low-2 (RL-2)
<b><i>Proposed Future Land Use:</i></b>	Low Density Residential
<b><i>Proposed Zoning Classification:</i></b>	Planned Development-Housing 2 (PD-H2)
<b><i>Current use:</i></b>	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’, and a rear setback of 10’.

The proposed Ordinance was prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinance is being presented on first reading and will be presented for second and final reading on August 5, 2024.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the proposed Future Land Use and Zoning Map Amendments – Dove’s View Property. (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  
July 15, 2024**

**AGENDA ITEM 6: ORDINANCE #1782 AMENDING CITY CODE – STORMWATER UTILITY RATES**

     INFORMATION ONLY

  X   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. If approved on first reading, the proposed Ordinance will be presented for second and final reading on August 5, 2024.

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  
July 15, 2024**

**AGENDA ITEM 7: FY 2023 EDWARD BYRNE JUSTICE ASSISTANCE GRANT**

     INFORMATION ONLY

  X   ACTION REQUESTED

---

**ISSUE:** The City Commission will consider approval of grant funding for several law enforcement projects within Polk County, including Auburndale.

**ATTACHMENTS:**

Support Letter from City of Auburndale – July 15, 2024

**ANALYSIS:** Each year the Board of County Commissioners allocates federal Edward Byrne Memorial Justice Assistance Grant funds for various law enforcement projects within Polk County. These funds may be used by local units of government to support a broad range of activities to prevent and control crime and to improve the criminal justice system. The FY 2023 allocation for the County is \$199,599.00 with Auburndale approved for \$40,544.88.

The Auburndale Police Department plans to utilize this grant for 7 in-car radios.

All Polk County municipalities are requested to approve the State allocation as shown below.

<b><u>Agency</u></b>	<b><u>Dollar Amount of Federal Funds</u></b>
Auburndale Police Department	\$40,544.88
Bartow Police Department	\$18,420.00
Davenport Police Department	\$31,350.00
Haines City Police Department	\$22,000.00
Lake Alfred Police Department	\$24,999.00
Lake Hamilton Police Department	\$25,000.00
Lakeland Police Department	\$20,740.00
Winter Haven Police Department	\$16,545.12

**STAFF RECOMMENDATION:** Approve the distribution of the FY 2023 Edward Byrne Grant and authorize the Mayor to execute the support letter.

**City Commission Meeting  
July 15, 2024**

**AGENDA ITEM 8: PRESENTATION OF PROPOSED FY 2025 AND FY 2026 REVENUES**

     INFORMATION ONLY

  X   ACTION REQUESTED

---

**ISSUE:** The City Commission will consider the proposed Revenues for the Fiscal Year 2024-2025 and Fiscal Year 2025-2026.

**ATTACHMENTS:**

- . Proposed Revenue Section – FY 2024-2025 & FY 2025-2026 Budgets  
(New Revenue Sources and Differences +/- \$10,000 Highlighted)
- . Proposed Changes - FY 2024-2025 and FY 2025-2026 Budgets
- . Proposed FY 2024-2025 & FY 2025-2026 Budget Fund Totals

**ANALYSIS:** City Staff will present and lead discussion on the **Revenue** section of the proposed FY 2025 and FY 2026 Budgets.

The City Commission was previously presented various sections of the proposed FY 2025 and FY 2026 Annual Budgets for tentative approval. The Payroll sections were presented on May 6, 2024, Capital Outlay was presented on June 3, 2024, and Expenditures were presented on June 17, 2024. Presentation of the Revenue section completes the City Commission’s budget review process.

Formal presentation of the Proposed FY 2025 and FY 2026 Budgets is scheduled for August 5, 2024. Public Hearings on the Proposed Budgets and Millage Rate are scheduled for Thursday, September 5, 2024 and Tuesday, September 17, 2024.

**STAFF RECOMMENDATION:** Tentative approval of the Revenue Section of the proposed FY 2025 and FY 2026 Budgets.

**City Commission Meeting  
July 15, 2024**

**AGENDA ITEM 9: APPROVE PROPOSED FY 2025 ROLLED-BACK RATE AND MILLAGE RATE**

       INFORMATION ONLY

  X   ACTION REQUESTED

---

**ATTACHMENTS:**

2024/2025 Millage Rate Illustration and DR-420 Certification of Taxable Value

**ANALYSIS:** Florida Statutes require the City to compute a proposed millage rate necessary to fund the proposed budget. The City must advise the Property Appraiser of its proposed millage rate, rolled-back rate and the date, time and place for a public hearing. The Property Appraiser utilizes this information in preparing the notices of proposed property taxes, which are mailed to property owners.

The City's existing millage rate is 4.2515. Using the current millage rate times our current year's gross taxable value; the ad valorem proceeds would represent an increase of \$1,553,498 over the prior year. The Rolled-back rate for FY 2025 is 3.9348 and would provide the City with the same ad valorem as the prior year.

The proposed FY 2024-2025 Budget is balanced utilizing the current millage rate of 4.2515. If approved by the City Commission, the millage rate could be lowered, but not increased above the 4.2515 without the expense of re-advertising to all property owners.

**STAFF RECOMMENDATION:** Approve 3.9348 as the Rolled-back rate and 4.2515 as the proposed operating millage rate for the Certificate of Taxable Value Form for 2024 and Budget Year 2025.

---

**AGENDA ITEM 10: APPROVE PUBLIC HEARING DATES FOR PROPOSED FY 2025 BUDGET**

**STAFF RECOMMENDATION:** Approve Thursday, September 5, 2024 and Tuesday, September 17, 2024 at 7:00 p.m. at City Hall for the required Public Hearings on the proposed FY 2025 Budget.

---

**AGENDA ITEM 11: SET BUDGET WORK SESSION DATE (08-12-24), COMMISSION DAY**

**STAFF RECOMMENDATION:** Set Monday, August 12, 2024, for Commission Day activities and for a proposed budget work session, if needed.