



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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**COMMISSION MEETING**  
**MONDAY, NOVEMBER 17, 2025 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Police Department Chaplain Anthony De Francisco

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 11/03/2025

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

**8. CONSIDER DEVELOPER'S AGREEMENT AMENDMENT – GAPWAY GROVE CORP**

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. ORDINANCE #1840 AMENDING FISCAL YEAR 2024-2025 ANNUAL BUDGET
2. **PUBLIC HEARING** – FUTURE LAND USE AND ZONING MAP AMENDMENT – GAPWAY PROPERTY
3. ORDINANCE - # 1841 AMENDING THE FUTURE LAND USE MAP – GAPWAY PROPERTY
4. ORDINANCE - # 1842 AMENDING THE OFFICIAL ZONING MAP – GAPWAY PROPERTY
5. PRESENTATION OF BIDS – NORTHERN FORCEMAIN PROJECT PHASE I
6. CONSIDER DEVELOPERS AGREEMENT WITH DLD DEVELOPMENT LLC
7. CONSIDER INTERIM CITY MANAGER INTERIM EMPLOYMENT AGREEMENT
8. RECOGNIZE OUTGOING COMMISSIONERS

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  
November 17, 2025**

**AGENDA ITEM 1: ORDINANCE #1840 AMENDING FISCAL YEAR 2024-2025 ANNUAL BUDGET**

\_\_\_ INFORMATION ONLY

X  ACTION REQUESTED

**ISSUE:** The City Commission will consider an Ordinance amending the FY 2024-2025 Annual Budget.

**ATTACHMENTS:**

Proposed Ordinance #1840 Amending the FY 2024-2025 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 2024-2025 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 2024-2025 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 2024 - 2025**

SUMMARY OF FUNDS	CURRENT BUDGET	CHANGE +/-	AMENDED BUDGET
<b>General Fund (001)</b>	\$44,963,570	\$6,473,000	\$51,436,570
<b>General Fund Impact Fee (110)</b>	\$1,353,288	-\$594,000	\$759,288
<b>Community Redevelopment Agency (151)</b>	\$3,536,246	-\$1,191,733	\$2,344,513
<b>Water &amp; Sewer Fund (430)</b>	\$34,448,000	-\$10,458,000	\$23,990,000
<b>Water &amp; Sewer Impact Fee (440)</b>	\$6,854,906	-\$3,532,000	\$3,322,906
<b>TOTAL BUDGET</b>	<b>\$91,156,010</b>	<b>-\$9,302,733</b>	<b>\$81,853,277</b>

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 December 1, 2025.

**STAFF RECOMMENDATION:** Approval of the Budget Amending Ordinance #1840.

**City Commission Meeting  
November 17, 2025**

**AGENDA ITEM 2: PUBLIC HEARING** – FUTURE LAND USE AND ZONING MAP AMENDMENT – GAPWAY PROPERTY

**AGENDA ITEM 3:** ORDINANCE #1841 AMENDING THE FUTURE LAND USE MAP – GAPWAY PROPERTY

**AGENDA ITEM 4:** ORDINANCE #1842 AMENDING THE OFFICIAL ZONING MAP – GAPWAY PROPERTY

\_\_\_ INFORMATION ONLY

X ACTION REQUESTED

**ISSUE:** The City Commission will take public comment and consider a Future Land Use and Zoning Map Amendment.

**ATTACHMENTS:**

- . Notice of Public Hearing – 10-24-25
- . Proposed Ordinance #1841 Amending the Future Land Use Map – Gapway Property
- . Proposed Ordinance #1842 Amending the Official Zoning Map – Gapway Property
- . Excerpt From Planning Commission Meeting – 11-04-2025

**ANALYSIS:** As a result of voluntary annexation, the City has received a request for a Small-Scale Future Land Use and Zoning Map amendment on a parcel totaling +/- 0.06 acres.

**Gapway Property**

**Owners/Petitioner:**

Gapway Groves Corp.

**Location:**

Gapway Road and Lake Juliana

**Current Use:**

Vacant(+/- 0.06 acres)

**Current County Future Land Use:**

Residential Suburban (RS)

**Proposed City Future Land Use:**

Lakes District Mixed Use

**Proposed Zoning Classification:**

Estate Residential (ER)

The property currently has a Polk County Land Use designation of Residential Suburban (RS). The requested Future Land Use of Lakes District Mixed Use and Zoning district of Estate Residential (ER) will accommodate the proposed development with the property south of and adjacent to the site on Gapway Road. The requested Future Land Use and Zoning District are compatible with the residential land uses adjacent to the site. The Estate Residential (ER) zoning classification allows for larger one acre lots and encourages larger home construction within the Lakes District. The requested Future Land Use and Zoning Map amendments are consistent with the City of Auburndale’s Comprehensive Plan, the Land Development Regulations, and the Lakes District Master Planned Community Overlay District.

The proposed Ordinances were prepared by the Community Development Department 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 December 1, 2025.

**PLANNING COMMISSION RECOMMENDATION:** Recommend approval of the Future Land Use and Zoning Map Amendments (4-0, 11/4/2025).

**STAFF RECOMMENDATION:** Approval of the proposed Ordinance #1841 amending the Future Land Use Map and Ordinance #1842 amending the Official Zoning Map.

**City Commission Meeting  
November 17, 2025**

**AGENDA ITEM 5: PRESENTATION OF BIDS – NORTHERN FORCE MAIN PROJECT - PHASE I**

\_\_\_ INFORMATION ONLY

X  ACTION REQUESTED

**ISSUE:** The City will consider bids for the construction of the Northern Force Main project, phase I.

**ATTACHMENTS:**

- . Advertisement for Bids – September 23, 2025
- . Award Recommendation Letter from Chastain Skillman – November 4, 2025

**ANALYSIS:** In 2022, the City initiated a comprehensive city-wide review of the Regional Wastewater Treatment Facility Service Area, completed by Chastain-Skillman, which identified certain improvements required to serve new development in the area. The Northern Force Main was a project identified that connects the City's Master 559 lift station and 10 smaller force mains in the system to the new Pace Road lift station. This project removes flow from the Regional master lift station, creating additional capacity in the system before wastewater is received at the Regional Wastewater Treatment Facility.

This phase of the project is located along Old Berkley Road, between C Fred Jones Blvd and Berkley Knights Drive. Phase II of the project would be constructed at a later date and would connect the Phase I project to the Pace Road Master lift station.

An invitation to bid was advertised in the local media and on September 23, 2025 and the City received the following ten (10) bids:

<b>Tri-Sure Corporation</b>	<b>\$977,600.00</b>
EZ Contracting, LLC	\$978,231.00
Badger Drilling	\$1,023,987.50
Sarasota Underground LLC	\$1,038,625.00
Midsouth Inc.	\$1,047,075.30
Metro Equipment Service, Inc.	\$1,191,825.00
Tucker Paving, Inc.	\$1,215,985.00
Harris-McBurney Company	\$1,223,515.15
Engineer's OPCC	\$1,363,650.00
Dallas 1 Corporation	\$1,373,280.00
American Design Engineering Construction, Inc.	\$2,094,620.00

The bids were reviewed by the Public Utilities Director and the City's consulting engineer, Chastain Skillman. Tri-Sure Corporation was the low bidder and they have completed various utility projects previously for the City.

The Northern Force Main project was budgeted in FY2024/2025 for \$2,800,000.

**STAFF RECOMMENDATION:** Award the bid to Tri-Sure Corporation in the amount of \$977,600.

**City Commission Meeting  
November 17, 2025**

**AGENDA ITEM 6: CONSIDER DEVELOPERS AGREEMENT - DLD DEVELOPMENT LLC**

     INFORMATION ONLY

  X   ACTION REQUESTED

**ISSUE:** The City Commission will consider a Developer’s Agreement between DLD Development LLC and the City for sewer capacity.

**ATTACHMENTS:**

Developer’s Agreement – DLD Development 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 utility improvements required to accommodate development in the area. DLD Development LLC plans to develop a residential project with approximately 325 residential units on the subject site located on the southeast corner of Lake Van Road and 559. The site consists of +/- 77 acres and has a Future Land Use of Lakes District Mixed Use and Zoning designations of Residential Neighborhood and Village Center. The Utility Study shows that development and construction on the DLD Development LLC property cannot go vertical and discharge into the City’s Collection System until the Southern Force Main re-route, and the Gapway Force Main Phase 2 projects have been completed, permitted, and operational, as identified in the Utility Study.

The proposed Developer’s Agreement is between DLD Development 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 DLD Development LLC desire to enter into the Agreement to establish the respective rights and obligations between DLD Development 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 DLD Development 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 DLD Development LLC.

**City Commission Meeting  
November 17, 2025**

**AGENDA ITEM 7: CONSIDER INTERIM CITY MANAGER EMPLOYMENT AGREEMENT**

INFORMATION ONLY

ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Interim Employment Agreement with the Interim City Manager.

**ATTACHMENTS:**

- . Interim City Manager Employment Agreement

**ANALYSIS:** On October 31, 2025, the City Commission appointed Assistant City Manager Amy Palmer as Interim City Manager, with details of salary and other matters to be worked out and presented to the City Commission at a later meeting.

The City Attorney has drafted an Interim City Manager Employment Agreement that is being presented to the City Commission for approval. The Agreement addresses employment terms with a start date of October 31, 2025. Compensation including salary, benefits, terms of separation, and other terms and conditions of employment are addressed in the Agreement.

**STAFF RECOMMENDATION:** Approval of the Interim City Manager Employment Agreement.

**City Commission Meeting  
November 17, 2025**

**AGENDA ITEM 8: RECOGNITION OF OUTGOING CITY COMMISSIONERS**

\_\_\_\_ INFORMATION ONLY

X  ACTION REQUESTED

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**ISSUE:** Outgoing City Commissioners William Sterling, Keith Cowie, and Mayor Dorothea Taylor Bogert will be recognized for their years of service.