



City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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COMMISSION MEETING
THURSDAY, SEPTEMBER 4, 2025 - 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Minister Forest Antemesaris, Orange Street Church of Christ

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 08/18/2025

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

PROCLAMATION – Constitution Week - September 17-23, 2025

AGENDA

1. **PUBLIC HEARING** – FY 2026 TAX MILLAGE LEVY & ANNUAL BUDGET
2. ORDINANCE #1835 ADOPTING 2025 TAX MILLAGE LEVY
3. ORDINANCE #1836 ADOPTING FY 2026 & FY 2027 ANNUAL BUDGETS
4. ORDINANCE #1837 AMENDING CITY CODE SECTION 2-43(b) - PURCHASING GUIDELINES
5. DEVELOPER'S AGREEMENT WITH GAPWAY ESTATES, LLC
6. DEVELOPER'S AGREEMENT WITH ECP PARTNER, LLC
7. INTERLOCAL AGREEMENT FOR COLLECTION OF POLK COUNTY IMPACT FEES
8. APPROVE FEE SCHEDULE FOR PARKS AND RECREATION RATES

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
September 4, 2025**

AGENDA ITEM 1: PUBLIC HEARING – FY 2026 TAX MILLAGE LEVY & ANNUAL BUDGET

AGENDA ITEM 2: ORDINANCE #1835 ADOPTING 2025 TAX MILLAGE LEVY

AGENDA ITEM 3: ORDINANCE #1836 ADOPTING FY 2026 & FY 2027 ANNUAL BUDGETS

INFORMATION ONLY

ACTION REQUESTED

ISSUE: The City Commission will consider and take public comment on the proposed millage rate and tentative FY 2026 and FY 2027 Annual Budgets.

ATTACHMENTS:

- . Proposed Contingency Changes - FY 2025/2026 and FY 2026/2027
- . Adjusted Fund Totals - FY 2025/2026 and FY 2026/2027
- . Proposed Ordinance #1835 Adopting Tax Millage Rate
- . Proposed Ordinance #1836 Adopting FY 2026 & FY 2027 Budgets and Five-Year Capital Improvement Program (CIP)

ANALYSIS: The Public Hearing has been advertised in accordance with the Florida Statutes regarding the method of fixing tax millage. This Public Hearing is the first of two (2) required Public Hearings with the second scheduled for September 18, 2025.

The proposed Budget for FY 2026 is balanced with Total Revenue and Total Expenditures of \$87,303,927. Expenditures include general operating expenses of \$56,157,766, Capital Improvements of \$27,560,105, and Contingency Reserve of \$157,060. The Proposed FY 2026 and 2027 Budgets includes all changes made during the Regular City Commission meetings of May 5, 2025 (Payroll), May 19, 2025 (Capital Outlay), June 16, 2025 (Expenditures), and July 21, 2025 (Revenues). City Staff will present changes and adjusted Contingency figures.

Revenues from ad-valorem taxes for FY 2026 and FY 2027 are estimated at \$11,640,000 and based upon the operating millage rate of 4.2515.

The FY 2026 Budget also includes the proposed Five-Year Schedule of Capital Improvements (CIP) for the City's Public Safety, Parks and Recreation and Public Works Departments. This schedule, which is a requirement of the City's Comprehensive Plan, assists the City Commission in prioritizing future capital needs throughout the City and is updated annually during the budget process to include a "new fifth year".

A balanced FY 2027 Budget (2nd Year Budget) is also being presented for the Commission's conceptual approval. The FY 2027 Budget will be reviewed by City Staff and the City Commission during the next Budget update process in order to accommodate needs that have arisen since the planned budget was prepared.

Changes to the proposed Biennial Budget will be presented by staff during the Public Hearing and before Commission action.

The proposed Ordinances were prepared by the Finance Director and reviewed by the City Manager and City Attorney. If approved on first reading, the proposed Ordinances will be presented for second and final reading on September 18, 2025.

STAFF RECOMMENDATION: Approve the proposed Ordinance establishing the tax millage levy and the proposed Ordinance adopting the FY 2026 and FY 2027 Annual Budgets.

**Commission Meeting
September 4, 2025**

AGENDA ITEM 4: ORDINANCE #1837 AMENDING CITY CODE SECTION 2-43(b) - PURCHASING GUIDELINES

____ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider a proposed Ordinance amending Section 2-43(b) of the City Code for purchasing guidelines.

ATTACHMENTS:

- . Proposed Ordinance #1837 Amending City Code Section 2-43(b) - Purchasing Guidelines
- . Proposed Purchasing Guidelines

ANALYSIS: In April 2022, the City Commission approved amending the purchasing guidelines to increase the threshold for competitive bids from \$10,000 to \$25,000 with City Commission approval.

Based on the City Auditor’s recommendation, Staff has researched several local jurisdictions to understand their sealed bid limit, City Commission approval limits, and other purchasing policies in which City Commission approval is required. Other local jurisdictions’ approval limits are as follows:

	Sealed Bid	Commission Approval
Auburndale (current)	> \$25,000	> \$25,000
Bartow	> \$35,000	> \$100,000
Winter Haven	> \$30,000	> \$50,000
Davenport	> \$50,000	> \$50,000
Haines City	> \$50,000	> \$50,000
Lake Alfred	> \$25,000	> \$25,000

Proposed Ordinance #1837 amends Section 2-43(b) of City Code by removing a purchasing threshold in the City Code and adding language for the Purchasing Guidelines of the City to be adopted by the City Commission.

The proposed Ordinance was prepared by the Finance Director 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 September 18, 2025.

Following adoption of the proposed Ordinance, the City Commission will consider a Resolution adopting Purchasing Guidelines. The proposed Resolution adopts Purchasing Guidelines the City has followed for several years and updates language for budgeted items approved by the City Commission, piggyback purchases, and emergency purchases consistent with other local jurisdictions. The proposed Resolution will also increase the sealed bid and City Commission approval thresholds to \$50,000.

STAFF RECOMMENDATION: Approval of Ordinance #1837 amending Section 2-43(b) of the Code of Ordinances (Purchasing Guidelines).

**City Commission Meeting
September 4, 2025**

AGENDA ITEM 5: CONSIDER DEVELOPER’S AGREEMENT – GAPWAY GROVE CORP.

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider a Developer’s Agreement between Gapway Grove Corporation and the City for sewer capacity.

ATTACHMENTS:

Developer’s Agreement – Gapway Grove Corporation

ANALYSIS: In 2022, the City initiated a comprehensive review of the Regional Wastewater Treatment Facility Service Area, completed by Chastain-Skillman, which identified certain improvements required to serve and allow development in the area. The Gapway Grove Corporation intends to develop +/- 68.84 acres of property into a 45-lot estate residential subdivision within the Lakes District. The Utility Study shows that development and construction on the Gapway Grove Corp. property cannot discharge into the Regional Wastewater system until the Pace Road Utility Improvements, the Southern Force Main Re-route, and Phase II of the Gapway Force Main projects have been completed, permitted, and operational along with the planning and design phase of the Regional Wastewater Treatment Plant expansion, as identified in the Utility Study.

The proposed Developer’s Agreement is between Gapway Grove Corporation and the City of Auburndale. The Agreement acknowledges that the City makes no representation or warranty as to when it will commence or complete the Utility Improvements. The proposed agreement allows the City to complete the review of all development plans and construction plan documents.

The City and Gapway Grove Corporation desire to enter into the Agreement to establish the respective rights and obligations between Gapway Grove Corporation and the City, in accordance with the terms and conditions of the proposed Utility Infrastructure and Developer’s Agreement. The improvements listed in the Development Agreement plan for current and future development.

The proposed Developer’s Agreement was prepared by Gapway Grove Corporation and reviewed by the Community Development Director, Public Utilities Director, City Manager’s Office, and the City Attorney.

STAFF RECOMMENDATION: Approval of the proposed Developer’s Agreement with Gapway Grove Corporation.

**City Commission Meeting
September 4, 2025**

AGENDA ITEM 6: CONSIDER DEVELOPER’S AGREEMENT – ECP PARTNERS, LLC

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider a Developer’s Agreement between ECP Partners, LLC. and the City for sewer capacity.

ATTACHMENTS:

Developer’s Agreement – ECP Partners, LLC.

ANALYSIS: In 2022, the City initiated a comprehensive review of the Regional Wastewater Treatment Facility Service Area, completed by Chastain-Skillman, which identified certain improvements required to serve and allow development in the area. ECP Partners, LLC plans to develop +/- 1.9 acres of property into a medical office, restaurant and a service garage on the southwest corner of US Hwy 92 and Recker Hwy. The Utility Study shows that development and construction on the ECP Partners property cannot discharge into the Regional Wastewater system until the Southern Force Main Re-route Utility Improvements have been completed, permitted, and operational along with the planning and design phase of the Regional Wastewater Treatment Plant expansion, as identified in the Utility Study.

The proposed Developer’s Agreement is between ECP Partners, LLC., and the City of Auburndale. The Agreement acknowledges that the City makes no representation or warranty as to when it will commence or complete the Utility Improvements. The proposed agreement allows the City to complete the review of all development plans and construction plan documents.

The City and ECP Partners, LLC., desire to enter into the Agreement to establish the respective rights and obligations between ECP Partners, LLC. and the City, in accordance with the terms and conditions of the proposed Utility Infrastructure and Developer’s Agreement. The improvements listed in the Development Agreement plan for current and future development.

The proposed Developer’s Agreement was prepared by ECP Partners, LLC. and reviewed by the Community Development Director, Public Utilities Director, City Manager’s Office, and the City Attorney.

STAFF RECOMMENDATION: Approval of the proposed Developer’s Agreement with ECP Partners, LLC.

**Commission Meeting
September 4, 2025**

AGENDA ITEM 7: INTERLOCAL AGREEMENT FOR COLLECTION OF POLK COUNTY IMPACT FEES

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider an Interlocal Agreement with Polk County for the collection of impact fees.

ATTACHMENTS:

Interlocal Agreement for Collection of Polk County Impact Fees

ANALYSIS: Since 1989, the City of Auburndale has collected impact fees for Polk County when the development is located within the boundaries of the City. Impact fees for Transportation, Correctional Facilities, the Emergency Medical System, and the Educational System are collected by the City for the County's Capital Facility Impact Construction prior to a building permit being issued. To reimburse the City for costs incurred in the collection of the impact fees imposed by the County, the City has been allowed to retain three (3) percent of each impact fee up to a maximum of \$250.00 per impact fee.

On July 25, 2025, Polk County gave notice to the City of Auburndale that Polk County was exercising its right to terminate the existing Interlocal Agreement, effective October 1, 2025, so that a new Interlocal Agreement may be entered into prior to October 1, 2025.

The proposed Interlocal Agreement for Collection of Polk County Impact Fees is being reestablished to be compliant with changes to Florida State Statutes since 1989. In compliance with State Statute, the City shall only retain administrative charges for actual costs incurred in the collection of Polk County impact fees. The City shall also provide to the County documentation to support the actual costs incurred by the City.

The proposed Interlocal Agreement for Collection of Polk County Impact Fees was prepared by the Polk County Attorney's Office and reviewed by the Community Development Director, Finance Director, City Manager, and City Attorney.

STAFF RECOMMENDATION: Approval of the Interlocal Agreement with Polk County.

**City Commission Meeting
September 4, 2025**

AGENDA ITEM 8: APPROVE FEE SCHEDULE FOR PARKS AND RECREATION RATES

___ INFORMATION ONLY

X ACTION REQUESTED

ISSUE: The City Commission will consider adjustments to the rates charged for renting the various city facilities.

ATTACHMENTS:

Schedule of Lake Ariana Park Rates & Event Center Cost Comparison

ANALYSIS: City Staff is requesting adjustments to the current rental rates for various city buildings and athletic fields. The current rates have been in effect for seven (7) years (effective August 6, 2018). The proposed building and athletic field rental rates are as follows:

	<i>Mon – Thurs</i> Resident Weekday	<i>Fri – Sun + Holidays</i> Resident Weekend	<i>Mon - Thurs</i> Non-Resident Weekday	<i>Fri – Sun + Holidays</i> Non-Resident Weekend	
Original Buildings	Park Street Civic Center <i>(260 Capacity)</i>	\$600.00 <i>(Current Rate)</i>	\$720.00	\$900.00	\$1,080
	Senior Center <i>(200 Capacity)</i>	\$390.00 <i>(Current Rate)</i>	\$450.00	\$585.00	\$700.00
	Women’s Club <i>(80 Capacity)</i>	\$240.00 <i>(Current Rate)</i>	\$275.00	\$360.00	\$425.00
	Rec Hall <i>(80 Capacity)</i>	\$240.00 <i>(Current Rate)</i>	\$275.00	\$360.00	\$425.00
Historic Depot <i>(50 Capacity)</i>	\$175.00 <i>(Current Rate)</i>	\$225.00	275.00	\$325.00	
Lake Ariana Park Civic Center	Hamann Hall <i>(300 Capacity)</i>	\$1,000.00	\$1,200.00	\$1,500.00	\$1,800.00
	Ariana Suite <i>(160 Capacity)</i>	\$500.00	\$600.00	\$750.00	\$900.00
	Mac’s Rec Room <i>(60 Capacity)</i>	\$250.00	\$300.00	\$375.00	\$450.00
	Rotunda <i>(40 Capacity)</i>	\$250.00	\$300.00	\$375.00	\$450.00
	Lakeview Suite <i>(40 Capacity)</i>	\$250.00	\$300.00	\$375.00	\$450.00
Full Facility Package <i>(All Rental Spaces)</i>	\$1,750.00	\$2,150.00	\$2,625.00	\$3,150.00	
Athletic Field		Current Rate		Proposed Rate	
Lake Myrtle Soccer/Baseball		\$100.00/Field/Day		\$150.00/Field/Day	

The proposed fee schedule is based on recent survey of neighboring cities and their charges. The cities of Lakeland, Haines City, and Leesburg were used in the comparison.

The proposed rates would take effect on October 1, 2025. As a courtesy to customers with current reservations after October 1, 2025, the City will honor the current rate, if paid before the effective date.

STAFF RECOMMENDATION: Approve the proposed Facility and Park Rental Fee Schedule.