

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

AGENDA
May 5, 2025
6:00 PM

- 1. CALL TO ORDER**
- 2. OPENING INVOCATION**
- 3. THE PLEDGE OF ALLEGIANCE**
 - A. Election of Mayor.**
- 4. COMMUNITY ANNOUNCEMENTS**
 - A. The City of Longwood will host a “Mother & Son” Dance on Thursday, May 8, 2025, from 7:00 p.m. until 9:00 p.m. at the Longwood Community Building. Tickets are sold out.**
 - B. The “Downtown Longwood Cruise-In” Car Show will be held on Saturday, May 10, 2025, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood located off Church Avenue.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. Chief Dowda to recognize Police and Fire personnel for their actions in support of a citizen.**
 - B. District #1 Presentation of the Business Person of the Month Award for May 2025 to Longwood VFW Auxiliary Post 8207.**
- 6. BOARD APPOINTMENTS**
- 7. PUBLIC INPUT**
 - A. Public Participation.**
- 8. MAYOR AND COMMISSIONERS’ REPORT**
 - A. Districts #2, #3, #4, #5 and #1**
- 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 21, 2025, Regular Meeting.**
- B. Approve the Monthly Expenditures for April 2025.**
- C. Approve the 2025-2028 Voluntary Cooperation/Mutual Aid Agreement Governing the City/County Traffic Enforcement Unit.**
- D. Approve an increase in the amount of \$46,049.71 to Purchase Order No. 24-01364 for professional engineering services related to the East Longwood Phase III Sanitary Sewer Project.**
- E. Approve a purchase order in the amount of \$559,022.68 to Huffman Inc. dba NuWave Concrete for citywide concrete projects.**

11. PUBLIC HEARINGS

12. REGULAR BUSINESS

13. CITY MANAGER'S REPORT

14. CITY ATTORNEY'S REPORT

15. CITY CLERK'S REPORT

- A. Consider canceling the July 7, 2025, City Commission Regular Meeting.**

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 13, 2025	3:00 PM	Special Meeting
	May 19, 2025	6:00 PM	Regular Meeting
	June 2, 2025	6:00 PM	Regular Meeting

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: May 5, 2025

Subject: Approve the Minutes of the April 21, 2025, Regular Meeting.

Introduction:

The City Clerk is presenting the minutes of the April 21, 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. CC04-21-2025Min

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: May 5, 2025

Subject: Approve the Monthly Expenditures for April 2025.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$217,047.95 from March 27th of 2025 through April 2nd of 2025, which includes check numbers from 168142 through 168216.

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 \$217,047.95.

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:

1. Monthly Expenditures

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: David Dowda, Police Chief

Date: May 5, 2025

Subject: Approve the 2025-2028 Voluntary Cooperation/Mutual Aid Agreement Governing the City/County Traffic Enforcement Unit.

Introduction:

This agenda item requests City Commission approval for the Mayor and the Chief of Police to sign the 2025-2028 Voluntary Cooperation / Mutual Aid Agreement Governing City/County Traffic Enforcement between the City of Longwood, the Seminole County Sheriff's Office, the Sanford Airport Authority, the University of Central Florida Board of Trustees on behalf of its Police Department, and the Cities of Altamonte Springs, Casselberry, Lake Mary, Oviedo, Sanford, and Winter Springs, Florida.

Background/Discussion:

Pursuant to F.S. 23.1225(3), agreements may be entered into by the Chief Executive Officer of an agency who is authorized to contractually bind the agency. The City of Longwood has previously entered into an Inter-local Voluntary Cooperation City/County Traffic Enforcement Unit agreement with other law enforcement agencies having jurisdiction within the Central Florida area, and the term of that agreement ended January 31, 2025. The proposed agreement will maintain inter-local law enforcement cooperation between the named agencies from April 15, 2025 through April 15, 2028.

Whereas, the subscribing law enforcement agencies are so located in relation to each other that it is to the advantage of each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to;

1. Intensive situations including, but not limited to, emergencies as defined under section 252.34, F.S.; and
2. Continuing multi-jurisdictional law enforcement problems to protect public peace and safety and preserve the lives and property of the people; and

Whereas, the City of Longwood and the Seminole County Sheriff's Office, the Sanford Airport Authority, the University of Central Florida, and the Cities of Altamonte Springs, Casselberry, Lake Mary, Oviedo, Sanford, and Winter Springs, Florida have the authority pursuant to Section

Agenda Item 10C

23.1225, F.S. et seq., the Florida Mutual Aid Act to enter into a combined Mutual Aid Agreement for law enforcement services that;

1. Permits voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines; and
2. Provides for rendering of assistance in a law enforcement emergency as defined in Section 252.34, F.S.

Budget Impact:

This item has no impact on the city's budget.

Recommendation:

The Acting City Manager and Chief of Police recommend the City Commission approve the Mayor and Chief of Police to sign the attached 2025-2028 Voluntary Cooperation / Mutual Aid Agreement Governing the City/County Traffic Enforcement Unit.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:

David Dowda, Police Chief

Reviewed By:

William Watts, Acting City Manager

Attachments:

1. 2025-2028 Voluntary Cooperation/Mutual Aid Agreement Governing the City/County Traffic Enforcement Unit

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: May 5, 2025

Subject: Approve an increase in the amount of \$46,049.71 to Purchase Order No. 24-01364 for professional engineering services related to the East Longwood Phase III Sanitary Sewer Project.

Introduction:

This agenda item requests City Commission approval of an increase to Purchase Order No. 24-01364 in the amount of \$46,049.71 for professional engineering services related to the East Longwood Phase III Sanitary Sewer Project.

Background/Discussion:

The original purchase order for engineering and design services for the East Longwood Phase III Sanitary Sewer Project was approved by the City Commission on June 17, 2024. Since that time, supporting staff and the City's engineering consultants have conducted further evaluation of the project area. Based on updated site conditions and design considerations, it has been determined that the addition of a new grinder pump station is necessary.

This modification is required due to insufficient elevation differentials in the eastern portion of the project area, which prevent reliable gravity flow to the existing sewer infrastructure. The installation of a grinder pump station will provide the necessary hydraulic capacity and pressure to convey wastewater from low-lying properties within the unimproved right-of-way along Jessup Avenue, east of Lakeview Drive. Additionally, this adjustment will address concerns related to potential inflow/infiltration and ensure compliance with current design standards for minimum pipe slope, depth, and velocity.

As a result, additional survey work, design revisions, and construction administration services are required to implement this change. This proposal includes the engineering scope and associated cost increase needed to support these critical additions to the project. The scope of this additional work includes:

- Installation of approximately 300 linear feet of 8" gravity sanitary sewer along Wayman Street, from Warren Avenue to Bay Avenue, and at the intersection of Jessup Avenue and Lakeview Drive.
- Connection to the existing gravity sewer at Wayman Street and Bay Avenue.

Agenda Item 10D

- Installation of a grinder pump station within the Jessup Avenue unimproved right-of-way east of Lakeview Drive.

The goal of this project is to provide sanitary sewer service to residential properties in the East Longwood wastewater service area, bounded by Ronald Reagan Boulevard (west), Orange Avenue (north), Bay Avenue (south), and US 17-92 (east).

Budget Impact:

Funding has been budgeted and is available under the current fiscal year Capital Improvement Program under line item 401-4120-536-6306.

Recommendation:

The Acting City Manager and Public Works Director recommend approval of the proposed increase in the amount of \$46,049.71 to Purchase Order No. 24-01364 and authorize the Acting City Manager to execute any associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, Acting City Manager

Attachments:

1. Barnes, Ferland and Associates, Inc. (BFA) East Longwood Phase III Proposal

Agenda Item 10E

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: May 5, 2025

Subject: Approve a purchase order in the amount of \$559,022.68 to Huffman Inc. dba NuWave Concrete for citywide concrete projects.

Introduction:

This agenda item requests the City Commission approve the issuance of a purchase order in the amount of \$559,022.68 to Huffman Inc. dba NuWave Concrete to complete multiple concrete projects throughout the City of Longwood.

Background/Discussion:

The City of Longwood continues its commitment to community enhancement through comprehensive sidewalk and concrete infrastructure improvements. This proposed work includes installation and repair projects at the following locations:

- Apron driveway at 716 Industry Road
- Curb repairs at various locations
- Historic District colored sidewalks and ADA ramps
- Public Works sidewalk repairs
- South Longwood Sidewalks Phase II (S. Oleander St., S. Oak St., and Tullis Ave.)
- Winsor Manor sidewalk maintenance
- New sidewalks at the City Dog Park

These projects are designed to improve walkability, increase safety, and ensure compliance with the Americans with Disabilities Act (ADA). It includes the construction of new sidewalks, the replacement or modification of existing sidewalks, and the installation of ADA-compliant curb ramps. These upgrades will promote greater accessibility and connectivity for residents. Pricing for this work is based on the Piggyback Agreement of Seminole County IFB-604269-22/LNF, allowing the City to utilize competitively bid pricing and terms previously secured by Seminole County for similar concrete services.

Budget Impact:

Funding for these projects has been budgeted and is available in the current fiscal year budget as follows:

Agenda Item 10E

Project Name	Cost	Account Line
Apron Driveway @ 716 Industry Rd.	\$ 6,368.25	402-4120-536-4600
Curb Repairs Several Locations	\$ 26,340.30	310-3520-541-6328
Historic District Colored Sidewalks & ADA Ramps	\$ 49,665.50	310-3520-541-6328
Historic District Colored Sidewalks & ADA Ramps	\$ 21,262.00	310-3520-541-6316
Public Works Sidewalk Repairs	\$ 7,854.00	310-3100-524-6308
South Longwood Sidewalks Phase II	\$308,517.30	310-3520-541-6319
Winsor Manor Sidewalk Maintenance	\$ 71,064.58	310-3520-541-6328
Winsor Manor Sidewalk Maintenance	\$ 42,525.00	310-3520-541-6316
Dog Park New Sidewalks	\$ 25,425.75	136-3210-572-6300
Total With 5% Contingency	\$ 559,022.68	

Recommendation:

The Acting City Manager and Public Works Director recommend approval to issue a Purchase Order in the amount of \$559,022.68 to Huffman Inc. dba NuWave Concrete and authorize the Acting City Manager to execute all related documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10E as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, Acting City Manager

Attachments:

1. NuWave Cost Proposals by Project Area
2. Historic District Colored Sidewalk Map
3. Contract Plans South Longwood Sidewalk Phase 2 Design
4. Winsor Manor Boundary and Sidewalks Map
5. 716 Industry Road Map
6. Curb Repairs Several Locations Maps
7. Public Works Entrance Map

Agenda Item 15A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: May 5, 2025

Subject: Consider canceling the July 7, 2025, City Commission Regular Meeting.

Introduction:

This agenda item requests the City Commission cancel the first Commission Meeting in July.

Background/Discussion:

In a review of the 2025 meeting calendar, our first meeting in July falls on the Monday after the Independence Day weekend. The Friday prior is July 4th, an official city holiday, and the city will be closed in observance of the holiday.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Clerk requests the City Commission consider canceling the Monday, July 7, 2025, Regular Commission Meeting.

REQUESTED MOTION/ACTION:

I move to approve canceling the Monday, July 7, 2025, Regular Commission Meeting.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

None