



*City of Auburndale*  
AUBURNDALE, FLORIDA 33823

Office of the City Manager

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**CITY COMMISSION MEETING**  
**March 6, 2023 - 7:00 P.M.**  
**COMMISSION ROOM/CITY HALL**

CALL TO ORDER – Mayor Dorothea Taylor Bogert

INVOCATION – Father Rick Gomer, St. Alban's Church

PLEDGE OF ALLEGIANCE – Mayor Dorothea Taylor Bogert

ROLL CALL – City Clerk Brandon Henry

APPROVE COMMISSION MINUTES – Regular Meeting – 02/20/2023

ANNOUNCEMENTS – City Manager and City Attorney

REQUEST TO ADD ADDITIONAL ITEMS TO AGENDA –

REQUEST FROM THE GENERAL PUBLIC –

**AGENDA**

1. ORDINANCE #1729 ANNEXING PROPERTY INTO CITY LIMITS – YARDE PROPERTY
2. AMENDMENT TO GUARANTY AGREEMENT – PRWC STATE REVOLVING FUND PLANNING LOAN
3. CONSIDER DEVELOPER'S AGREEMENT WITH DLD DEVELOPMENT – LANIER PROPERTIES
4. CONSIDER PROPOSAL FOR ENGINEERING SERVICES AT 6 BOBBY GREEN PLAZA

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  
March 6, 2023**

**AGENDA ITEM 1: ORDINANCE #1729 ANNEXING PROPERTY INTO CITY LIMITS – YARDE  
PROPERTY**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Ordinance annexing property into the City limits.

**ATTACHMENTS:**

Proposed Ordinance #1729 Annexing Property into City Limits – Yarde Property

**ANALYSIS:** The City has received a petition from property owner Donisha Yarde to annex +/-1.68 acres of property into the City limits. The property is located on Lawrence Lane, east of Berkley Road. The subject property is adjacent to City limits to the north and west. The annexation does not create an enclave. The proposed annexation is as a result of the owner’s request for city 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 February 20, 2023 and is being considered for second and final reading on March 6, 2023.

**STAFF RECOMMENDATION:** Approval of proposed Ordinance #1729 annexing the Yarde property into the City limits.

**City Commission Meeting  
March 6, 2023**

**AGENDA ITEM 2: AMENDMENT TO GUARANTY AGREEMENT - POLK REGIONAL WATER COOPERATIVE STATE REVOLVING FUND PLANNING LOAN**

     INFORMATION ONLY

  X   ACTION REQUESTED

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**ISSUE:** The City Commission will consider an Amendment to the Guaranty Agreement for Polk Regional Water Cooperative Drinking Water State Revolving Fund (SRF) Planning Loan Agreement.

**ATTACHMENTS:**

Guaranty Agreement for Polk Regional Water Cooperative – SRF Planning Loan Agreement Amendment 1

**ANALYSIS:** In September 2021, the Polk Regional Water Cooperative (PRWC) Board approved an amendment to initiate the design of Test Production Well #3 for the Southeast Wellfield Project (SEWFP) and in November of 2021 approved the process to procure a well driller. The additional test well was requested by the Southwest Florida Water Management District (SWFWMD) to confirm water quality and quantity and requested it be completed prior to the completion of final design. The West Polk Wellfield Project (WPWFP) also requires an additional test well, Test Production Well #2, be drilled for project feasibility and the same driller could be selected for both projects. In September 2022, bids were received for the additional test wells and approved by the PRWC participating members.

On June 4, 2018, the City Commission approved utilizing the State Revolving Fund Planning Loan (SRF) to fund and participate in Phase I of the PRWC projects. On February 7, 2022, the City Commission confirmed participating in the SRF and increasing the funding limit to advance Test Production Well #3 in the SEWFP and Test Production Well #2 in the WPWFP.

The total cost to each member government for the additional test wells is determine by the requested water allocation in the SEWFP and/or the WPWFP. The City of Auburndale is participating at 1.65 MGD in the SEWFP and 0.010 MGD in the WPWFP.

The additional test wells for both projects increase Auburndale’s total cost share to the amount of \$2,093,990.82, or **\$1,046,995.41** with 50% SWFWMD co-funding, increasing Auburndale’s funding cost in the SRF by **\$233,164.91**. Both wells can also serve as supply wells in Phase II, or construction, of the projects reducing future costs if the test wells are deemed viable.

The Guaranty Agreement commits the City of Auburndale to the State Revolving Fund Planning Loan for funding of Phase I of the PRWC projects including the additional costs for construction of the test wells. The Guaranty Agreement was prepared by the PRWC and reviewed by the Public Utilities Director, City Manager and City Attorney.

**STAFF RECOMMENDATION:** Approval of the Guaranty Agreement for Polk Regional Water Cooperative – State Revolving Fund Planning Loan Agreement Amendment 1.

**City Commission Meeting  
March 6, 2023**

**AGENDA ITEM 3: CONSIDER DEVELOPER’S AGREEMENT WITH DLD DEVELOPMENT – LANIER PROPERTIES**

\_\_\_ INFORMATION ONLY

X ACTION REQUESTED

**ISSUE:** The City Commission will consider a Developer’s Agreement between DLD Development LLC and the City for reserved sewer capacity per a 2018 agreement.

**ATTACHMENTS:**

Developer’s Agreement with DLD Development, LLC

**ANALYSIS:** During development of the Juliana Village Subdivision at CR-559/Cone Road, the sewer force main running south to Gapway Road was upsized to accommodate future development in the area. The City of Auburndale, Gapway Groves, and B.L. Lanier and Associates partnered in sharing the costs associated with upsizing the sewer force main. On August 7, 2018, B.L. Lanier and Associates and the City agreed to reserve sewer capacity in the City’s Collection System for up to 648 dwelling units on the Lanier Properties in consideration of the payment in the sum of \$49,197.85 to the City.

The proposed Developer’s Agreement is between DLD Development, LLC, the developer of the Lanier Properties, and the City of Auburndale. As of 2023, DLD Development has built 191 single-family homes based on the 2018 original agreement. Remaining capacity allows 457 dwelling units to be built. The reservation of capacity within the City’s Collection System does not affect DLD Development’s obligations to pay applicable City Sewer/Wastewater Connection/Impact Fees in accordance with the City’s Code of Ordinances.

The proposed agreement allows the City to complete the review of the preliminary plat, subdivision plan, and other construction plan documents (“Development Plans”) for the entire DLD Development project. However, the agreement only allows the remaining unused and unreserved sewer capacity in the City’s Collection System for 457 dwelling units to be constructed and tie into the City’s sewer at this time.

The City and DLD Development desire to enter into the Agreement to establish the respective rights and obligations of DLD Development and the City, in accordance with the terms and conditions of the 2018 agreement letter.

The proposed Developer’s Agreement was prepared by DLD Developer and reviewed by the Community Development Director, City Manager’s Office and the City Attorney.

**STAFF RECOMMENDATION:** Approval of the proposed Developers Agreement with DLD Development, LLC and the City of Auburndale.

**City Commission Meeting**  
**March 6, 2023**

**AGENDA ITEM 4:    CONSIDER PROPOSAL FOR ENGINEERING SERVICES AT 6 BOBBY GREEN PLAZA**

\_\_\_ INFORMATION ONLY

X  ACTION REQUESTED

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**ISSUE:** The City Commission will consider a proposal for engineering services at 6 Bobby Green Plaza for a municipal services building.

**ATTACHMENTS:**

Chastain Skillman Proposal for Bank Building Renovations

**ANALYSIS:** On October 17, 2022, the City Commission approved the purchase of a 1.85-acre site with a 12,978 sq. ft. former bank building located at 6 Bobby Green Plaza. Following closing of the purchase in November 2022, staff began making necessary improvements to the building including roof repairs, replacement of rotten wooden façade, and landscape improvements. Exterior improvements are ongoing to include pressure washing, painting, gutter repair and masonry improvements.

The City's interest in the property is to consolidate several City operations into the building including Utility Billing, Community Development, Parks & Recreation Administration, and Information Technology. Consolidating the various operations into one location will create efficiencies in services resulting in cost savings, better customer service, and accommodating future growth of the departments. The parking lot also serves as overflow parking for several events held in the Downtown.

City Staff has evaluated the layout for a consolidated municipal service building and future use of existing facilities. Staff will present the proposed plans for utilization of the building and existing facilities.

Staff contacted the City's consulting engineer, Chastain Skillman, to coordinate engineering for redevelopment of the building. The City received a proposal for an amount not to exceed \$45,840.00 to provide engineered plans in order to bid and construct the proposed improvements.

The purchase of 6 Bobby Green Plaza was budgeted in the FY 2022/2023 Budget in the various departments, however funding for design/engineering and redevelopment of the building was not included. The additional funding necessary to redevelop the property is available utilizing unanticipated interest earning revenues from investment funds.

**STAFF RECOMMENDATION:** Approval of the Chastain Skillman Proposal for Engineering Services at 6 Bobby Green Plaza for an amount not to exceed \$45,840.00.