



City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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CITY COMMISSION MEETING
February 20, 2023 - 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Jason Kent, Connect Church

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 02/06/2023

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

AGENDA

1. ORDINANCE #1728 AMENDING CITY CODE – CEMETERY RATES AND RULES
2. ORDINANCE #1729 ANNEXING PROPERTY INTO CITY LIMITS – YARDE PROPERTY
3. PRESENTATION OF FY 2021-2022 AUDIT – MIKE BRYNJULFSON

Community Redevelopment Agency (CRA) Meeting following City Commission Meeting

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
February 20, 2023**

AGENDA ITEM 1: ORDINANCE #1728 AMENDING CITY CODE – CEMETERY RATES AND RULES

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider an Ordinance amending the City Code by adjusting rates charged for cemetery grave spaces, fee for services, and rules for interment and disinterment.

ATTACHMENTS:

Ordinance #1728 – Cemetery Rates

ANALYSIS: The proposed Ordinance adjusts the rates charged for the sale of cemetery spaces in the City's three cemeteries and the changes for services such as openings and closings.

The proposed fee schedule is based on a recent survey of neighboring cities and their charges. The cities of Winter Haven, Lakeland, Lake Wales, Bartow, and Haines City were used in the comparison.

Single spaces for residents are proposed to increase from \$600 to \$700. Non-resident spaces are proposed to increase from \$825 to \$1,050.

Infant and cremation spaces for residents are proposed to increase from \$300 to \$350. Non-resident infant and cremation spaces are proposed to increase from \$375 to \$450.

Opening and closing rates on weekdays before 3:30 p.m. are proposed to increase from \$500 to \$575. Opening and closing rates after 3:30 p.m. on weekends and Saturdays before 3:30 p.m. are proposed to increase from \$650 to \$750. Opening and closing rates after 3:30 p.m. on Saturdays, Sundays and holidays are proposed to increase for adults from \$650 to \$850 and infants from \$400 to \$500.

The current rate structure has been in place since June 2012.

The proposed Ordinance also amends the interment and disinterment rules in the City's three cemeteries by amending the allowable cremations in a standard grave space from two (2) to four (4) and from one (1) to two (2) with a burial casket. The proposed Ordinance also creates rules for a baby grave space and changes the language from the number of bodies in a space to the number of burial caskets as the number of bodies in a space is already specified.

The proposed Ordinance was prepared by the Parks and Recreation Director and City Manager's Office and reviewed by the Parks and Cemetery Superintendent, Finance Director and City Attorney. The proposed Ordinance was approved on first reading February 6, 2023 and is being presented for second and final reading.

The effective date of the new rate schedule will be April 1, 2023.

STAFF RECOMMENDATION: Approval of proposed Ordinance #1728 amending the cemetery rates and rules.

**City Commission Meeting
February 20, 2023**

**AGENDA ITEM 2: ORDINANCE #1729 ANNEXING PROPERTY INTO CITY LIMITS – YARDE
PROPERTY**

 INFORMATION ONLY

 X ACTION REQUESTED

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

ATTACHMENTS:

Proposed Ordinance #1729 Annexing Property into City Limits – Yarde Property

ANALYSIS: The City has received a petition from property owner Donisha Yarde to annex +/-1.68 acres of property into the City limits. The property is located on Lawrence Lane, east of Berkley Road. The subject property is adjacent to City limits to the north and west. The annexation does not create an enclave. The proposed annexation is as a result of the owner’s request for city services.

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 considered for second and final reading on March 6, 2023.

STAFF RECOMMENDATION: Approval of proposed Ordinance #1729 annexing the Yarde property into the City limits.

**City Commission Meeting
February 20, 2023**

AGENDA ITEM 3: PRESENTATION OF FY 2021-2022 AUDIT - MIKE BRYNJULFSON

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will hear a report from the City's Auditor.

ATTACHMENTS:

- . General Purpose Financial Statements and Auditor's Report for the fiscal year ending September 30, 2022 including Auditor's Management Letter

ANALYSIS: Mr. Mike Brynjulfson will present the FY 2021-2022 General Purpose Financial Statements and Auditor's Report. This Report is for the City's Fiscal Year ending September 30, 2022.

The City's Finance Director, Chris Reeder has prepared the Management's Discussion and Analysis (MD&A) section located at the beginning of the Audit. This section allows City Staff to provide an objective and easy to read analysis of the City's financial activities. The Audit is also made available on the City's website at www.auburndalefl.com.

The Auditor's Management Letter located at the end of the Audit is where the Auditor reports any findings or concerns. City Staff is pleased that the Audit identified no significant deficiencies and is in compliance with the requirements of laws, regulations and grants.

STAFF RECOMMENDATION: Accept the Auditor's Report.