

LONGWOOD CITY COMMISSION
Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

AGENDA
April 21, 2025
6:00 PM

- 1. CALL TO ORDER**
- 2. OPENING INVOCATION**
- 3. THE PLEDGE OF ALLEGIANCE**
- 4. COMMUNITY ANNOUNCEMENTS**
 - A. The City of Longwood will host a “Walk for Autism Awareness & Inclusion” on Saturday, April 26, 2025, from 11:00 a.m. until 1:00 p.m. at Reiter Park.**
 - B. The City of Longwood will host the “Longwood Luau,” a Hawaiian-themed party, on Saturday, May 3, 2025, from 4:00 p.m. until 8:00 p.m. at Reiter Park.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. Proclaiming the month of April 2025 as “Autism Acceptance Month.”**
 - B. Presentation of the Beautification Award to Jeff Taylor, Owner of Paddy’s Pub Longwood, 995 West State Road 434, Longwood.**
 - C. District #1 Nomination of the Business Person of the Month Award for May 2025.**
- 6. BOARD APPOINTMENTS**
- 7. PUBLIC INPUT**
 - A. Presentation: McDirmit, Davis & Company, LLC will be giving a presentation on the Annual Comprehensive Financial Report (Audit) for the Fiscal Year Ended September 30, 2024.**
 - B. Public Participation.**
- 8. MAYOR AND COMMISSIONERS’ REPORT**
 - A. Districts #1, #2, #3, #4 and #5**
- 9. COMMISSION AND STAFF ADDITIONS OR CHANGES**

A. ADDITIONAL ITEMS RAISED DURING MAYOR'S AND COMMISSIONERS' REPORTS

B. ANY ADDITIONS OR DELETIONS TO THE AGENDA

10. CONSENT AGENDA

A. Approve the Minutes of the April 7, 2025, Regular Meeting.

B. Approve the Monthly Expenditures for March 2025.

C. Approve the Monthly Financial Report for February 2025.

D. Approve an increase in the amount of \$84,000 to the Universal Engineering Services Purchase Order No. 25-00293 for Building Official and inspection services for the current fiscal year.

E. Acceptance of the Annual Comprehensive Financial Report (Audit) for the Fiscal Year Ended September 30, 2024.

F. Approve a request to purchase a table at the Leadership Seminole Class 34 graduation.

11. PUBLIC HEARINGS

A. Read by title only and adopt Ordinance No. 25-2266, amending Longwood City Code Chapter 2, Article I Prohibiting Unauthorized Access to Nonpublic Forums and Prohibiting Audio/Video Recording in areas other than designated public forums.

12. REGULAR BUSINESS

A. City Commission consideration and approval of a Historic District Matching Grant Application (HG 02-25) for the property located at 151 West Church Avenue.

B. City Commission consideration and approval of a Temporary Use Agreement for Sunshine Pharmacy at 876 South U.S. Highway 17-92.

13. CITY MANAGER'S REPORT

14. CITY ATTORNEY'S REPORT

15. CITY CLERK'S REPORT

16. ADJOURN

Michelle Longo, MMC, FCRM
City Clerk

Notice: All persons are advised that if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record to include the testimony and evidence upon which the appeal is to be based (per Sec. 286.0105, Florida Statutes). Persons with disabilities needing assistance to participate in any of these meetings should contact the A.D.A. Coordinator at (407) 260-3466 at least 48 hours in advance of the meeting.

Any invocation that is offered before the official start of the Commission meeting shall be the voluntary offering of a private person, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission or the city staff, and do not necessarily represent their individual religious beliefs, nor are the views and beliefs expressed by an invocation speaker intended to suggest the City's allegiance to or preference for any particular religion, denomination, faith, creed or belief. Persons in attendance at the City Commission meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. You may exit the City Commission Chambers and return upon completion of the opening invocation if you do not wish to participate in or witness the opening invocation.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 260-3441 or emailing clerk@longwoodfl.org.

Future Meetings:	May 5, 2025	6:00 PM	Regular Meeting
	May 19, 2025	6:00 PM	Regular Meeting

Agenda Item 5C

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: April 21, 2025

Subject: District #1 Nomination of the Business Person of the Month Award for May 2025.

Introduction:

District # Commissioner Shoemaker to nominate a Business Person of the Month Award for May 2025.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Commissioner Shoemaker to nominate a recipient for the Business Person of the Month Award for May 2025.

REQUESTED MOTION/ACTION:

I move to nominate _____ for the Business Person of the Month Award for May 2025.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

None

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: April 21, 2025

Subject: Approve the Minutes of the April 7, 2025, Regular Meeting.

Introduction:

The City Clerk is presenting the minutes of the April 7, 2025, Regular Meeting for approval.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Approval of the minutes.

REQUESTED MOTION/ACTION:

I move to approve Item 10A as presented.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

1. CC04-07-2025Mins

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: April 21, 2025

Subject: Approve the Monthly Expenditures for March 2025.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$563,268.71 from March 13th of 2025 through March 20th of 2025, which includes check numbers from 168045 through 168141.

Background/Discussion:

Per Section 6.10(A) of the City Charter, the City Manager must certify that there are sufficient unencumbered funds within the budgeted appropriations to cover obligations when they become due and payable.

Budget Impact:

There are sufficient unencumbered funds to cover these obligations.

Recommendation:

The Acting City Manager and Director of Financial Services recommend approval of expenditures in the amount of \$563,268.71.

REQUESTED MOTION/ACTION:

I move to approve Item 10B as presented.

Prepared By:

Judith Rosado, Director of Financial Services

Reviewed By:

William Watts, Acting City Manager

Attachments:



Agenda Item 10B

1. Monthly Expenditures

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: April 21, 2025

Subject: Approve the Monthly Financial Report for February 2025.

Introduction:

Pursuant to the Longwood City Code of Ordinance Section 2-182 the City Manager is to provide monthly financial reports to the City Commission. This Unaudited Monthly Financial Report meets the requirement as set forth in the Code of Ordinances.

Background/Discussion:

Monthly Financial Reports are required to be submitted to the City Commission during the second meeting of each month in accordance with Section 2-182 of the City Code of Ordinances.

The Commission is currently provided with a monthly financial report for approval at the second meeting of each month in accordance with Section 2-182 of the City Code of Ordinances. This item is a reporting of the budgeted financial activity for the month of February 2025.

In addition to the monthly financial reports, included on this agenda are the budget transfers report for the month of February, and detailed information of the Purchasing Card expenses for the period of February 5, 2025, through March 4, 2025.

Budget Impact:

The Unaudited Monthly Financial Report reflects a modified budget and actuals for the month of February 2025.

Recommendation:

The Acting City Manager and the Director of Financial Services recommend approval of the Unaudited Financial Reports as of February 2025.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:



Agenda Item 10C

Judith Rosado, Director of Financial Services

Reviewed By:

William Watts, Acting City Manager

Attachments:

1. Unaudited Financial Report February 2025
2. Purchasing Card Expense Report
3. Budget Transfer Report February 2025

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: April 21, 2025

Subject: Approve an increase in the amount of \$84,000 to the Universal Engineering Services Purchase Order No. 25-00293 for Building Official and inspection services for the current fiscal year.

Introduction:

This agenda item requests the City Commission to approve an increase of \$84,000 to Universal Engineering Services Purchase Order No. 25-00293 for Building Official and inspection services for the current fiscal year to ensure Building Official and inspection coverage.

Background/Discussion:

- The City has maintained a continuing services contract with Universal Engineering Services to provide Building Official and inspection services. This has been utilized on an as-needed basis only primarily when the Building Official has been out of the office or as workload warrants. For FY25, the City had a Purchase Order for \$40,000.
- Upon the departure of the City's Building Official, Phil Kersey, in January of this year, Universal took a more active role in reviewing plans and completing inspections. The increased usage necessitates an increase in the Purchase Order to ensure continuation of service. PO 25-00293 was increased up to the administrative limit of \$49,999 to ensure payment for February and March, however, increases to a purchase order beyond that amount require City Commission approval.
- The return of the City's Building Inspector has greatly reduced the amount of inspections completed by Universal, but staff still is planning on approximately \$14k per month in inspections and plan review at the current workload.
- Since Mr. Kersey's departure, the city has been in discussions with Seminole County regarding an interlocal agreement to allow Mr. Kersey to continue to act as Longwood's Building Official. This would greatly reduce the amount of the Building Official hours provided by Universal, though the need for plans review and some inspection support would still remain.

Budget Impact:

To be able to cover an estimated \$14k per month would require an additional \$84k added to the existing purchase order. \$10,000 is available from the 102-2900-524-3400 (Building

Agenda Item 10D

Contractual Services) line, but the remainder would need to come from salaries and wages originally budgeted for the Building Official. This increase is within the existing budget allocation for the Building Special Revenue Fund.

Recommendation:

The Acting City Manager, Financial Services Director, and Community Development Director recommend approving an increase of \$84,000 to Universal Engineering Services Purchase Order No. 25-00293 for Building Official and inspection services for the current fiscal year.

REQUESTED MOTION/ACTION:

I move to approve the Item 10D as presented.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, Acting City Manager

Attachments:

None

Agenda Item 10E

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: April 21, 2025

Subject: Acceptance of the Annual Comprehensive Financial Report (Audit) for the Fiscal Year Ended September 30, 2024.

Introduction:

This agenda item requests the City Commission accept the annual audit for the fiscal year ending September 30, 2024 as presented by McDirmitt, David & Co., LLC.

Background/Discussion:

Each year, in accordance with section 3.08 of the City Charter, an independent annual audit of all City accounts is required to be completed by a certified public accountant or firm of such accountants who have no personal interest, direct or indirect, in the fiscal affairs of the City government or any of its officers. The audit for the fiscal year ending September 30, 2024, has been completed by McDirmitt, Davis & Co., LLC, a firm of licensed certified public accountants. This audit satisfies the requirements of section 3.08 of the City Charter.

Budget Impact:

None.

Recommendation:

The Acting City Manager and Director of Financial Services recommend the City Commission accept the annual audit for the fiscal year ending September 30, 2024, as presented by McDirmitt, Davis, & Co., LLC.

REQUESTED MOTION/ACTION:

I move to approve Item 10E as presented.

Prepared By:

Judith Rosado, Director of Financial Services

Reviewed By:

William Watts, Acting City Manager



Agenda Item 10E

Attachments:

1. Annual Comprehensive Financial Report Fiscal Year Ended September 30, 2024

Agenda Item 10F

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: April 21, 2025

Subject: Approve a request to purchase a table at the Leadership Seminole Class 34 graduation.

Introduction:

The agenda item requests City Commission approval to purchase a table at the Leadership Seminole Class 34 graduation on May 9th at the Westin Lake Mary to support Mayor McMillan since he is in the class.

Background/Discussion:

There is interest in purchasing a table to support Mayor McMillan at the upcoming Leadership Seminole graduation. The class graduation will be held on May 9th from 11:30 am to 1:30 pm at the Westin Lake Mary. This was not a budgeted item; however, there is enough in the Commission Development account line to cover this cost of \$650 for a table of eight seats.

Budget Impact:

There are funds available in the Commission Development account line.

Recommendation:

Approval by the City Commission.

REQUESTED MOTION/ACTION:

I move to approve Item 10F as presented.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

William Watts, Acting City Manager

Attachments:

None

Agenda Item 11A

To: The Honorable Mayor and City Commissioners

From: David Dowda, Police Chief

Date: April 21, 2025

Subject: Read by title only and adopt Ordinance No. 25-2266, amending Longwood City Code Chapter 2, Article I Prohibiting Unauthorized Access to Nonpublic Forums and Prohibiting Audio/Video Recording in areas other than designated public forums.

Introduction:

This agenda item requests the City Commission read by title only and adopt Ordinance No. 25-2266, which amends Longwood City Code, Chapter 2, Article I.

Background/Discussion:

Given the relative ease with which video and audio recordings can now be made, a phenomenon has developed in recent years in which people make video and audio recordings of public employees in public spaces under the auspices of “First Amendment auditing”. It is currently settled law that there typically is a right under the First Amendment to record the activities of public officials on public property, but like all First Amendment protections, this right is subject to reasonable time, manner and place restrictions.

The law generally allows for the use of audio and recording devices in public access areas of public buildings, but not in restricted areas that are not generally open to the public or not open to the public without escort. It is clear the First Amendment does not guarantee access to property just because it is owned by the government and restrictions on a limited public forum need only be reasonable and viewpoint neutral. There are portions of City Hall, City Hall Annex, Public Works Facility, Fire Department Administration Building and Fire Stations, Police Department Building and other public buildings which are restricted and generally not open to the public without escort. The presence of the public in such restricted areas, including for the purposes of video and audio recording, is disruptive and detrimental to the safety, welfare, and performance of the duties of City employees.

There are areas within City-owned, controlled, or leased buildings which are considered “limited public forums” as they are either limited areas open to members of the public who are engaging in legitimate public business or are primarily intended for the use of City employees in the conduct of their business but may be utilized for convening public meetings. The lobby of the Longwood Police Department is an example of such a limited public forum where uniformed or civilian employees interact with citizens who are there to engage in the

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legitimate public business of interacting with law enforcement for various purposes including, but not limited to, reporting crimes, seeking or providing information, and accessing resources. The nature of the kinds of public business for which limited public forums are open to the public often involves the disclosure and discussion of private and sensitive information, making the privacy of citizens in such spaces of paramount importance.

Given the nature of the information being shared by citizens in limited public forums, coupled with citizens' obvious and reasonable expectation of some level of privacy in such areas, it is inappropriate for another member of the public in limited public forums to video or audio record such conversations. As a result, it is appropriate to prohibit unauthorized public access to restricted, nonpublic areas and prohibit video and/or audio recording within any enclosed City-owned, controlled, or leased property not classified as a designated public forum and is necessary for protecting the safety and welfare of the citizens of Longwood.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The Acting City Manager and the Chief of Police recommend the City Commission approve the proposed update to the Longwood City Code, Chapter 2 Administration, Article I as presented.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 25-2266 as presented.

Prepared By:

David Dowda, Police Chief

Reviewed By:

William Watts, Acting City Manager

Attachments:

1. Ordinance No. 25-2266
2. Business Impact Estimate

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: April 21, 2025

Subject: City Commission consideration and approval of a Historic District Matching Grant Application (HG 02-25) for the property located at 151 West Church Avenue.

Introduction:

This agenda item requests the City Commission consider a Historic District Matching Grant Application from Christ Church, Inc. for the property at 151 West Church Avenue.

Background/Discussion:

- 151 West Church Avenue is designated as a “contributing” structure in the Longwood Historic District.
- Per the terms of the Historic District Matching Grant Program, established by Resolution 17-1432, contributing structures are eligible for up to \$5,000 in grant funding to restore or improve a structure.
- The purpose of the Downtown Historic District Matching Grant Program is to provide assistance to property owners to restore and improve architectural features of facades of structures within the City of Longwood Downtown Historic District, with primary emphasis given to contributing structures and projects that include exterior, structural, and/or interior improvements that will extend the useful life of a structure. This project meets the aim and objective of the historic grant.
- Work will include roof and decking repair to the metal roof and groove decking/ceiling in the sanctuary. The proposal provided within the application is for a total of \$10,310 in qualifying expenses which would result in a maximum match of \$5,000 under the program guidelines. The grant application process requires the applicant to pay all monetary amounts in full and any grants awarded will be provided as reimbursement following the successful permitting and final inspection of all related work.
- This applicant has successfully completed two grant-funded projects under this program in the last 5 years, including in 2021 (painting and exterior repairs) and 2024 (steeple repair).

Staff finds that the proposal as shown is consistent with the guidelines of the Historic District and will provide a greater longevity to the facades and structure of the historic building.

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All work completed under this grant program must be permitted through the Building Division where applicable and must be in compliance with the Longwood Development Code and all other applicable codes and regulations.

Budget Impact:

\$15,000 is budgeted each fiscal year for the Historic District Grant Program. For FY 24-25, \$5,000 is available in account 001-3100-515-4900 to support this grant application.

Recommendation:

The Acting City Manager and the Community Development Director recommend the City Commission approve the request and award a grant in the amount of \$5,000.

REQUESTED MOTION/ACTION:

I move to approve the Historic District Grant for the Christ Church at 151 West Church Avenue as presented.

Prepared By:

Kristin Zack-Bowen

Reviewed By:

William Watts, Acting City Manager

Attachments:

1. 151 W Church Ave Historic District Grant Application

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: April 21, 2025

Subject: City Commission consideration and approval of a Temporary Use Agreement for Sunshine Pharmacy at 876 South U.S. Highway 17-92.

Introduction:

This agenda item requests the City Commission consider a Temporary Use Agreement for Sunshine Pharmacy at 876 South U.S. Highway 17-92.

Background/Discussion:

- At the March 17, 2025 City Commission meeting, the City Commission directed staff to find a way to approve Sunshine Pharmacy at 876 South U.S. Highway 17-92.
- Sunshine Pharmacy had approached staff prior to this meeting and was informed that since the city had elected to enact distance requirements between medical marijuana dispensaries in 2023, and as state law requires municipalities to be no more restrictive on marijuana dispensaries than on pharmacies, a pharmacy would not be allowed at this location due to its proximity to AYR Cannabis Dispensary.
- The special exception process in the Longwood Development Code does not allow special exceptions for land uses. As such, a land development code amendment will need to be completed. State law requires a total of three public hearings for LDC amendments - one before the Land Planning Agency and two before the City Commission. There are also state and city requirements for advertising and public notice prior to these meetings, which makes this typically a 2-3 month process.
- Sunshine Pharmacy indicated that this timeline did not work for them, which necessitated that staff prepare this unique agreement to allow them to move in prior to the passage of the ordinance.
- This Temporary Use Agreement is not something the city has previously entertained as it differs substantially from the temporary use permits found in City Code and is different from the ordinance passed to allow two smoke shops to be located in the city that had signed leases prior to this amendment in 2023.
- This temporary use agreement allows the applicant to, upon the completion of proper permitting, open their business prior to the passage of the LDC ordinance. There is some risk to the applicant in that the Commission cannot guarantee approval of an ordinance they have not seen yet and - should the Commission for any reason, elect not

Agenda Item 12B

to pass an ordinance that allows the pharmacy use at this location - the applicant would need to vacate the premises by December 30, 2025.

- The applicant has signed a copy of this agreement.
- The owners of the pharmacy met with staff on March 27th to go over building code requirements. The owners indicated they understand the permitting requirements, impact and mobility fees, and other steps necessary to ensure they are open within the timeline they envision.
- The anticipated schedule for the LDC ordinance is May 14th for the LPA Public Hearing, and May 19th and June 2nd for the City Commission Public Hearings.
- Please note that while the agreement says "Sunshine Pharmacy of Casselberry," staff expects that the applicant will brand their location as Sunshine Pharmacy of Longwood. However, the "Casselberry" location is the only one that is registered legally with the State of Florida, and thus the agreement is with their current name.

Budget Impact:

There is no anticipated budget impact associated with this agenda item.

Recommendation:

The Acting City Manager and Community Development Director recommend approving the Temporary Use Agreement for Sunshine Pharmacy.

REQUESTED MOTION/ACTION:

I move to approve the Temporary Use Agreement as presented.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, Acting City Manager

Attachments:

1. FINAL -Temporary Use Agreement - Sunshine Pharmacy