

Minutes of the Regular Meeting of the City Commission of the City of Auburndale held May 5, 2025, at 7:00 p.m. in the Commission Room of City Hall, after having been properly advertised, with the following members present: Mayor Dorothea Taylor Bogert, Vice Mayor Alex Cam, Commissioners: Keith Cowie, Jordan Helms, and Bill Sterling. Also, present were: City Manager Jeffrey Tillman, Assistant City Attorney Seth Claytor, City Clerk Brandon Henry, and Police Chief Terry Storie.

Mayor Dorothea Taylor Bogert declared a quorum present, and the Meeting was opened with prayer by Pastor David Price, Missionary Baptist Church, and a salute to the flag.

Motion by Vice Mayor Cam, seconded by Commissioner Cowie, to approve Minutes of the City Commission Meeting of April 21, 2025. Upon vote, all ayes.

City Manager Jeffrey Tillman announced that City Hall will be lit red in honor of the "Light the Night for Fallen Firefighters" program. He announced that the City has been working with State legislators to pass legislation regarding the City's acquisition of State-owned land underlying Lake Ariana Park. The bill has passed the House and Senate and is awaiting the Governor's signature for approval – which is very exciting.

Mayor Taylor Bogert asked if there was public comment on any item not on the agenda. There was no public comment.

Mayor Taylor Bogert presented a Proclamation recognizing Peace Officers' Memorial Day and National Police Week. Assistant City Attorney Seth Claytor read the proclamation.

Mayor Taylor Bogert expressed her gratitude to the Auburndale Police Department.

1. ORDINANCE #1819 AMENDING THE OFFICIAL ZONING MAP – GAPWAY GROVE PROPERTY

City Manager Tillman said the next four ordinances are being presented for second reading.

City Manager Tillman presented a graphic depicting the proposal. He said the City has received a request for an Official Zoning Map Amendment on approximately +/- 5.33 acres. The Gapway Grove property is located off Old Berkley Road and Gapway Road. The property received a Future Land Use of Lakes District Mixed Use (LDMU) during the adoption of the Lakes District. However, in June 2023, the subject property was not included in Ordinance #1745 amending the Zoning classifications for various properties in the Lakes District.

The requested Zoning classification of Residential Neighborhood (RN) allows for residential uses to include a variety of housing types. Retail, commercial, and business uses are prohibited in the Residential Neighborhood zoning classification. The Zoning classification is consistent with properties to the south, the underlying Future Land Use of Lakes District Mixed Use (LDMU), the City's Comprehensive Plan, and Land Development Regulations.

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 April 21, 2025, and is being presented for second and final reading. The Planning Commission recommended approval of the Zoning Map amendment of the Gapway Grove Property. (5-0, 04/08/2025). Staff recommends approval of proposed Ordinance #1819 amending the Official Zoning Map – Gapway Grove Property.

Assistant City Attorney Seth Claytor read Ordinance No. 1819 entitled: **AN ORDINANCE OF THE CITY OF AUBURNDALE, FLORIDA, AMENDING ORDINANCE NO. 764, THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF AUBURNDALE, FLORIDA, BY AN AMENDMENT TO THE ZONING MAP RECLASSIFYING AN AUBURNDALE ZONING MAP CLASSIFICATION ON ONE PARCEL OF LAND TOTALING +/- 5.32 ACRES FROM CITY OF AUBURNDALE ZONING CLASSIFICATION OPEN USE AGRICULTURAL (OUA) TO RESIDENTIAL NEIGHBORHOOD (RN); AND PROVIDING AN EFFECTIVE DATE. (General Location: Old Berkley Road and Gapway Road), by title only.**

Mayor Taylor Bogert asked for public comment. There was no public comment.

Motion by Commissioner Cowie, seconded by Commissioner Helms, to approve Ordinance #1819 amending the Official Zoning Map – Gapway Grove Property, as read on second and final reading by title only. Upon vote, all ayes.

2. ORDINANCE #1820 AMENDING THE FUTURE LAND USE MAP – ADVENTHEALTH PROPERTY

City Manager Tillman said on April 7, 2025, the City annexed approximately +/- 4.70 acres of property into the Auburndale City limits. The property is located on US Highway 92 east of the Polk Parkway and west of Howard Road. The property is vacant and currently being utilized as a parking lot.

Tim Campbell of Clark, Campbell, Landcaster, Workman & Airth, P.A., 500 S. Florida Ave., Suite 800 Lakeland, FL, on behalf of AdventHealth Polk North, Inc. has requested amending the County Future Land Use of High Impact Commercial (HIC) to City's Future Land Use of Institutional and establish a Zoning classification of Commercial Highway (CH). The applicant is interested in building a stand-alone emergency room with medical offices.

The Institutional Future Land Use designation allows for hospitals, major clinics and related medical uses. The Commercial Highway Zoning classification allows for medical offices, clinics, financial institutions, laboratories, sales, restaurants, hotels and general retail.

The Future Land Use and Official Zoning Map Amendments are consistent with the existing commercial development of the surrounding properties to the east and west, 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 21, 2025, and are being presented for second and final reading.

The Planning Commission recommended approval of the Map amendments on the AdventHealth Property, (6-0, 04/08/2025). Staff recommends approval of the proposed Ordinances #1820 amending the Future Land Use Map and Ordinance #1821 amending the Official Zoning Map – AdventHealth Property.

Assistant City Attorney Seth Claytor read Ordinance No. 1820 entitled: **AN ORDINANCE OF THE CITY OF AUBURNDALE, FLORIDA, AMENDING ORDINANCE NO. 752, THE COMPREHENSIVE PLAN OF THE CITY OF AUBURNDALE, FLORIDA, BY AMENDING THE FUTURE LAND USE MAP RECLASSIFYING 2 PARCELS OF LAND TOTALING +/- 4.70 ACRES FROM POLK COUNTY FUTURE LAND USE CLASSIFICATION HIGH IMPACT COMMERCIAL (HIC) TO CITY OF AUBURNDALE FUTURE LAND USE CLASSIFICATION INSTITUTIONAL; AND PROVIDING AN EFFECTIVE DATE (GENERAL LOCATION: US Hwy 92 W. and Polk Pkwy.),** by title only.

Mayor Taylor Bogert asked for public comment. There was no public comment.

Motion by Commissioner Helms, seconded by Commissioner Sterling, to approve Ordinance #1820 amending the Future Land Use Map – AdventHealth Property, as read on second and final reading by title only. Upon vote, all ayes.

3. ORDINANCE #1821 AMENDING THE OFFICIAL ZONING MAP – ADVENTHEALTH PROPERTY

City Manager Tillman said staff recommends approval of Ordinance No. 1821.

Assistant City Attorney Seth Claytor read Ordinance No. 1821 entitled: **AN ORDINANCE OF THE CITY OF AUBURNDALE, FLORIDA, AMENDING ORDINANCE NO. 764, THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF AUBURNDALE, FLORIDA, BY AN AMENDMENT TO THE OFFICIAL ZONING MAP BY ESTABLISHING AUBURNDALE ZONING MAP CLASSIFICATION OF COMMERCIAL HIGHWAY (CH) ON TWO**

PARCELS OF LAND TOTALING +/- 4.70 ACRES; AND PROVIDING AN EFFECTIVE DATE (General Location: US Hwy 92 W. and Polk Pkwy.), by title only.

Mayor Taylor Bogert asked for public comment. There was no public comment.

Motion by Commissioner Sterling, seconded by Commissioner Cowie, to approve Ordinance #1821 amending the Official Zoning Map – AdventHealth Property, as read on second and final reading by title only. Upon vote, all ayes.

4. ORDINANCE #1822 ANNEXING PROPERTY INTO CITY LIMITS – GAPWAY GROVE PROPERTY

City Manager Tillman said the next ordinance is housekeeping in nature. The City received a petition from Gapway Grove Corporation of P.O. Box 1364, Auburndale, FL, to annex a parcel totaling +/- 0.42 acres into the City limits. The property is located on Gapway Road, along the southern shore of Lake Juliana. The property is adjacent to City limits to the north, east, and south. Annexation of the parcel reduces an existing enclave. The proposed annexation is as a result of the owner's request for City utilities and 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. The proposed Ordinance was approved on first reading April 21, 2025, and is being presented for second and final reading.

Staff recommends approval of proposed Ordinance #1822 annexing the Gapway Grove Property into the City limits.

Assistant City Attorney Seth Claytor read Ordinance No. 1822 entitled: **AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE CITY OF AUBURNDALE, FLORIDA, SO AS TO INCLUDE THEREIN ADDITIONAL TERRITORY LYING CONTIGUOUS AND ADJACENT TO THE PRESENT BOUNDARIES OF THE CITY; DESCRIBING SAID ADDITIONAL TERRITORY; REPEALING ALL ORDINANCES IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE (General Location: Gapway Road and CR 559), by title only.**

Mayor Taylor Bogert asked for public comment. There was no public comment.

Motion by Vice Mayor Cam, seconded by Commissioner Helms, to approve Ordinance #1822 annexing the Gapway Grove Property into the City limits, as read on second and final reading by title only. Upon vote, all ayes.

5. FINAL PLAT – CADENCE CROSSING PHASE 2 & 3

Community Development Director Julie Womble said the City has received a request to plat Phase 2 & 3 of the Cadence Crossing Subdivision. The property is located at the intersection of K-Ville Avenue and the Polk Parkway and has a Zoning designation of Single-Family Residential-2 (RS-2).

On June 20, 2022, the City Commission approved the final plat for Phase 1 of the Candence Crossing subdivision project. Phase 1 consists of 59 single-family dwelling lots on +/- 45.54 acres. Phase 2 and 3 consists of 98 single-family dwelling lots on +/- 68.81 acres. The preliminary plat was originally for 124 single-family dwelling lots and the developer had to reduce the lot number due to environmental issues. The entire subdivision, consisting of all three (3) phases, will have a total of 157 single-family units on +/- 114.15 acres.

The development meets or exceeds all Land Development Regulations, including minimum lot size, minimum setbacks, and minimum house size. The RS-2 zoning district requires 25' front yard setbacks, 10' side yard

setbacks, and 10' rear setbacks. Access to the subdivision will be from K-Ville Avenue, a County maintained road. Five-foot sidewalks will be provided on both sides of the street. She explained the lot sizes.

As provided for in the Land Development Regulations (LDR's), the developer is requesting Final Plat approval before all infrastructure improvements are made. The Land Development Regulations allow a developer to execute a surety bond, which is available to the City, in an amount of 120% of the estimated completed construction cost as determined by the engineer. The Bond paperwork includes the list of improvements that need to be made, which will be covered by the bond, and a timeframe of August 1, 2025. The bond ensures that the City can complete improvements if the developer does not.

Infrastructure required by City specifications and covered by the bond include: general construction, paving and concrete, stormwater system improvements, water system improvements, site excavation and grading, sod and hydrograssing, and miscellaneous improvements. To accomplish the necessary improvements, the developer's engineers have estimated the cost at \$347,757.05. The 120% of the estimated completed construction cost, as determined by the engineer, is \$417,308.46. Approval of the Final Plat would acknowledge acceptance of the terms of the performance bond and allows the developer to sell the lots and begin building houses.

All retention areas, roads, sidewalks, and open spaces will be dedicated to and maintained by the Homeowner's Association. The City's sewer system is not available in this area so the site will access City water and utilize septic tanks. She presented a graphic depicting the proposal. Staff recommends acceptance of the Final Plat for Phase 2 & 3 of the Cadence Crossing Subdivision.

City Manager Tillman said staff recommends acceptance of the Final Plat for Phase 2 & 3 of the Cadence Crossing Subdivision.

Mayor Taylor Bogert asked for public comment. There was no public comment.

Motion by Commissioner Cowie, seconded by Vice Mayor Cam, to accept the Final Plat for Phase 2 & 3 of the Cadence Crossing Subdivision. Upon vote, all ayes.

6. PRESENTATION – COMPREHENSIVE PLAN UPDATE

Community Development Director Womble provided a background on the Comprehensive Plan Update. This week, she is presenting the proposed updates to the Future Land Use, Intergovernmental Coordination, and Private Property Rights Elements – as information only. She introduced David Henning of Inspire Placemaking LLC, consultant to the City, to present the proposed items.

David Henning, Inspire Placemaking LLC, presented a brief summary of what a Comprehensive Plan is. He presented a list of the different sections (i.e. elements) of the City's Comprehensive Plan.

He presented the proposed new numbering system, and a summary of what is being presented tonight.

Mr. Henning presented economic data points from the proposed update to the Future Land Use Element. He presented the proposed Future Land Use Map, along with an example of a proposed goal and proposed objectives. He presented how Future Land Use Map Classifications would be organized in the proposed update.

Mr. Henning presented data and analysis from the proposed update to the Intergovernmental Coordination Element, along with an example of a proposed goal and proposed objectives.

Mr. Henning presented an example of a proposed goal and objectives from the proposed update to the Property Rights Elements.

He presented a calendar regarding the Comprehensive Plan Update.

Community Development Director Womble said Mr. Henning will be presenting tomorrow to the Planning Commission. She reviewed the calendar regarding the Comprehensive Plan Update.

Mayor Taylor Bogert asked if the deadline allows for sufficient time for changes, such as if the State has any comments?

Community Development Director Womble answered yes. When we transmit a Comprehensive Plan update to the State, they reply with an "Objections, Recommendations, and Comments Report". It gives us ample time to make corrections and send it back.

Mayor Taylor Bogert asked if it has to then go through the Planning Commission and the approval process again to do that?

Community Development Director Womble answered no.

City Manager Tillman said that this is a live working draft, so if there are any comments from the Commission – please let staff know so we can discuss at the staff level and update it before it is submitted to the State. He expressed gratitude to staff and the consultant.

Mayor Taylor Bogert expressed gratitude.

7. PRESENTATION OF PAYROLL – FISCAL YEAR 2026 AND FISCAL YEAR 2027 ANNUAL BUDGETS

City Manager Tillman made opening remarks regarding the Payroll Section of the Fiscal Year 2026 and Fiscal Year 2027 Annual Budget. He presented a schedule for the budget.

City Staff has started the process of preparing the Fiscal Year 2026 and Fiscal Year 2027 Biennial Budgets. Each month leading up to and in advance of this year's Proposed Budget Presentation on August 4, 2025, the Commission and Staff will publicly address various sections of the Budget as follows:

- Payroll – May 5, 2025
- Capital Outlay – May 19, 2025
- Expenditures – June 16, 2025
- Revenue – July 21, 2025

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 step adjustments.

City Manager Tillman presented a graphic depicting the budget approval process. He presented a table depicting payroll as a percentage of revenue. The proposed budgets provide a 4% cost of living adjustment (COLA) for all City employees in Fiscal Year 2026 and no cost of living adjustment in Fiscal Year 2027. He presented a slide summarizing payroll incentives.

The proposed Fiscal Year 2026 Payroll Budget operates with a staffing level of 231 full and part-time employees, an increase of twelve (12) full-time employees. The proposed positions include:

- 4 – Police Department: 4 – Police Officers (2 Patrol, 1 Detective, 1 Proactive)
- 3 – Fire Department: 2 – Firefighters, Part-Time Emergency Management Coordinator
- 3 – Parks & Recreation: Parks Superintendent, Facilities Supervisor, Service Worker III
- 1 – Information Technology Department: Systems Analyst
- 1 – Public Utilities: Regional Wastewater Treatment Plant Operator

The proposed Fiscal Year 2026 Payroll Budget includes a restructuring in the Police Department to include a Captain position in the chain-of-command. He presented and summarized graphics of the current and proposed organizational charts for the Police Department. No additional positions are budgeted as a result of the restructuring.

The 2025 Salary Study prepared by Creative Insights of Lutz and University of South Florida Professor John Daly identified issues important to staying competitive with the local job market particular to certain positions within the City. City Manager Tillman summarized the Salary Study. Based on the Salary Study with staff review, the proposed Fiscal Year 2026 Payroll Budget also reflects a pay adjustment for the Deputy Fire Chief and Deputy Police Chief.

The conceptual Fiscal Year 2027 Payroll Budget proposes an increase of eleven (11) full and part-time employees. The proposed positions include:

- 3 – Fire Department: 2 – Firefighters, Training Officer
- 3 – Police Department: 2 – Police Officers (K9), Part-Time Property & Evidence Custodian
- 3 – Parks & Recreation: Service Worker II (Lake Myrtle Football & Softball)
- 2 – Public Utilities: Service Work III (Locates), Service Worker II (Allred)

He presented a graph of the total number of employees since Fiscal Year 2016. He presented a graph of the total number of employees per department for Fiscal Year 2025-2026.

Staff recommends tentatively approving the proposed Payroll, as presented by City Staff. Formal adoption of the Fiscal Year 2026 Budget and conceptual approval of the Fiscal Year 2027 Budget will come after the scheduled Public Hearings in September.

Mayor Taylor Bogert asked for public comment. There was no public comment.

Motion by Commissioner Cowie, seconded by Commissioner Helms, to tentatively approve the proposed payroll for Fiscal Year 2026 and Fiscal Year 2027 Annual Budgets.

Commissioner Cowie asked if the Commission is usually copied to the salary study?

City Manager Tillman said he can get digital copies to the Commission. He explained the city comparison process in the study.

Commissioner Cowie concurred that we should consider our local competitors based on distance, as well as cost of living in those other cities that we compare to.

City Manager Tillman said one of the things that stood out is being compared to larger cities that are typically on the coast and have a larger cost of living. We are considering doing the study differently to be more local. There are different ways of looking at it. There is work to do with our consultant to fine tune the study.

Mayor Taylor Bogert agreed.

Upon vote, all ayes.

The Meeting was adjourned at 8:15:17 p.m.

I HEREBY CERTIFY that the foregoing Minutes are true and correct.



Brandon Henry, City Clerk