



City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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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 –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. ORDINANCE #1667 AMENDING SECTION 2-101 OF THE CODE – CHECK SIGNATURE

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 6, 2021**

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

 INFORMATION ONLY

 X ACTION REQUESTED

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.