

*City of Auburndale*

AUBURNDALE, FLORIDA 33823

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**CITY COMMISSION MEETING**  
**December 3, 2018 – 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Tim Pospichal

ELECT AND INSTALL 2019 MAYOR AND VICE MAYOR – City Clerk Shirley Lowrance

INVOCATION – Reverend John Gullett, St. Albans Episcopal Church

PLEDGE OF ALLEGIANCE – Mayor

ROLL CALL – City Clerk Shirley Lowrance

APPROVE COMMISSION MINUTES – Regular Meeting – 11/19/2018

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. ORDINANCE #1576 AMENDING FUTURE LAND USE MAP– LEIS PROPERTY/BRIDGERS AVENUE
2. ORDINANCE #1577 AMENDING OFFICIAL ZONING MAP – LEIS PROPERTY/BRIDGERS AVENUE
3. ORDINANCE #1578 AMENDING FISCAL YEAR 2017-2018 ANNUAL BUDGET
4. ORDINANCE #1579 ANNEXING PROPERTY INTO CITY LIMITS – T.E. WILLIAMS ROAD
5. MEMORANDUM OF AGREEMENT WITH COUNTY & FDOT – BRADDOCK ROAD IMPROVEMENTS
6. APPOINTMENTS TO PLANNING COMMISSION

**City Commission Meeting  
December 3, 2018**

**ELECT AND INSTALL MAYOR AND VICE MAYOR**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** The City Commission will elect a mayor and vice mayor in accordance with the City Charter.

**ATTACHMENTS:**

City Code – Section 16. Mayor; vice mayor; term of office; election.

**ANALYSIS:** In accordance with the City Charter, the City Commission is to elect one of its members as mayor and another as vice mayor. The electorate of the City of Auburndale on November 7, 2017, approved an amendment to the City Charter providing that said election shall be held at its first meeting in December.

Only Commissioners who have held office for more than ten (10) months immediately preceding the nomination shall be eligible as candidates for nomination as mayor and vice mayor. All sitting City Commissioners are eligible.

The City Clerk will conduct the election by accepting nominations from the Commission.

Upon election of the Mayor and Vice Mayor, the City Clerk will administer the Oath of Office.

**City Commission Meeting  
December 3, 2018**

**AGENDA ITEM 1: ORDINANCE #1576 AMENDING FUTURE LAND USE MAP – LEIS PROPERTY**

**AGENDA ITEM 2: ORDINANCE #1577 AMENDING OFFICIAL ZONING MAP - LEIS PROPERTY**

\_\_\_ INFORMATION ONLY

\_X\_ ACTION REQUESTED

**ISSUE:** The City Commission will consider amendments to the Future Land Use Map and Official Zoning Map.

**ATTACHMENTS:**

- . Proposed Ordinance #1576 Amending the Future Land Use Map – Leis Property
- . Proposed Ordinance #1577 Amending the Official Zoning Map – Leis Property

**ANALYSIS:** As a result of recent annexation, the City has received a request for a Future Land Use Map Amendment and Zoning Map Amendment on the following property:

<b><i>Owner/Petitioner:</i></b>	Ranell B. Leis Trust
<b><i>Location:</i></b>	Hwy 92 and Bridgers Ave.
<b><i>Current Future Land Use:</i></b>	Linear Commercial Corridor (LCC)
<b><i>Proposed Future Land Use:</i></b>	Commercial Corridor (CC)
<b><i>Proposed Zoning Classification:</i></b>	Commercial Highway (CH)
<b><i>Current use:</i></b>	Bakery/Former Gas Station (0.45+/- acres)

The City has received a request from the Ranell B. Leis Trust to amend the Future Land Use Map from Polk County *Linear Commercial Corridor (LCC)* to the City of Auburndale classification of ***Commercial Corridor (CC)***. The proposed Future Land Use would accommodate the City of Auburndale zoning classification of ***Commercial Highway (CH)***.

The requested land use and zoning amendments would allow for a proposed locally owned drive-thru restaurant. The amendments are consistent with surrounding City and County commercial land uses and are consistent with the City'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 November 19, 2018 and are being presented for second and final reading.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the Amendments (5-0) – 11/06/18

**STAFF RECOMMENDATION:** Approval of the Future Land Use and Zoning Map Amendments.

**City Commission Meeting  
December 3, 2018**

**AGENDA ITEM 3: ORDINANCE #1578 AMENDING FY 2017-2018 ANNUAL BUDGET**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Ordinance amending the FY 2017-2018 Annual Budget.

**ATTACHMENTS:**

Proposed Ordinance # 1578 Amending the FY 2017-2018 Annual Budget

**ANALYSIS:** In accordance with Florida Statutes, adopted auditing practices, and on the recommendation of the City's Auditor, the City needs to amend by Ordinance the FY 2017-2018 Annual Budget to properly appropriate for revenue and expenditures that may exceed budgeted amounts. As provided by Ordinance No. 1026, the level of budgetary control for the City's Annual Budget is at the Fund Level. Events occur during each fiscal year, which were not anticipated at the time of budget approval. The proposed Ordinance amends the FY 2017-2018 Budget to reflect the collection of unanticipated revenue and appropriation for unanticipated expenditures.

The amended budget totals for each City Fund are as follows:

<b>CITY OF AUBURNDALE</b>			
<b>SUMMARY BY FUND BUDGET AMENDMENT FY 2017-2018</b>			
SUMMARY OF FUNDS	CURRENT BUDGET	CHANGE +/- -	AMENDED BUDGET
General Fund	\$20,522,163	\$936,800	\$21,458,963
Comm. Redev. Agency	\$1,044,500	\$2,071,200	\$3,115,700
Water & Sewer Fund	\$17,381,000	-\$1,194,900	\$16,186,100
Firefighter Pension	\$0	\$105,700	\$105,700
Police Officer Pension	\$0	\$141,500	\$141,500
	\$38,947,663	\$2,060,300	\$41,007,963

The proposed Ordinance was prepared by the Finance Director/City Clerk and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading November 19, 2018 and is being presented for second and final reading.

**STAFF RECOMMENDATION:** Approval of the Budget Amending Ordinance #1578.

**City Commission Meeting  
December 3, 2018**

**AGENDA ITEM 4: ORDINANCE #1579 ANNEXING PROPERTY INTO CITY – T. E. WILLIAMS ROAD**

\_\_\_ INFORMATION ONLY

X  ACTION REQUESTED

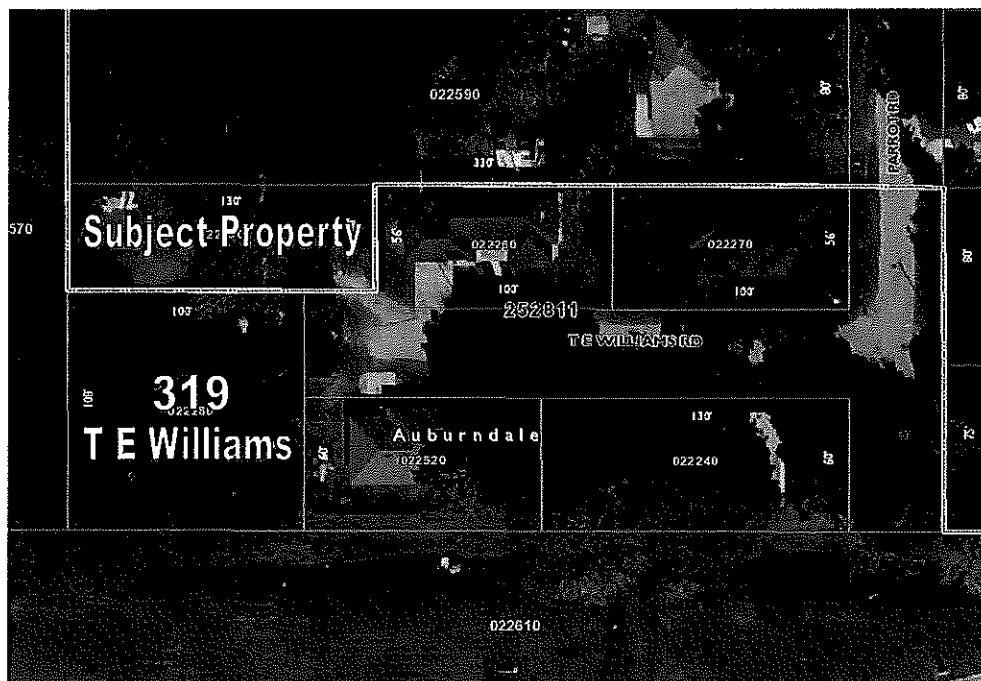
**ISSUE:** The City Commission will consider an Ordinance annexing property into the City Limits.

**ATTACHMENTS:**

- . Petition to Annex property into City Limits
- . Proposed Ordinance #1579 Annexing Property into City Limits

**ANALYSIS:** The City has initiated the annexation of +/- 0.15 acres of property into the City limits. The property is located adjacent to 319 T. E. Williams Road. The City of Auburndale recently took deed to both, the subject property and 319 T. E. Williams Road due to code violations within the City and County. The City has been working to clean up the property and the County has waived all code enforcement liens placed on the parcel located in unincorporated Polk County.

The property is contiguous with existing City limits and does not create an enclave. The property contains a single-family structure and several out buildings. The City will utilize a demolition company to clear the property using Community Development Block Grant (CDBG) funding. The City will petition the Polk County Property Appraiser's Office to subdivide the property to create two buildable lots. The City would then donate both lots to Habitat for Humanity, complimentary to the City's CDBG Priority Project.



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 December 17, 2018.

**STAFF RECOMMENDATION:** Approve the Ordinance annexing the property into the City limits.

**City Commission Meeting  
December 3, 2018**

**AGENDA ITEM 5: MEMORANDUM OF AGREEMENT WITH COUNTY & FDOT –  
BRADDOCK ROAD IMPROVEMENTS**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider a Memorandum of Agreement between the Florida Department of Transportation, Polk County and the City of Auburndale regarding improvements to the Polk Parkway and Braddock Road.

**ATTACHMENTS:**

- . Memorandum of Agreement between FDOT, Polk County and the City of Auburndale
- . Location Map

**ANALYSIS:** For several years, the City, County and FDOT have been working on proposed infrastructure improvements in the area of the SunTrax site. These improvements include a new interchange on the Polk Parkway at Braddock Road, four-lane improvements to Braddock Road, signalization at the intersection of Braddock Road and Berkley Road, and access road to the SunTrax site. Improvements also include stormwater management pipes, structures, and ponds.

The proposed Memorandum of Agreement provides for the ownership and maintenance responsibilities of the various improvements by FDOT, Polk County and Auburndale. Specifically,

FDOT will take ownership and maintenance of:

- . The new interchange on the Polk Parkway at Braddock Road including stormwater and landscaping.

Polk County will take ownership and maintenance of:

- . Braddock Road (four-lane) between the Polk Parkway and Berkley Road including stormwater and landscaping.

Auburndale will take ownership and maintenance of:

- . The SunTrax Access Road, between Braddock Road and the SunTrax site (Landscaping – FDOT)
- . The Access Road (Road G), between Braddock Road and the City's Regional Wastewater Facility

The existing stormwater pond utilized by the Lake Myrtle Park baseball fields is owned by the County, will be maintained by the City and will also be utilized for Braddock Road stormwater treatment.

**STAFF RECOMMENDATION:** Approval of the Memorandum of Agreement.

**City Commission Meeting  
December 3, 2018**

**AGENDA ITEM 6: APPOINTMENTS TO PLANNING COMMISSION**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider appointments to the City Planning Commission.

**ATTACHMENTS:**

- . Resignation Letter from Tracy Garcia – 11/20/2018

**ANALYSIS:**

***The Planning Commission consists of seven (7) members:***

- . Appointed by the City Commission for a term of three years
- . All members must be City residents

The City has received a resignation notice from Tracy Garcia as a member of the Planning Commission. Mr. Brian Toune, 1200 Valencia Lane is eligible to serve the unexpired term through January 2019 and a new term through January 2022. Jody Miller has agreed to serve another term through January 2022.

Mike Mahler	January 2020
Jere Stambaugh	January 2020
Matt Maloney	January 2020
Perry Price	January 2021
Danny Chandler	January 2021
<b>Jody Miller (Re-Appointment)</b>	<b>January 2022</b>
<b>Brian Toune (New Appointment)</b>	<b>January 2022</b>

These Planning Commission appointments will allow the Board to be at full staff at their first meeting in 2019 (January 8, 2019) All other 2019 Committee Appointments will be made by the City Commission on January 7, 2019.

**STAFF RECOMMENDATION:** Approve the Appointments.