



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

**CITY COMMISSION MEETING**  
**December 5, 2022 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

P.O. Box 186  
(863) 965-5530  
Email: [cmo@auburndalefl.com](mailto:cmo@auburndalefl.com)

Office of the City Manager

CALL TO ORDER – 2022 Mayor Dorothea Taylor Bogert

ELECT AND INSTALL 2023 MAYOR AND VICE MAYOR – City Clerk Brandon Henry

INVOCATION – Pastor Brad Bennett, Auburndale Community Church

PLEDGE OF ALLEGIANCE – 2023 Mayor

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 11/21/2022

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. ORDINANCE #1721 ANNEXING PROPERTY INTO CITY LIMITS – NORTH PACE ROAD PROPERTY
2. ORDINANCE #1723 AMENDING FISCAL YEAR 2021-2022 ANNUAL BUDGET
3. ORDINANCE #1724 ANNEXING PROPERTY INTO CITY LIMITS – RITCHEY PROPERTY

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  
December 5, 2022**

**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:**

None

**ANALYSIS:** In accordance with the City Charter, the City Commission is to elect one of its members as mayor and another as vice mayor. 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 City Commissioners are eligible.

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

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

**City Commission Meeting  
December 5, 2022**

**AGENDA ITEM 1: ORDINANCE #1721 ANNEXING PROPERTY INTO CITY LIMITS – NORTH PACE ROAD PROPERTY**

     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 #1721 Annexing Property into City Limits – North Pace Road Property

**ANALYSIS:** The City has received a petition from Lincoln Property Company of Florida, Inc., on behalf of property owner Knights PC Holdings, LLC, 12161 Ken Adams Way, Wellington, FL, to annex +/-75.89 acres of property into the City limits. The property is located north of Pace Road and east of the Polk Parkway. The subject property is adjacent to property to the south which is in City limits. The annexation does not create an enclave. The proposed annexation is as a result of the owner's request for city utilities and proposed mixed use development.

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 November 7, 2022 and is being considered for second and final reading.

**STAFF RECOMMENDATION:** Approval of proposed Ordinance #1721 annexing the North Pace Road property into the City limits.

**City Commission Meeting  
December 5, 2022**

**AGENDA ITEM 2: ORDINANCE #1723 AMENDING FISCAL YEAR 2021-2022 ANNUAL BUDGET**

     INFORMATION ONLY

  X   ACTION REQUESTED

**ISSUE:** The City Commission will consider an Ordinance amending the FY 2021-2022 Annual Budget.

**ATTACHMENTS:**

Proposed Ordinance #1723 Amending the FY 2021-2022 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 2021-2022 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 2021-2022 Budget to reflect the collection of unanticipated revenue and appropriation for unanticipated expenditures.

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

**CITY OF AUBURNDALE  
SUMMARY BY FUND BUDGET AMENDMENT FY 2021 - 2022**

<b>SUMMARY OF FUNDS</b>	<b>CURRENT BUDGET</b>	<b>CHANGE +/-</b>	<b>AMENDED BUDGET</b>
<b>General Fund (001)</b>	\$27,991,774	\$6,113,000	\$34,104,774
<b>General Fund Impact Fee (110)</b>	\$560,300	\$728,000	\$1,288,300
<b>Community Redevelopment Agency (151)</b>	\$3,535,421	-\$649,401	\$2,886,020
<b>Water &amp; Sewer Fund (430)</b>	\$21,362,255	\$2,788,000	\$24,150,255
<b>Water &amp; Sewer Impact Fee (440)</b>	\$3,510,400	\$5,954,000	\$9,464,400
<b>TOTAL BUDGET</b>	<b>\$56,960,150</b>	<b>\$14,933,599</b>	<b>\$71,893,748</b>

The proposed Ordinance was prepared by the Finance Director and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading November 21, 2022, and is being considered for second and final reading.

**STAFF RECOMMENDATION:** Approval of the Budget Amending Ordinance #1723.

**City Commission Meeting  
December 5, 2022**

**AGENDA ITEM 3: ORDINANCE #1724 ANNEXING PROPERTY INTO CITY LIMITS – RITCHEY  
PROPERTY**

     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 #1724 Annexing Property into City Limits and Location Map

**ANALYSIS:** The City has received a petition from property owner Diane Ritchey 1205 Old Dixie Hwy. Auburndale, FL. 33823 to annex 1.22+/- acres of property into the City limits. The property is located south of Old Dixie Highway, east of the Polk Parkway. The property is adjacent to City limits to the south and east. The annexation does not create an enclave. The proposed annexation is as a result of the owner's request for city utilities and proposed mixed use development.

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 19, 2022.

**STAFF RECOMMENDATION:** Approve Ordinance #1724 annexing the Ritchey property into the City limits.