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

AGENDA (AMENDED)
May 19, 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 the Florida SMaSH Beer Festival on Saturday, May 31, 2025, from 1:00 p.m. until 5:00 p.m. at Reiter Park, 311 West Warren Avenue. This is a ticketed event and tickets are available for $40 on Eventbrite.com.

5. PROCLAMATIONS / RECOGNITIONS

A. Proclaiming May 11 through May 17, 2025, as "National Police Week"; and "Peace Officers Memorial Day" in the City of Longwood.

B. Proclaiming May 18 through May 24, 2025, as "National Public Works Week" in the City of Longwood.

C. Proclaiming May 18 through May 24, 2025, as "Emergency Medical Services Week" in the City of Longwood.

6. BOARD APPOINTMENTS

7. PUBLIC INPUT

A. Public Participation.

8. MAYOR AND COMMISSIONERS' REPORT

A. Districts #3, #4, #5, #1 and #2

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 May 5, 2025, Regular Meeting.

B. Approve the Monthly Expenditures for April 2025.

C. Approve the Monthly Financial Report for March 2025.

11. PUBLIC HEARINGS

A. Read by title only, set June 2, 2025, as the second public hearing and approve the first reading of Ordinance No. 25-2268, a non-codified Longwood Development Code Amendment to allow a standalone pharmacy at 876 South U.S. Highway 17-92.

12. REGULAR BUSINESS

A. Read by title only, set June 2, 2025, as the public hearing date and approve the first reading of Ordinance No. 25-2267, a Small-Scale Comprehensive Plan intended to change the Future Land Use and Zoning at 919 Orange Avenue to allow for the existing use of a daycare center to be permitted outright.

B. Read by title only, set June 2, 2025, as the public hearing date and approve the first reading of Ordinance No. 25-2269, amending Chapter 78, Article II, Communications Facilities in Public Rights-of-Way concerning requirements to obtain a right-of-way permit for the installation of communication services facilities.

C. Read by title only and adopt Resolution No. 25-1690, amending the adopted budget 2024-2025, and authorize the Finance Director to record changes in anticipated revenues and appropriations for expenditures as provided in the 2025 Mid-Year Budget Adjustments.

D. Read by title only and adopt Resolution No. 25-1691, the Florida Department of Transportation (FDOT) State Highway Lighting, Maintenance and Compensation Agreement Work Order for Fiscal Year 2025/2026.

E. Read by title only and adopt Resolution No. 25-1692, which approves an Interlocal Agreement between Seminole County and the City of Longwood for the Urban County Partnership Program.

F. Approval to award a Construction Agreement for the Bennett Drive Stormwater Project - Phase II (IFB #ED24ATL0G0123) and issuance of a purchase order in the amount of $1,206,389.90 to Central Florida Environmental Corporation (CFE) as the lowest and most responsive bidder.

G. Discussion and consider the appointment of William Watts as City Manager and approval of an Employment Agreement for City Manager.

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:	June 2, 2025	6:00 PM	Regular Meeting
	June 16, 2025	6:00 PM	Regular Meeting

Historic
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Agenda Item 10A

To: **The Honorable Mayor and City Commissioners**

From: **Michelle Longo, City Clerk**

Date: **May 19, 2025**

Subject: **Approve the Minutes of the May 5, 2025, Regular Meeting.**

Introduction:
The City Clerk is presenting the minutes of the May 5, 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. CC05-05-2025Min

Historic LONGWOOD Florida

Agenda Item 10B

To: **The Honorable Mayor and City Commissioners**

From: **Judith Rosado, Director of Financial Services**

Date: **May 19, 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 $732,237.20 from April 10th of 2025 through April 17th of 2025, which includes check numbers from 168217 through 168331.

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 $732,237.20.

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

Historic LONGWOOD Florida

Agenda Item 10C

To: **The Honorable Mayor and City Commissioners**

From: **Judith Rosado, Director of Financial Services**

Date: **May 19, 2025**

Subject: **Approve the Monthly Financial Report for March 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 March 2025. In addition, financial statements are provided to Commission with year-to-date revenues and expenditures for the General Fund, Special Revenue Funds, and Enterprise Funds for the second quarter as of March 31, 2025, with a comparison to prior year as of March 31, 2024, and percentage of variances.

Also, included on this agenda are the budget transfers report for the month of March, and detailed information of the Purchasing Card expenses for the period of March 5, 2025, through April 4, 2025.

Budget Impact:

The Un-audited Monthly Financial Report reflects a modified budget and actuals for the month of March 2025.

Recommendation:

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

REQUESTED MOTION/ACTION:

Historic LONGWOOD Florida

Agenda Item 10C

I move to approve Item 10C as presented.

Prepared By:
Judith Rosado, Director of Financial Services

Reviewed By:
William Watts, Acting City Manager

Attachments:
1. Unaudited Financial Report as of March 2025
2. Financials for the 2nd Quarter 2025
3. Purchasing Card Expense Report
4. Budget Transfer Report March 2025

Historic LONGWOOD Florida

Agenda Item 11A

To: **The Honorable Mayor and City Commissioners**

From: **Chris Kintner, Community Development Director**

Date: **May 19, 2025**

Subject: **Read by title only, set June 2, 2025, as the second public hearing and approve the first reading of Ordinance No. 25-2268, a non-codified Longwood Development Code Amendment to allow a standalone pharmacy at 876 South U.S. Highway 17-92.**

Introduction:
This agenda item requests that the City Commission conduct the first public hearing for Ordinance 25-2268, a non-codified Longwood Development Code Amendment to allow a standalone 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 adopted to enact the Commission's goal.
- This ordinance, prepared in coordination with the City Attorney, is intended to enact the City Commission's direction by exempting the subject parcel from the distance requirements to allow for an equal number of standalone pharmacies and medical marijuana dispensaries (4). This limitation helps ensure that the intent of the original ordinance is not undermined.
- At its April 21, 2025 meeting, the City Commission approved a Temporary Use Agreement with Sunshine Pharmacy that will allow them to move in to their desired location prior to the changes proposed in this ordinance, with the understanding that if the ordinance does not pass they will have to vacate the premises by the end of the year.
- 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.

- This item is scheduled to be heard at the May 14th Land Planning Agency meeting, which will occur after the agenda packet is finalized for the City Commission. The City Commission will receive an e-mail with an update on the results of the LPA meeting before this meeting.

Budget Impact:

There is no anticipated budget impact associated with this item.

Recommendation:

The Acting City Manager and Community Development Director recommend that the City Commission approve Ordinance No. 25-2268 on first reading and set June 2, 2025, as the second public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 25-2268 on first reading and set June 2, 2025, as the second public hearing date.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, Acting City Manager

Attachments:

1. Ordinance No. 25-2268
2. Business Impact Estimate

Historic LONGWOOD Florida

Agenda Item 12A

To: **The Honorable Mayor and City Commissioners**

From: **Chris Kintner, Community Development Director**

Date: **May 19, 2025**

Subject: **Read by title only, set June 2, 2025, as the public hearing date and approve the first reading of Ordinance No. 25-2267, a Small-Scale Comprehensive Plan intended to change the Future Land Use and Zoning at 919 Orange Avenue to allow for the existing use of a daycare center to be permitted outright.**

Introduction:

This agenda item requests that the City Commission consider Ordinance 25-2267 on first reading. This ordinance is a Small-Scale Comprehensive Plan intended to change the Future Land Use and Zoning Maps for 919 Orange Avenue to allow for the existing use of a daycare center to be permitted outright.

Background/Discussion:

- The applicant, Rafael Gonzalez, on behalf of the property owner, Kimberly English, has requested the small-scale land use change amendment at 919 Orange Avenue with Parcel ID 33-20-30-517-0A02-0000.
- The property, 0.32 acres in size, currently has a land use of Medium Density Residential (MDR) and zoning of Medium Density Residential-15 (MDR-15).
- The parcel has historically had a MDR land use designation since at least 2001. A daycare business has existed at this location since at least July 9, 2013 as a legally non-conforming use since day cares are not an allowable use in the MDR land use and MDR-15 zoning district.
- Per the City's Land Development Code, a legally non-conforming use cannot be expanded and should the use be discontinued for a period of 365 days, the daycare use would not be allowed to reestablish at that location.
- The property owner wants to refinance and could not qualify for a commercial loan because the property has a non-conforming use on it and has provided a letter stating that from the lender. Therefore, the applicant has requested a land use of Commercial (COM) and a zoning of Neighborhood Commercial (NC). Daycare is an allowable use in the NC zoning district.
- The area in question is a mix of uses. The parcel to the east of the subject property is a bank and is zoned "17-92" as is the parcel to the south which is an auto-dealership. The parcel to the west is a convenience store which is also a legally non-conforming use and

is zoned MDR. The properties at the rear are zoned MDR and are mostly duplexes along Bryan Court.

- According to the City's Comprehensive Plan and Land Development Code, the NC zoning district is designed to serve adjacent neighborhoods in a manner consistent with the scale of the neighborhoods and in some cases acts as a buffer between the more intense commercial development or between major roads and residential development.
- Given the fact that the subject parcel is so close to the intensely commercial "17-92" zoning, staff supports assigning the more transitional type of commercial zoning like NC which would provide a buffer between Highway 17-92 and predominantly residential uses in the northeast part of the City.
- Additionally, it is unlikely that this parcel will be able to realistically support any other use which would be allowed should the property remain zoned as MDR. Most allowable uses in the MDR zoning district are residential, single-family or townhomes and the feasibility of those uses going on this parcel remains low. Furthermore, the cost involved with converting this building to a residential occupancy would also be steep.
- The City Engineer, Shad Smith, has reviewed the traffic study and found no concerns as it relates to the existing daycare.
- In providing the required notice of this action, staff sent out 31 letters to property owners within 500 feet of the subject property. Staff has to date received no letters of objection, and received one letter of support from Tammy Swiderski & David Swiderski at 900/902 Bryan Ct.
- This item is scheduled to be heard at the May 14th Land Planning Agency meeting, which will occur after the agenda packet is finalized for the City Commission. The City Commission will receive an e-mail with an update on the results of the LPA meeting before this meeting.

Budget Impact:

There is no anticipated budget impact associated with this item.

Recommendation:

The Acting City Manager and Community Development Director recommend that the City Commission approve the first reading of Ordinance 25-2267 and set June 2, 2025, as the public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 25-2267 and set June 2, 2025, as the public hearing date.

Prepared By:

Anjum Mukherjee, Senior Planner
Kristin Zack, Planner

Reviewed By:
William Watts, Acting City Manager

Attachments:
1. Ordinance No. 25-2267
2. Business Impact Estimate
3. SPA 01-25 - 919 Orange - Full Application Packet
4. Tammy Swiderski Email of Support

Historic LONGWOOD Florida

Agenda Item 12B

To: **The Honorable Mayor and City Commissioners**

From: **Daniel W. Langley, City Attorney**

Date: **May 19, 2025**

Subject: **Read by title only, set June 2, 2025, as the public hearing date and approve the first reading of Ordinance No. 25-2269, amending Chapter 78, Article II, Communications Facilities in Public Rights-of-Way concerning requirements to obtain a right-of-way permit for the installation of communication services facilities.**

Introduction:

This agenda item requests the City Commission approve Ordinance No. 25-2269 to adopt amendments to Chapter 78, Article II, Communications Facilities in Public Rights-of-Way concerning requirements to obtain a right-of-way permit for the installation of communication services facilities.

Background/Discussion:

The purpose of Ordinance 25-2269 is to ensure that, in accordance with Section 337.401, Florida Statutes, a communication services facility owner that is installing facilities within a public right-of-way is responsible for any damage resulting from such installation activities.

The ordinance requires that to obtain a right-of-way permit for such installation activities, the owner of communication services facilities must execute an owner's authorization if it is using a contractor to obtain a right-of-way permit. Such an owner's authorization will make it clear that the communication services facilities owner takes responsibility for the damages caused by its contractor obtaining the right-of-way permit and performing the installation work.

Further, the ordinance requires a construction bond in the form of a cash escrow and corresponding escrow agreement be provided to the City before a right-of-way permit is issued. The amount of the cash escrow required is $250,000 for a project area exceeding 500 linear feet and is $25,000.00 for a project area less than 500 linear feet. The purpose of the cash escrow and escrow agreement is to ensure that if the facility owner does not promptly correct damages that it or its contractor causes during installation activities, the City can use the escrow funds to correct the damages. Subject to deductions to correct damages as allowed by the escrow agreement, the cash escrow deposit will be returned to the right-of-way permit holder on the 200th day after the completion of the installation of the communications services facilities.

Also, the ordinance provides for the City to issue and enforce a stop work order to pause the communication services facilities installation activities until damages caused as the result of installation activities are corrected before installation work re-commences.

The ordinance also allows the City to limit a right-of-way permit to a project area not to exceed 4,000 linear feet. Such a limitation is needed due to the constraints placed on city staff concerning communication services facilities installation projects, associated utility locates and to ensure that damage caused by the permit holder's installation activities is timely corrected. Too large of a project area makes monitoring the work more difficult.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The Acting City Manager and City Attorney recommend approval of Ordinance No. 25-2269.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 25-2269 on first reading and to set June 2, 2025, as the second reading and public hearing of the ordinance.

Prepared By:

Daniel W. Langley, City Attorney

Reviewed By:

William Watts, Acting City Manager

Attachments:

1. Ordinance No. 25-2269
2. Business Impact Estimate

Historic LONGWOOD Florida

Agenda Item 12C

To: **The Honorable Mayor and City Commissioners**

From: **Judith Rosado, Director of Financial Services**

Date: **May 19, 2025**

Subject: **Read by title only and adopt Resolution No. 25-1690, amending the adopted budget 2024-2025, and authorize the Finance Director to record changes in anticipated revenues and appropriations for expenditures as provided in the 2025 Mid-Year Budget Adjustments.**

Introduction:

This agenda item requests the City Commission read by title only and adopt Resolution No. 25-1690, amending the adopted budget 2024-2025, and authorize the Finance Director to record changes in anticipated revenues and appropriations for expenditures as provided in the attached 2025 Mid-Year Budget Adjustments, Exhibit A.

Background/Discussion:

The City Commission adopted the FY 2024-2025 budget on September 16, 2024. Section 5 of Ordinance No. 24-2259 provides for amendments to the 2024-2025 budget. As part of the budget, the City Commission approves budget appropriations – revenues and expenditures for the fiscal year. These appropriations authorize the City to pay the cost of providing services and completing projects. Throughout the year, appropriations may be approved/modified, as necessary, for unanticipated expenditures and revenues.

This 2025 mid-year budget adjustment presents current actual revenues and expenditures to the adopted budget. It also includes a review of revenues and expenditures for certain identified accounts. These adjustments will allow for appropriations to increase where actuals demonstrate excess revenue and where it is anticipated that total revenues or expenditures may be in excess or less than what was anticipated in the adopted 2024-2025 budget. The budget adjustment summary (Exhibit A) shows both line item and appropriation changes (additions/reductions).

Budget Impact:

General Fund (001):

Revenues are adjusted to reflect increases of $54,920 over the original budget to include $7,500 for Fire Inspections, $33,000 for Police Services and Off-Duty Detail, $3,220 for Babe Ruth and Field Use Agreement, and $11,200 for Code Enforcement. To coincide with the additional revenues identified and to ensure a balanced budget, General Fund budgeted expenditures were increased by $54,920 (which equals the additional revenue) over the original budget. These expenditures will be allocated to support expenses as follows:

- City Clerk – Utility Services for Cemetery - $13,000
- Police Adjustment to Salary and Benefits - $249,267 – Approved by Commission 01/20/25.
- Police Overtime and Special Events - $53,291
- Fire Capital Equipment - $34,549
- Public Works Capital Equipment - $10,000 (Radio Replacement)
- Public Works Overtime - $22,000
- Debt Services – ($81,042) Reduction in budgeted loan amount for Fire Station and funding last payment on the 2016 Capital Improvement Note Series
- Reserves – ($246,145)

Building Fund (102):
Expenditures are adjusted with the use of Fund Balance to include $12,325 to account for the last payment on the 2016 Capital Improvement Note Series.

Special Law Enforcement (117)
Expenditures are adjusted with the use of Fund Balance to include $71,191 to fund the purchase of handguns and rifles, and $15,000 for tuition reimbursement for officers for a total of $86,191.

Parks and Events Fund (131):
Revenues are adjusted to reflect sponsorships received in the amount of $8,836. To coincide with the additional revenues identified, reserves were increased by the same amount.

Police Impact Fees Fund (134):
Expenditures are adjusted with the use of the Fund Balance of $102,000 to fund the purchase of 3 vehicles to expand the COP’s fleet.

Fire Impact Fees Fund (135):
Expenditures are adjusted with the use of Fund Balance of $266 to fund the shipping cost related to the Forcible Entry Training Door purchased.

Recreation Impact Fees Fund (136):
Expenditures are adjusted with the use of Fund Balance in the amount of $114,868 to fund the following:

- Toro Field Pro - $34,442

- Sidewalk at Dog Park - $25,426
- Interpretive Way of Finding Signs for Reiter Park - $15,000
- New Lighting for Skate Park - $20,000
- New Variable Message Board Traffic Sign - $20,000

Public Facilities Fund (310):
Revenues are adjusted to reflect $199,018 of intergovernmental revenue received for the FDOT – JPA #444681-1 Grant for the Pedestrian Corridor. To coincide with the additional revenues identified and to ensure a balanced budget, Public Facilities Fund budgeted expenditures were increased by $199,018 (which equals the additional revenue) over the original budget. These expenditures will be allocated to support expenses as follows:

- Corridor Landscaping/Hardscaping – $450,000
- Bennett Drive Drainage - $200,000
- Stormwater and Paving Orange Avenue – ($200,000)
- South Pedestrian Corridor - $30,000
- Longdale Maintenance Yard Restoration - $60,000
- Traffic Calming Initiative - $45,000
- Debt Service/Interest - $9
- Reserves - $385,991)

Public Utilities Fund (401):
Revenues are adjusted to reflect increases of $141,669 over the original budget for the intergovernmental SG/319 H. Grant for E. Longwood PH2. Expenditures are also increased to reflect $20,000 for Capital Equipment (Radios), and an increase to Reserves of $121,669.

Renewal & Replacement Fund (402):
Expenditures are adjusted to reflect an increase to the CIP/Lifstations to $7,723 with a reduction to Fund Balance for the same amount.

Stormwater Fund (406):
Revenues are adjusted to reflect an increase of $8,079 related to charges for services and miscellaneous revenue. Expenditures are adjusted to reflect the following:

- CIP/Pipelining – ($100,000)
- Bennett Drive/UPS Pond - $100,000
- Debt Service - $13,328

- Reserves – ($5,249)

Interdepartmental Transfer:

- From Unrestricted Fund Balance from the General Fund to the Capital Projects Fund for $4,499,000.

Recommendation:
The Acting City Manager and Director of Financial Services recommend approval of Resolution No. 25-1690.

REQUESTED MOTION/ACTION:
I move to approve Resolution No. 25-1690 as presented.

Prepared By:
Judith Rosado, Director of Financial Services

Reviewed By:
William Watts, Acting City Manager

Attachments:
1. Resolution No. 25-1690
2. 2025 Mid-Year Adjustment

Historic LONGWOOD Florida

Agenda Item 12D

To: **The Honorable Mayor and City Commissioners**

From: **Shad Smith, Public Works Director**

Date: **May 19, 2025**

Subject: **Read by title only and adopt Resolution No. 25-1691, the Florida Department of Transportation (FDOT) State Highway Lighting, Maintenance and Compensation Agreement Work Order for Fiscal Year 2025/2026.**

Introduction:

This agenda item requests City Commission read by title only and adopt Resolution No. 25-1691, which provides maintenance for street lighting on the State Highway System within the jurisdictional boundary of the City of Longwood.

Background/Discussion:

In accordance with the State Highway Lighting, Maintenance, and Compensation Agreement Work Order, the City of Longwood will be compensated in the amount of $34,754.21 to maintain and to pay for the electricity for the street lighting along State Road 434 and SR 15/600 commonly known as U.S. Highway 17-92.

Budget Impact:

This program is included in the current budget.

Recommendation:

The Acting City Manager and the Public Works Director recommend the City Commission adopt Resolution No. 25-1691 and authorize the Acting City Manager to execute associated documents.

REQUESTED MOTION/ACTION:

I move to adopt Resolution No. 25-1691 as presented.

Prepared By:

Jammie Tackett, Administrative Office Manager

Reviewed By:

William Watts, Acting City Manager

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Florida

Agenda Item 12D

Attachments:

1. Resolution No. 25-1691
2. Contract #: AM192 State Highway Lighting Maintenance and Compensation Agreement FY 25/26

Historic LONGWOOD Florida

Agenda Item 12E

To: **The Honorable Mayor and City Commissioners**

From: **Shad Smith, Public Works Director**

Date: **May 19, 2025**

Subject: **Read by title only and adopt Resolution No. 25-1692, which approves an Interlocal Agreement between Seminole County and the City of Longwood for the Urban County Partnership Program.**

Introduction:

This agenda item requests the City Commission to read by title and adopt Resolution No. 25-1692, approving an Interlocal Agreement between Seminole County and the City of Longwood for participation in the Urban County Partnership Program of the state CDBG program.

Background/Discussion:

The Seminole County Urban County Partnership Program is authorized under 24 CFR § 570.307(a) of the Community Development Block Grant (CDBG) regulations. This program provides grants for public facilities and public services within the boundaries of Urban County Partners, such as the City of Longwood.

Participation in this program will allow the City to receive CDBG funding for eligible projects, which may enhance public services and infrastructure. Seminole County requires the City to execute an Interlocal Agreement to formalize this partnership and facilitate the allocation of funds.

Budget Impact:

There is no anticipated impact on the budget. Approval of this resolution will enable the City to access CDBG funds through the Urban County Partnership Program, potentially reducing financial burdens on City resources for qualifying projects.

Recommendation:

The Acting City Manager and Public Works Director recommend the City Commission approve Resolution No. 25-1692, which approves an Interlocal Agreement between Seminole County and the City of Longwood for participation in the Urban County Partnership Program and authorize the Acting City Manager to execute associated documents.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 25-1692 as presented.

Historic LONGWOOD Florida

Agenda Item 12E

Prepared By:
Shad Smith, Public Works Director

Reviewed By:
William Watts, Acting City Manager

Attachments:
1. Resolution No. 25-1692
2. Interlocal Agreement between Seminole County and Longwood for the Urban County Partnership Program

Historic LONGWOOD Florida

Agenda Item 12F

To: **The Honorable Mayor and City Commissioners**

From: **Shad Smith, Public Works Director**

Date: **May 19, 2025**

Subject: **Approval to award a Construction Agreement for the Bennett Drive Stormwater Project - Phase II (IFB #ED24ATL0G0123) and issuance of a purchase order in the amount of $1,206,389.90 to Central Florida Environmental Corporation (CFE) as the lowest and most responsive bidder.**

Introduction:

This agenda item requests the City Commission's approval to award a Construction Agreement and issue a purchase order in the amount of $1,206,389.90 to Central Florida Environmental Corporation (CFE), the lowest responsive and responsible bidder, for the Bennett Drive Stormwater – Phase II Project.

Background/Discussion:

On December 13, 2024, the City of Longwood opened IFB #ED24ATL0G0123 for the construction related to the Bennett Drive Stormwater - Phase II project. All bid documents received have been reviewed by supporting City staff and of the five (5) bids received, the following four (4) were determined responsive:

- Cathcart Construction Company, LLC - $1,593,356.00
- Central Florida Environmental Corp - $1,206,389.90
- Carr & Collier - $1,853,700.00
- Prime Construction - $1,843,630

The City of Longwood is continuing stormwater improvements on Bennett Drive to help reduce flooding near local businesses. Phase I was finished in 2021 and included expanding the shared pond near UPS and installing drainage pipes up to Bennett Drive.

In Phase II, CFE will install a new stormwater system. This includes placing a large pipe under the northbound lane of Bennett Drive, along with six access points and eight inlets to collect water. About 280 feet of road will be dug up during construction. Once done, the new system will connect to the Phase I work and direct stormwater to the shared pond near UPS.

Budget Impact:

A total of $960,100 is budgeted for FY24-25 across the following accounts:

- Public Facilities: 310-3520-541-6324 – $825,100
- Stormwater Fund: 406-3520-541-6312 – $135,000

This results in a funding shortfall of $246,289.90, which will be addressed through the mid-year adjustment upon approval of Resolution No. 25-1690, amending the Fiscal Year 2024/2025 Budget to authorize the necessary funding for the Bennett Road Stormwater Resolution – Phase II. This project is supported by the U.S. Department of Commerce, Economic Development Administration (EDA) under Notice of Award ED24ATL0G0123, with reimbursement available up to $676,426.00, based on eligible construction costs invoiced monthly or quarterly.

Recommendation:

The Acting City Manager, Public Works Director, and Purchasing Manager recommend the City Commission to award a Construction Agreement for the Bennett Road Stormwater Project - Phase II (IFB- ED24ATL0G0123) and issuance of a purchase order in the amount of $1,206,389.90 to Central Florida Environmental Corporation (CFE) and authorize the Acting City Manager to execute associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 12F as presented.

Prepared By:

Jammie Tackett, Administrative Office Manager

Reviewed By:

William Watts, Acting City Manager

Attachments:

1. Construction Agreement Bennett Drive Part IV
2. Economic Development Administration Notice of Award
3. Certified Bid Tabulation Bennett Dr. Stormwater Resolution IFB- ED24ATL0G0123

Historic LONGWOOD Florida

Agenda Item 12G

To: **The Honorable Mayor and City Commissioners**

From: **Daniel W. Langley, City Attorney**

Date: **May 19, 2025**

Subject: **Discussion and consider the appointment of William Watts as City Manager and approval of an Employment Agreement for City Manager.**

Introduction:

This agenda item requests the City Commission to discuss and consider the appointment of William Watts as City Manager and approval of an Employment Agreement for City Manager.

Background/Discussion:

During the Special Commission meeting held on May 13, 2025, the City Commission directed the City Attorney to work with Acting City Manager, William Watts, to have an employment agreement prepared and presented to the City Commission at the May 19, 2025, City Commission regular meeting for potential approval with the anticipated appointment of William Watts as City Manager.

In accordance with Section 4.04, City Charter, the Commission is to appoint a City Manager for an indefinite term and fix his or her compensation. A proposed employment agreement with William Watts to serve as City Manager is included with this agenda item for City Commission review, discussion and consideration. Mr. Watts is requesting an initial salary of $185,543.49 and the benefits as stated in the proposed employment agreement.

Budget Impact:

The salary and benefits as stated in the Employment Agreement will impact the budget.

Recommendation:

City Commission approval of the appointment of William Watts as City Manager and approve his employment agreement.

REQUESTED MOTION/ACTION:

I move to appoint William Watts as City Manager effective May 20, 2025, and approve his employment agreement as presented.

Historic LONGWOOD Florida

Agenda Item 12G

Prepared By:
Daniel W. Langley, City Attorney

Reviewed By:

Attachments:

1. Employment Agreement for City Manager between the City of Longwood and William Watts