



City of Auburndale
AUBURNDALE, FLORIDA 33823

Office of the City Manager

P.O. Box 186
(863) 965-5530
Email: cmo@auburndalefl.com

COMMISSION MEETING
MONDAY, DECEMBER 15, 2025 - 7:00 P.M.
COMMISSION ROOM/CITY HALL

CALL TO ORDER – Mayor Alex Cam

INVOCATION – Pastor Jason Kent, Connect Church

PLEDGE OF ALLEGIANCE – Mayor

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 12/01/2025

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

PROCLAMATION – The Agricultural and Labor Program, Inc. 58th Anniversary 1-24-2026

AGENDA

1. **PUBLIC HEARING** – VACATING OF RIGHT-OF-WAY – PONTIAC STREET
2. RESOLUTION #2025-11 VACATING OF RIGHT-OF-WAY – PONTIAC STREET
3. ORDINANCE #1843 AMENDING DEFINED BENEFIT RETIREMENT PLAN – BOARD MEMBERS
4. CONSIDER INTERLOCAL AGREEMENT – GAPWAY/SR 559 ROUNDABOUT DESIGN
5. DEVELOPERS AGREEMENT – CULVERS
6. DISCUSS RECRUITMENT PLAN FOR OPEN CITY MANAGER POSITION

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
December 15, 2025**

AGENDA ITEM 1: PUBLIC HEARING – VACATING OF RIGHT-OF-WAY – PONTIAC STREET

AGENDA ITEM 2: RESOLUTION #2025-11 VACATING OF RIGHT-OF-WAY – PONTIAC STREET

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider a request to vacate, abandon and discontinue a portion of an unimproved right-of-way on Pontiac Street.

ATTACHMENTS:

- . Notice of Public Hearing – 11/28/2025
- . Petition to Vacate ROW
- . Proposed Resolution #2025 – 11 and Location Map

ANALYSIS: The City has received a petition from residents on Seminole Avenue and Osceola Street to vacate, abandon, and discontinue a portion of an unimproved right-of-way located north of Seminole Ave. The right-of-way, known as Pontiac Street, was platted in the Winona Park Subdivision in 1914 but was never constructed. Portions of this right-of-way have been abandoned and closed in the past (1952), and this request would close the remaining portion of the right-of-way that has remained open, reserving the first 20 feet of right-of-way to maintain access for the property owner west of and adjacent to Pontiac Street.

The Resolution to vacate and close the portion of Pontiac Street shown in Exhibit "A", is subject to the reservation of a utility easement, for use by the City of Auburndale and its successors and assigns, which is consistent with the public interest relating to the provision of utility and other municipal services that may be located in the right-of-way.

The proposed Resolution was prepared by the Community Development Department and was reviewed by the City Attorney.

STAFF RECOMMENDATION: Approval of Resolution #2025-11 Vacating Right-of-Way – portion of Pontiac Street.

**City Commission Meeting
December 15, 2025**

AGENDA ITEM 3: ORDINANCE #1843 AMENDING DEFINED BENEFIT RETIREMENT PLAN – BOARD MEMBERS

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider an Ordinance amending the General Employee Defined Benefit Retirement Plan.

ATTACHMENTS:

- . Ordinance #1843 Amending the General Employee Defined Benefit Retirement Plan
- . Letter from Klausner Kaufman Jensen & Levinson representing the Board of Trustees

ANALYSIS: The General Employee Pension Board of Trustees has requested the City Commission to approve an amendment to the restated Defined Benefit Retirement Income Plan for general employees. The amendment provides for a change in the composition of the Board of Trustees from its current seven (7) trustees to five (5). The new board composition would comprise of two City appointed trustees, two member trustees, and a fifth trustee selected by the previous four trustees. The change would allow retirees of the plan and DROP participants to be eligible for board nomination. This change increases the number of eligible candidates to be considered as board members as the plan continues to decrease in size. The change has no impact on the funding requirements of the program.

The proposed Ordinance was prepared by the Pension Plan’s attorney, Klausner Kaufman Jensen & Levinson and reviewed by the Finance Department, City Manager’s Office, and City Attorney. If approved on first reading, the proposed Ordinance will be considered for second and final reading on January 5, 2026.

STAFF RECOMMENDATION: Approval of Ordinance #1843 amending the Defined Benefit Retirement Plan.

**City Commission Meeting
December 15, 2025**

AGENDA ITEM 4: CONSIDER INTERLOCAL AGREEMENT–GAPWAY/CR 559 ROUNDABOUT DESIGN

 INFORMATION ONLY

 X ACTION REQUESTED

ISSUE: The City Commission will consider an Interlocal Agreement with Polk County for the intersection design at CR-559 and Gapway Road.

ATTACHMENTS:

Interlocal Agreement between Polk County and City of Auburndale

ANALYSIS: In May 2022, the County and City completed the Transportation Master Plan which identified needed transportation infrastructure to keep up with development demands. The Plan identified the intersection of Gapway Road and CR 559 as a needed improvement and recommended the installation of a roundabout to address future failing level of service at the intersection. In addition, the County has identified the Gapway Road roundabout in its Capital Improvements Program. Gapway Road and CR 559 are both County-maintained rights of way.

The proposed Interlocal Agreement states that the County and City both desire to complete this project and that the City will proceed with design and engineering of the proposed roundabout for an estimated cost of \$345,200. The County agrees that it will proceed with right of way acquisition if the engineered design necessitates additional right of way, and after an analysis of the cost feasibility of property acquisition. The City has been working with the Lanier property owners, who own all four corners of the intersection, about future development of the four corners and the roundabout layout for the intersection.

The Interlocal Agreement states that a separate agreement will be required after design and engineering is completed that will define the necessary scope, cost, and schedule for construction of the project. In addition, another separate agreement is contemplated that would address future ownership transfer of portions of CR-559 and Gapway Road/Lake Van Road to the City.

Design and engineering of the roundabout is a budgeted item in the FY 2025-2026 budget. The Interlocal Agreement was prepared by the County Attorney and City Attorney and reviewed by the City Manager’s Office, Community Development Department, and the Polk County Manager’s Office.

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

**City Commission Meeting
December 15, 2025**

AGENDA ITEM 5: DEVELOPER’S AGREEMENT – HD INVESTCO, LLC/CULVERS

 INFORMATION ONLY

 X ACTION REQUESTED

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

ATTACHMENTS:

Developer’s Agreement – HD INVESTCO, 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. HD INVESTCO, LLC plans to develop +/- 1.5 acres into commercial development, consistent with the City’s Commercial Corridor Future Land Use and Commercial Highway (CH) Zoning District. The Utility Study shows that development and construction on the HD INVESTCO, LLC 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 HD INVESTCO, 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 HD INVESTCO, LLC desire to enter into the Agreement to establish the respective rights and obligations between HD INVESTCO, 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 Developer’s Agreement plan for current and future development.

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

STAFF RECOMMENDATION: Approval of the Developer’s Agreement with HD INVESTCO, LLC.

**City Commission Meeting
December 15, 2025**

AGENDA ITEM 6: DISCUSS RECRUITMENT PLAN FOR OPEN CITY MANAGER POSITION

INFORMATION ONLY

ACTION REQUESTED

ISSUE: The City Commission will begin the process of recruiting and selection of a new city manager.

ATTACHMENTS:

- . Letter from Former Auburndale City Manager Bobby Green
- . Florida City/County Manager Search Guide
- . Excerpts from City Charter and City Code of Ordinances
- . Proposed Timing of the Search
- . Proposed Job Posting/Advertisement

ANALYSIS: Selecting a professional manager is one of the most important decisions a city commission will make. Former Auburndale City Manager and former Florida City and County Management Association President Bobby Green has offered to assist the elected officials and staff with the search process. Green also served two terms on the Auburndale City Commission including three years as mayor.

Discussion at this time, will include requirements of the Auburndale City Charter and Code of Ordinances, the "Commission-Manager" form of government, proposed process of recruitment, timetable of the process, and Commission approval of the job posting/advertisement.

Following Commission approval of the job posting/advertisement, city staff will advertise the position. The recruiting and selection of the new manager is intended to be an open and transparent process. The City Commission will review all submitted resumes, approve the selection of the final candidates, conduct the interviews, and make the final selection. The entire recruitment and selection process is intended to be transparent and in accordance with the Florida Government in the Sunshine law.

STAFF RECOMMENDATION: Approval of job posting and begin the process of hiring a new city manager.