

**CITY COMMISSION MEETING**  
**July 6, 2021 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Tim Pospichal

INVOCATION – Police Chaplain, Pastor Michael Spivey, Peoples Church

PLEDGE OF ALLEGIANCE – Mayor Tim Pospichal

ROLL CALL – City Clerk Shirley Lowrance

APPROVE COMMISSION MINUTES – Regular Meeting – 06/21/2021

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA – COMMENDATION – VARIOUS INDIVIDUALS  
RESOLUTION #2021-05 STREET RENAMING

REQUEST FROM THE GENERAL PUBLIC –

COMMENDATION – VARIOUS CITY EMPLOYEES & RESIDENTS

1. ORDINANCE #1667 AMENDING SECTION 2-101 OF THE CODE – CHECK SIGNATURE
2. RESOLUTION #2021-05 – RENAMING CITY STREET SHIRLEY LOWRANCE ROAD

**City Commission Meeting  
July 6, 2021**

**AGENDA ITEM 1: ORDINANCE #1667 AMENDING SECTION 2-101 OF THE CODE – CHECK SIGNATURES**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** The City Commission will consider amending Section 2-101 of the Code of Ordinances allowing for the Finance Director to countersign checks to pay out money.

**ATTACHMENTS:**

- . Code of Ordinances: Section 2-101. – Disbursements made only on warrants; countersigning
- . Ordinance #1667 Amending Section 2-101 of the Code of Ordinances – Check Signatures

**ANALYSIS:** Auburndale City Code Section 2-101 currently requires the City Manager to sign all checks to pay out money and be countersigned by the city clerk, either manually or by facsimile.

The proposed Ordinance changes the required countersignature from the City Clerk to the Finance Director for the payment of money using checks. The change is needed as a result of the separation of duties of Finance Director/City Clerk Shirley Lowrance following her retirement.

The proposed Ordinance was prepared by the Finance 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 July 19, 2021.

**STAFF RECOMMENDATION:** Approval of Ordinance #1667 amending Section 2-101 of the Code of Ordinances to allow the Finance Director to countersign all checks.

**City Commission Meeting  
July 6, 2021**

**AGENDA ITEM 2: RESOLUTION #2021-05 RENAMING CITY STREET SHIRLEY LOWRANCE ROAD**

\_\_\_ INFORMATION ONLY

X  ACTION REQUESTED

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**ISSUE:** The City Commission will consider a Resolution renaming Road G to Shirley Lowrance Road.

**ATTACHMENTS:**

- . Resolution #2021-05 Renaming Road G to Shirley Lowrance Road
- . Location Map

**ANALYSIS:** In May 2017, the City Commission approved guidelines and instructions to name or rename a City street. The policy allows for the City Commission to initiate a street renaming.

In recognition and honor of her more than 46 years of dedicated service to the citizens of the City of Auburndale, Resolution #2021-05 renames Road G, north of Braddock Road and west of the Polk Parkway, **Shirley Lowrance Road**. Shirley Lowrance, Finance Director/City Clerk, has announced her retirement from the City of Auburndale on July 30, 2021. She will retire as the longest tenured employee of the City of Auburndale.

Following adoption of the proposed Resolution, the City will notify the appropriate agencies including 911 Addressing.

**STAFF RECOMMENDATION:** Staff has no objections to the request.