



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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**CITY COMMISSION MEETING**  
**May 1, 2023 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Michael Mariner, Spirit Life Ministries

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 04/17/2023

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

COMMENDATION – Gavin Chastain, Auburndale High School 139-lb. State Champion Weightlifter

**AGENDA**

1. ORDINANCE #1741 AMENDING THE FUTURE LAND USE MAP – EPCAR PROPERTIES
2. ORDINANCE #1742 AMENDING THE OFFICIAL ZONING MAP – EPCAR PROPERTIES
3. ORDINANCE #1743 AMENDING LAND DEVELOPMENT REGULATIONS TEXT – DEFINITIONS
4. ORDINANCE #1744 AMENDING THE LAND DEVELOPMENT REGULATIONS TEXT – SOLID WALLS
5. DISCUSSION ON LAKE ARIANA PARK
6. PRESENTATION OF PAYROLL – FY 2024 AND FY 2025 ANNUAL BUDGETS

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 accommodation 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  
May 1, 2023**

**AGENDA ITEM 1: ORDINANCE #1741 AMENDING THE FUTURE LAND USE MAP – EPCAR PROPERTY**

**AGENDA ITEM 2: ORDINANCE #1742 AMENDING THE OFFICIAL ZONING MAP – EPCAR PROPERTY**

     INFORMATION ONLY

  X   ACTION REQUESTED

**ISSUE:** The City Commission will consider Future Land Use and Zoning Map Amendments for the EPCAR Property.

**ATTACHMENTS:**

- . Proposed Ordinance #1741 Amending the Future Land Use Map – EPCAR Property
- . Proposed Ordinance #1742 Amending the Official Zoning Map – EPCAR Property

**ANALYSIS:** 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>	East Polk County Assoc. of Realtors, Inc.
<b>Location:</b>	US Hwy 92 W. and Polk Pkwy.
<b>Current County Future Land Use:</b>	Linear Commercial Corridor (LCC)
<b>Proposed City Future Land Use:</b>	Commercial Corridor
<b>Proposed City Zoning:</b>	Commercial Highway (CH)
<b>Current use:</b>	Office (+/- 5.83 acres)

As a result of annexation, the City has received a request to amend the City of Auburndale’s Future Land Use on +/- 5.83 acres from Polk County Future Land Use of Linear Commercial Corridor (LCC) to City of Auburndale Future Land Use of Commercial Corridor and establish a Zoning classification of Commercial Highway (CH).

The amendments are consistent with the existing commercial development of the surrounding properties. The requested Future Land Use and Official Zoning Map Amendments are consistent with the City of Auburndale’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 April 17, 2023, and are being presented for second and final reading.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the Map amendments on the EPCAR property (5-0, 04/04/2023).

**STAFF RECOMMENDATION:** Approval of proposed Ordinance #1741 amending the Future Land Use Map and Ordinance #1742 amending the Official Zoning Map - EPCAR Property.

**City Commission Meeting**  
**May 1, 2023**

**AGENDA ITEM 3: ORDINANCE #1743 AMENDING LAND DEVELOPMENT REGULATIONS TEXT – DEFINITIONS**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider a proposed text amendment to the Land Development Regulations.

**ATTACHMENTS:**

Proposed Ordinance #1743 Amending Land Development Regulations Text – Chapter 4 Definitions – Mini Warehouses

**ANALYSIS:** In working with developers, the Land Development Regulations (LDR's) need a description for mini warehouses/self-storage. Chapter Four (4) of the LDR's provide terms and definitions to assist with simple interpretation and technical assistance for planning. Due to growth and new requests for self-storage, definitions are needed.

The definition is recommended based on research conducted from Polk County Land Development Code and the American Planning Association, A Planners Dictionary. All development criteria, specified within the LDR's or Comprehensive Plan, will still dictate permitted or prohibited uses and standards.

**Definition:** Mini warehouse: A continuous building, group of buildings, with a fixed permanent location on the ground, divided into separate compartments used to meet the temporary small storage needs of businesses and residential uses. Units are accessible to the lessees through individual doors. Mini warehouses can contain covered RV's, boats, and vehicles storage. Also defined as a self-storage facility.

The proposed Ordinances were prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading April 17, 2023, and is being presented for second and final reading.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the proposed Land Development Regulation Text Amendment (5-0, 04/04/2023).

**STAFF RECOMMENDATION:** Approval of proposed Ordinance #1743 amending Land Development Regulations text – Chapter 4 Definitions – Mini Warehouses.

**City Commission Meeting**  
**May 1, 2023**

**AGENDA ITEM 4: ORDINANCE #1744 AMENDING THE LAND DEVELOPMENT REGULATIONS TEXT**  
**– SOLID WALLS**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** The City Commission will consider a proposed text amendment to the Land Development Regulations.

**ATTACHMENTS:**

Proposed Ordinance #1744 Amending Land Development Regulations Text – Chapter 5 Zoning, Chapter 6 Special Provisions, PUDs, Cluster, Chapter 15 Special Overlay Districts – Solid Walls

**ANALYSIS:** The City Commission has requested language in the Land Development Regulations to create consistent standards in development for solid walls between residential and commercial uses and subdivisions. Solid walls are currently required in some Planned Developments to separate uses and create a buffer. To encourage the same standards throughout the LDR's regarding solid walls research was conducted and the following language is proposed.

The Land Development Regulations would incorporate the use of solid walls:

- To minimize the impact of nonresidential development on any abutting residential district.
- May be required between mixed use development per the Administrative Official.
- All nonresidential uses adjoining residential shall require a solid six (6) foot masonry wall along all side and rear property lines adjoining residential districts.
- The Administrative Official may also require additional appropriate fences, walls, or vegetative screening in order to protect adjacent property in residential districts from lights, noise or undesirable views.
- All residential subdivisions along collector, urban collector and arterial roads shall require a solid masonry decorative wall, a minimum of 6 feet in height. A solid fence is required along perimeter sides and rear property lines of the subdivision.
- All Residential Planned Development subdivisions, along collector, urban collector, and arterial roads, shall require a solid masonry decorative wall, a minimum of 6 feet in height.
- Takes out options of choosing a 100-foot buffer and landscaping in leu of a solid wall.

- In the Lakes District Master Planned Community Village Center, the Administrative Official may require along collector, urban collector, arterial roads, perimeter sides and in transition areas, solid walls, fences, or vegetative screening to assist in separation of uses if needed.
- In the Lakes District Master Planned Community Residential, neighborhoods shall have solid walls along collector, urban collector, and arterial roads. The Administrative official may require solid fences along perimeter sides and rear property lines of the subdivisions to assist in separation of uses.

The proposed Ordinances were prepared by the Community Development Department and reviewed by the City Manager and City Attorney. The proposed Ordinance was approved on first reading April 17, 2023, and is being presented for second and final reading.

**PLANNING COMMISSION RECOMMENDATION:** Approval of the proposed Land Development Regulation text amendment (5-0, 04/04/2023).

**STAFF RECOMMENDATION:** Approval of proposed Ordinance #1744 amending Land Development Regulations text – Chapter 5 Zoning, Chapter 6 Special Provisions, PUDs, Cluster, and Chapter 15 Special Overlay Districts – Solid Walls.

**City Commission Meeting  
May 1, 2023**

**AGENDA ITEM 5: DISCUSSION ON LAKE ARIANA PARK**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** The City Commission will discuss staffing and needed capital at Lake Ariana Park.

**ATTACHMENTS:**

. None

**ANALYSIS:** At the April 3, 2023 City Commission Meeting, the City Commission directed staff to look into addressing undesirable activity at Lake Ariana Park and on Lake Ariana.

City staff will make a presentation on enforcement activity and needed equipment to address the activity as well as associated costs and charging entrance fees.

**STAFF RECOMMENDATION:** Continue enforcement activities at Lake Ariana Park and purchasing needed capital equipment.

**City Commission Meeting  
May 1, 2023**

**AGENDA ITEM 6: PRESENTATION OF PAYROLL – FY 2024 AND FY 2025 ANNUAL BUDGETS**

\_\_\_ INFORMATION ONLY

X  ACTION REQUESTED

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**ISSUE:** The City will consider the proposed Payroll Section of the Fiscal Year 2024 Annual Budget and Fiscal Year 2025 Annual Budget.

**ATTACHMENTS:**

- . 2023 City of Auburndale Salary Study Summary – April 7, 2023
- . Payroll Sections of Proposed FY 2024 and FY 2025 Annual Budgets

**ANALYSIS:** City Staff has started the process of preparing the Fiscal Year 2024 and Fiscal Year 2025 Biennial Budgets. Each month leading up to and in advance of this year’s Proposed Budget Presentation on August 7, 2023, the Commission and Staff will publicly address various sections of the Budget as follows:

- . Payroll – May 1, 2023
- . Capital Outlay – May 15, 2023
- . Expenditures – June 19, 2023
- . Revenue – July 17, 2023

**The Payroll Section of the Budget provides the necessary funding for the staffing levels to adequately deliver an accepted level of service to our citizens.** In addition to salaries, the Payroll Section provides incentive funding for certifications and education, longevity pay, and automatic adjustments for employees completing the one-year probationary period or completing four, six, and eight years of service. The proposed budgets provide a 3% cost of living adjustment (COLA) for all City employees in FY 2024 and no COLA in FY 2025.

The proposed FY 2024 Payroll Budget operates with a staffing level of 207 full and part-time employees, an increase of nine (9) full-time employees. The proposed positions include:

- . 2 – Fire Department: Firefighters
- . 2 – Police Department: Police Officers
- . 1 – Police Department: Support Services Clerk
- . 1 – Public Works: Service Worker III (Sanitation Claw – Truck Driver)
- . 1 – Parks & Recreation: Service Worker II (Event Lake – Lake Myrtle)
- . 1 – Public Utilities: Service Worker III (Lift Station Technician)
- . 1 – Public Utilities: Service Worker II (Regional)

The proposed FY 2023 Payroll Budget reflects reclassifying a Part-Time Utility Billing Clerk and part-time Code Enforcement Officer to full-time and restructuring the Fire Department to include a Shift Commander position in the chain-of-command for each shift.

The 2023 Salary Study prepared by Creative Insights of Lutz and USF Professor John Daly identified several issues important to staying competitive with the local job market particular to certain positions within the City. Based on the Salary Study the proposed FY 2023 Payroll Budget also reflects a pay adjustment for four (4) employees based on the Salary Study including the Assistant Director of Parks & Recreation, Librarian, Fire Marshall, and Recreation Supervisor at the Community Center as well as grade adjustments to the Code Enforcement Officer, Accreditation Manager, and Administrative Assistant positions.

The conceptual FY 2025 Payroll Budget proposes an increase of seven (7) full-time employees. The proposed positions include:

- . 2 – Fire Department: Firefighters
- . 1 – Police Department: Sergeant (Detective)
- . 2 – Police Department: Police Officers
- . 2 – Public Utilities: Service Worker II (Water Distribution & Lift Stations)

City Staff will lead discussion on the Study and proposed Payroll Budgets.

**STAFF RECOMMENDATION:** Tentatively approve the proposed Payroll, as presented by City Staff. Formal adoption of the FY 2024 Budget and conceptual approval of the FY 2025 Budget will come after the scheduled Public Hearings in September.