

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

**AGENDA**  
**May 4, 2026**  
**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 7, 2026, from 7:00 p.m. until 9:00 p.m. at the Longwood Community Building. Tickets are available online.**
  - B. The "Downtown Longwood Cruise-In" Car Show will be held on Saturday, May 9, 2026, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood, located off Church Avenue.**
- 5. PROCLAMATIONS / RECOGNITIONS**
  - A. District #2 Presentation of the Business Person of the Month Award for May 2026 to Harvey Coleman, General Manager of Huey Magoos, 1022 West State Road 434.**
  - B. Proclaiming the month of May as "Building Safety Month" in the City of Longwood and a presentation by Juan Lopez, City of Longwood Building Official, about Building Safety.**
  - C. Proclaiming May 3 through May 9, 2026, as "Professional Municipal Clerks Week" in the City of Longwood.**
  - D. Proclaiming May 10 through 16, 2026, as "Police Week" in the City of Longwood.**
- 6. BOARD APPOINTMENTS**
- 7. PUBLIC INPUT**
  - A. Public Participation.**
- 8. MAYOR AND COMMISSIONERS' REPORT**

- A. Districts #4, #5, #1, #2 and #3
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. Approval of the April 20, 2026, Regular Meeting Minutes.
  - B. Approve the Monthly Expenditures for April 2026.
  - C. Acceptance of the State of Florida Local Government Cybersecurity Grant (Contract No. DMS-25/26-163).
  - D. Approval of an Interlocal Agreement with Seminole County regarding distribution of Local Option Fuel Tax Proceeds.
  - E. Approval of a \$2,000,000 investment in a 3-month Certificate of Deposit (CD) with One Florida Bank.
11. PUBLIC HEARINGS
- A. Read by title only and hold a public hearing for Ordinance No. 25-2276, which amends the Longwood Comprehensive Plan to reflect the adoption of the City's Mobility Fee and Bicycle-Pedestrian Master Plan.
  - B. Read by title only, set May 18, 2026, as the second public hearing date, and approve the first reading of Ordinance No. 26-2283, creating a section in the Longwood City Code, governing the term of office for Mayor.
  - C. Read by title only, set May 18, 2026, as the second public hearing date, and approve the first reading of Ordinance No. 26-2284, which calls for a bond referendum election to be held to finance public safety capital projects.
12. REGULAR BUSINESS
- A. Consideration of a Historic District Grant Application (HG 01-26) at 130 West Warren Avenue.
  - B. Read by title only and adopt Resolution No. 26-1718, amending the FY 2025–2026 budget and authorizing a budget amendment for the West Warren Avenue Complete Streets Project.
  - C. Approval of an agreement and purchase order in the amount of \$1,106,383.02 to Kimley-Horn and Associates, Inc. for design services related to the West Warren Avenue Complete Streets project.

- D. Read by title only and adopt Resolution No. 26-1719, amending the FY 2025–2026 budget and authorizing a budget amendment for Emergency Water Plant Repairs.**
- E. Approval of a purchase order in the amount of \$52,678 to Hawkins & Company for the Replacement of Chlorination Generator Units for Water Treatment Plant No. 1.**
- F. Read by title only, adopt Resolution No. 26-1717, amending the FY 2025-2026 budget, and approve a purchase order in the amount of \$102,230.04 for eleven (11) APXNEXT portable radios from the Police Impact Fund.**

**13. CITY MANAGER’S REPORT**

- A. Consider a date for the Pre-Budget Workshop Meeting.**

**14. CITY ATTORNEY’S REPORT**

**15. CITY CLERK’S REPORT**

- A. Consider canceling the July 6, 2026, City Commission Regular Meeting.**

**16. ADJOURN**

Liane Cartagena  
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 18, 2026	6:00 PM	Regular Meeting
	June 1, 2026	6:00 PM	Regular Meeting

## Agenda Item 10A

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

**From:** Liane Cartagena, City Clerk

**Date:** May 4, 2026

**Subject:** Approval of the April 20, 2026, Regular Meeting Minutes.

**Introduction:**

The City Clerk is presenting the minutes of the April 20, 2026, Regular Meeting for approval.

**Background/Discussion:**

**Budget Impact:**

This item has no anticipated impact on the budget.

**Recommendation:**

The City Clerk recommends the approval of the April 20, 2026, Regular Meeting Minutes.

**REQUESTED MOTION/ACTION:**

I move to approve Item 10A as presented.

**Prepared By:**

Liane Cartagena, City Clerk

**Reviewed By:**

Liane Cartagena, City Clerk

**Attachments:**

1. CC04-20-2026Mins

## Agenda Item 10B

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

**From:** Dustin Woolbright, Director of Financial Services

**Date:** May 4, 2026

**Subject:** Approve the Monthly Expenditures for April 2026.

**Introduction:**

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$400,110.18 from April 1, 2026 through April 17, 2026, which includes check numbers from 170504 through 170635 and ACH payments 993480 and 996978.

**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 City Manager and Financial Service Director recommend the approval of expenditures in the amount of \$400,110.18.

**REQUESTED MOTION/ACTION:**

I move to approve Item 10B as presented.

**Prepared By:**

Dustin Woolbright, Director of Financial Services

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Monthly Expenditures

## Agenda Item 10C

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

**From:** Craig Dunn, IT Director

**Date:** May 4, 2026

**Subject:** Acceptance of the State of Florida Local Government Cybersecurity Grant (Contract No. DMS-25/26-163).

**Introduction:**

This agenda item requests the City Commission accept the Grant Agreement for the Local Government Cybersecurity Grant Program (Contract No. DMS-25/26-163) from the Florida Department of Management Services (DMS), through the Florida Digital Service (FL[DS]), and authorize the City Manager to execute any appropriate documents related to the grant.

**Background/Discussion:**

The State of Florida, pursuant to Specific Appropriation 2708 and Section 211 of the Fiscal Year 2025-2026 General Appropriations Act, has authorized the Florida Department of Management Services to provide nonrecurring assistance to local governments for the development and enhancement of cybersecurity risk management programs. The City of Longwood has been awarded cybersecurity solutions under this program at no direct cost to the City. The awarded solutions, procured by the Department on the City's behalf and administered through the Florida Digital Service, consist of the following four cybersecurity capabilities:

- Endpoint-Based Asset Discovery – Included in CrowdStrike EDR
- Endpoint Detection and Response – CrowdStrike Falcon Complete
- Content Delivery Network – Cloudflare CDN
- Email Security – Cisco Secure Email

These tools will materially strengthen the City's cybersecurity posture by providing advanced endpoint protection, asset visibility, network content filtering, and protection against email-borne threats.

The Grant Agreement performance period begins upon execution and continues through completion of implementation per the approved Final Implementation Plan(s), with a State fiscal year funding deadline of June 30, 2026. Key deliverable milestones include:

- Execute the Grant Agreement by May 5, 2026
- Participate in a kick-off meeting with FL[DS] by June 2, 2026
- Approve Final Implementation Plan(s) by June 22, 2026

## Agenda Item 10C

- Complete implementation tasks and notify the Department’s Grant Manager within 10 calendar days of completion

**Budget Impact:**

There is no direct financial cost to the City of Longwood for the awarded cybersecurity solutions. All services, licenses, and commodities are procured by the Florida Department of Management Services on the City’s behalf using State appropriated funds (CSFA No. 72.016). The City will be responsible for staff time and cooperation required to implement and maintain the awarded solutions, and for ensuring compliance with the terms of the Grant Agreement, including applicable audit and record-retention requirements.

**Recommendation:**

The City Manager and Information Technology Director recommend acceptance of the State of Florida Local Government Cybersecurity Grant Agreement (Contract No. DMS-25/26-163) and authorization for the City Manager to execute the agreement and any related documents.

**REQUESTED MOTION/ACTION:**

I move to approve Item 10C as presented.

**Prepared By:**

Craig Dunn, IT Director

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Grant Agreement for Local Government Cybersecurity Grant Program – Contract No. DMS-25/26-163, Florida Department of Management Services

## Agenda Item 10D

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

**From:** William Watts, City Manager

**Date:** May 4, 2026

**Subject:** Approval of an Interlocal Agreement with Seminole County regarding distribution of Local Option Fuel Tax Proceeds.

**Introduction:**

This agenda item requests approval of an Interlocal Agreement between the City of Longwood and Seminole County regarding the distribution of Local Option Fuel Tax proceeds.

**Background/Discussion:**

Seminole County adopted a five-cent local option fuel tax effective January 1, 2026, for a term of fifty (50) years. Under Florida Statutes, fuel tax proceeds are distributed to the County and municipalities based on a statutory formula unless an interlocal agreement establishes an alternative distribution.

While some municipalities have entered into agreements assigning their share of the fuel tax to the County for transportation purposes, the City of Longwood has elected to retain its statutory share.

This Interlocal Agreement does not alter the statutory distribution formula but formally acknowledges that the City will continue to receive its share directly from the Florida Department of Revenue. The agreement also clarifies that the City has not assigned or pledged its fuel tax revenues to the County and retains full authority over the use of these funds in accordance with state law.

The agreement is administrative in nature and provides clarity to both parties and the Department of Revenue regarding the City's position.

**Budget Impact:**

There is no negative budget impact associated with this agreement. The City will continue to receive its proportional share of fuel tax revenues as provided by statute.

## Agenda Item 10D

**Recommendation:**

The City Manager recommends approval of the Interlocal Agreement with Seminole County to formally acknowledge the City's retention of its statutory share of Local Option Fuel Tax proceeds.

**REQUESTED MOTION/ACTION:**

I move to approve Item 10D as presented.

**Prepared By:**

William Watts, City Manager

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Interlocal Agreement for Local Option Fuel Tax Proceeds

## Agenda Item 10E

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

**From:** Dustin Woolbright, Director of Financial Services

**Date:** May 4, 2026

**Subject:** Approval of a \$2,000,000 investment in a 3-month Certificate of Deposit (CD) with One Florida Bank.

**Introduction:**

This agenda item requests that the City Commission approve an investment of \$2,000,000 into a 3-month CD with One Florida Bank at the rate of 3.65%.

**Background/Discussion:**

The City inquired of First Horizon Bank, One Florida Bank, Seacoast Bank, and Truist Bank regarding their rates on 3-Month CD's. The proposed rates that we received back are:

- 3.65% from One Florida Bank (Exhibit B)
- 3.50% from First Horizon Bank
- 3.25% from Seacoast Bank
- No response received from Truist Bank

Current rates for City investments are significantly less than the proposed CD rates above (Exhibit A). Moving \$2,000,000 into a 3-Month CD will generate \$18,250 in interest revenue over the 3-month period, which nearly doubles the next highest investment interest in our current portfolio. The City will use \$2,000,000 from existing One Florida Bank investments to fund the CD.

**Budget Impact:**

There is no adverse budget impact. This investment will increase revenue for the City.

**Recommendation:**

The City Manager and Director of Financial Services recommend City Commission approval of a \$2,000,000 investment into a 3-Month CD with One Florida Bank.

**REQUESTED MOTION/ACTION:**

I move to approve Item 10E as presented.



## Agenda Item 10E

**Prepared By:**

Dustin Woolbright, Director of Financial Services

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Exhibit A
2. Exhibit B
3. Exhibit C

## Agenda Item 11A

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

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

**Date:** May 4, 2026

**Subject:** Read by title only and hold a public hearing for Ordinance No. 25-2276, which amends the Longwood Comprehensive Plan to reflect the adoption of the City's Mobility Fee and Bicycle-Pedestrian Master Plan.

**Introduction:**

This agenda item requests that the City Commission read by title only and hold the public hearing for Ordinance No. 25-2276, a Comprehensive Plan Text Amendment updating the Plan to reflect the adoption of the City's Mobility Fee and Bicycle-Pedestrian Master Plan, however staff intends to request withdrawal of the item.

**Background/Discussion:**

The City has adopted a Mobility Plan and Fee as well as an updated Bicycle-Pedestrian Master Plan. As such, this amendment aims to update the Comprehensive Plan to reflect those changes and update the map series.

Staff submitted the Ordinance to the Florida Department of Commerce and received comments that are based on the "restrictive and burdensome" language of Senate Bill (SB) 180. While there was significant discussion about amending the language from Senate Bill 180 during this legislative session, no changes to that language were adopted. Given that this ordinance really only provides an update to the Comprehensive Plan, staff does not see value in taking these charges forward given the State's position.

Staff intends to withdraw the item from consideration.

**Budget Impact:**

There is no anticipated budget impact associated with this item.

**Recommendation:**

The City Manager and Community Development Director request to withdraw Ordinance 25-2276 from consideration at the required Public Hearing.

**REQUESTED MOTION/ACTION:**

No motion or action requested.



## Agenda Item 11A

**Prepared By:**

Chris Kintner, Community Development Director

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Ordinance No. 25-2276
2. CPA 01-25 - Data, Inventory and Analysis
3. Map Series
4. Business Impact Estimate - Ordinance No. 25-2276

## Agenda Item 11B

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

**From:** William Watts, City Manager

**Date:** May 4, 2026

**Subject:** Read by title only, set May 18, 2026, as the second public hearing date, and approve the first reading of Ordinance No. 26-2283, creating a section in the Longwood City Code, governing the term of office for Mayor.

**Introduction:**

This agenda item is for the first reading of an ordinance establishing a defined term of office for the Mayor of the City of Longwood.

**Background/Discussion:**

The Longwood City Charter provides for the selection of the Mayor by the City Commission from among its members but does not specify a term of office.

The proposed ordinance creates a new section of the City Code (Section 2-34) to establish a consistent two-year term for the Mayor. The ordinance provides that the Commission will elect a Mayor at the first regular meeting in May of even-numbered years, with the Mayor serving a two-year term unless removed by a majority vote of the Commission or no longer serving as a Commissioner.

Additionally, the ordinance outlines procedures for filling a vacancy in the office of Mayor and specifies that the Deputy Mayor will serve as acting Mayor until a replacement is elected.

The ordinance also includes a provision applying the two-year term retroactively to the Mayor elected in May 2026, establishing a term ending in May 2028.

This action provides clarity, consistency, and transparency regarding the leadership structure of the City Commission.

**Budget Impact:**

This item has no anticipated impact on the budget.

**Recommendation:**

The City Manager and City Attorney recommend the consideration of Ordinance No. 26-2283 on the first reading and set May 18, 2026, as the second public hearing date.



## Agenda Item 11B

**REQUESTED MOTION/ACTION:**

I move to \_\_\_\_\_ Ordinance No. 26-2283 on the first reading and set May 18, 2026, as the second public hearing date.

**Prepared By:**

William Watts, City Manager

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Ordinance No. 26-2283

## Agenda Item 11C

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

**From:** Dustin Woolbright, Director of Financial Services

**Date:** May 4, 2026

**Subject:** Read by title only, set May 18, 2026, as the second public hearing date, and approve the first reading of Ordinance No. 26-2284, which calls for a bond referendum election to be held to finance public safety capital projects.

**Introduction:**

This agenda item requests the City Commission read by title only and adopt Ordinance No. 26-2284, which calls for a bond referendum election to be held to finance public safety capital projects up to \$50,000,000.

**Background/Discussion:**

The City currently has two fire stations and one police station that are in need of replacement. The scope of replacing these three buildings includes possible land acquisition, design, permitting, site work, offsite supporting infrastructure, construction of the new buildings, and equipping the buildings with the necessary items that are required for the police officers and firefighters to comfortably perform their duties to the best of their ability.

The City is unable to fund these projects using existing funds and needs to explore debt as a funding apparatus and issuing general obligation bonds is among the most efficient and fair methods of obtaining the necessary funds. These bonds will mature no later than 30 years from the date of issuance and will be secured through property taxes collected by the City. The maximum amount of funding that we seek through these bonds is \$50,000,000. The City Charter and Florida State Constitution require that authorization to issue these bonds be obtained from the voters in an election. This ordinance calls for the election to be held on November 3, 2026.

If the voters approve the bond referendum in a November election, the City will include general obligation bonds as part of financing these three specific projects. They will mature within 30 years of the date of issuance and shall bear interest that will be paid to the bondholders. If the voters do not approve the bonds, then funding will have to be securely exclusively through other means, which could slow the progress of the projects substantially.

## Agenda Item 11C

**Budget Impact:**

If approved, immediate budget impact will be minimal, but the amount secured through these bonds, plus interest, will have to be paid back within 30 years and will need to be considered in future years' budgets.

**Recommendation:**

The City Manager and Director of Financial Services recommend the approval of Ordinance No. 26-2284 on the first reading and set May 18, 2026, as the second public hearing date.

**REQUESTED MOTION/ACTION:**

I move to approve Ordinance No. 26-2284 as presented on first reading and set May 18, 2026, as the second reading and public hearing date.

**Prepared By:**

Dustin Woolbright, Director of Financial Services

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Ordinance No. 26-2284

## Agenda Item 12A

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

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

**Date:** May 4, 2026

**Subject:** Consideration of a Historic District Grant Application (HG 01-26) at 130 West Warren Avenue.

### Introduction:

This agenda item requests the City Commission consider a Historic District Matching Grant Application from the Central Florida Society for Historical Preservation, Inc. for the Bradlee-McIntyre House at 130 West Warren Avenue.

### Background/Discussion:

- 130 West Warren 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 02-1052, 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. This project meets the aim and objective of the historic grant.
- The grant program guidelines require that the work not be undertaken until the City Commission approves the grant. However, the work associated with this application has been already completed. A building permit was applied for on March 3, 2026 and the final inspection was done and passed on April 1, 2026. Therefore, a waiver from the City Commission would be required to approve this grant request.
- The work involved the upper roof replacement with 24 gauge standing seam roof along with the turret re-deck and painting. The proposal provided within the application was for a total of \$48,981 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.

## Agenda Item 12A

The applicant was approved for a historic grant in the amount of \$5,000 for the Bradlee-McIntyre House for the 22-23 fiscal year. This was for the installation of 8" gutters around the lower porch, lower rear, and southwest corner of the structure. For the 21-22 fiscal year, the applicant was granted \$5,000 for replacement of the porch roof which was replaced with standing seam metal. Both the projects have been completed.

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.

**Budget Impact:**

\$15,000 is budgeted each fiscal year for the Historic District Grant Program. For FY 25-26 there is currently an available balance of \$10,000 allocated to historic grants, which would support this grant application.

**Recommendation:**

The City Manager and the Community Development Director recommend the City Commission approve the request with a waiver to the construction start timing requirement and award a grant in the amount of \$5,000.

**REQUESTED MOTION/ACTION:**

I move to approve the Historic District Grant (HG 01-26) request as presented in Item 12A.

**Prepared By:**

Chris Kintner, Community Development Director

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. HG 01-26 130 W Warren Ave Application Packet
2. Historic Grant Guidelines

## Agenda Item 12B

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

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

**Date:** May 4, 2026

**Subject:** Read by title only and adopt Resolution No. 26-1718, amending the FY 2025–2026 budget and authorizing a budget amendment for the West Warren Avenue Complete Streets Project.

**Introduction:**

This agenda item requests approval of Resolution No. 26-1718 amending the Fiscal Year 2025–2026 Budget and authorizing a budget transfer to fund the design of the West Warren Avenue Complete Streets Project and the Finance Director to record the corresponding changes in anticipated revenues and appropriations, as detailed in Exhibit A.

**Background/Discussion:**

The project limits include West Warren Avenue from SR 434 to Milwee Street. This section of West Warren Avenue is the main corridor to the city's Historic District and Reiter Park. Planned improvements will enhance connectivity and accessibility between all modes of transportation in the corridor.

**Budget Impact:**

This project is funded in partnership with FDOT via Federal funding through the Local Agency Program (LAP) FDOT Financial Project ID 446488-1. Funding for this project in the amount of \$925,000.00 is available in the 310-3100-524-6313 line for the 2025-2026 fiscal year. The total project cost is \$1,106,383.02. There is a shortage of \$181,383.02. Additional Funding has formally been requested through Metroplan Orlando which will be provided if available through a FDOT LAP agreement amendment. Under the existing LAP agreement between the FDOT and City, the city will be reimbursed up to \$350,000.

Upon approval of Resolution No. 26-1718, funding in the amount of \$181,383.02 will be transferred from the Capital Facilities Reserve Fund (310-9999-599-9810) to the CIP-West Warren Avenue Paving & Drainage account (310-3100-524-6313) for a total of \$1,106,383.02 for the design of the project.

**Recommendation:**

The City Manager, Director of Financial Services, and Public Works Director recommend the City Commission to read by title only and adopt Resolution No. 26-1718, amending the adopted



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Fiscal Year 2025–2026 budget and authorizing staff to record the changes in anticipated revenues and appropriations for expenditures as provided in Exhibit A., and the City Manager to execute associated documents.

**REQUESTED MOTION/ACTION:**

I move to approve Resolution 26-1718 as presented in Item 12B.

**Prepared By:**

Shad Smith, Public Works Director

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Resolution No. 26-1718
2. Exhibit A

## Agenda Item 12C

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

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

**Date:** May 4, 2026

**Subject:** Approval of an agreement and purchase order in the amount of \$1,106,383.02 to Kimley-Horn and Associates, Inc. for design services related to the West Warren Avenue Complete Streets project.

**Introduction:**

This agenda item requests the City Commission to execute the agreement and approve a purchase order in the amount of \$1,106,383.02 to Kimley-Horn and Associates, Inc. for design services related to the West Warren Avenue Complete Streets project.

**Background/Discussion:**

The project limits include West Warren Avenue from SR 434 to Milwee Street. This section of West Warren Avenue is the main corridor to the City's Historic District and Reiter Park. Planned improvements to enhance connectivity and accessibility between all modes of transportation include:

- Modified travel lane widths to slow traffic
- Six-foot-wide sidewalk on the north side of West Warren Avenue
- Eight-foot-wide sidewalk on the south side of West Warren Avenue
- Upgrading existing crosswalks to pavers
- Up to three new mid-block crossings
- New landscape along the project corridor, with emphasis on new shade trees
- Drainage improvements to the entire corridor

**Budget Impact:**

This project is funded in partnership with FDOT via Federal funding through the Local Agency Program (LAP) FDOT Financial Project ID 446488-1. Funding for this project in the amount of \$925,000.00 is available in the 310-3100-524-6313 line for the 2025-2026 fiscal year. Under the existing LAP agreement between the FDOT and the City, the City will be reimbursed up to \$350,000. A budget amendment for the remaining \$181,383.02 will be required as a parallel item on the agenda and approved via Resolution No. 26-1718.

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**Recommendation:**

The City Manager and Public Works Director recommend the City Commission to execute the agreement and approve a purchase order in the amount of \$1,106,383.02 to Kimley-Horn and Associates, Inc. for design services related to the West Warren Avenue Complete Streets project.

**REQUESTED MOTION/ACTION:**

I move to approve Item 12C as presented.

**Prepared By:**

Shad Smith, Public Works Director

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Planning and Engineering Services Agreement (RFP - PW - 04012024)

## Agenda Item 12D

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

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

**Date:** May 4, 2026

**Subject:** Read by title only and adopt Resolution No. 26-1719, amending the FY 2025–2026 budget and authorizing a budget amendment for Emergency Water Plant Repairs.

**Introduction:**

This agenda item requests approval of Resolution No. 26-1719, amending the Fiscal Year 2025–2026 Budget, authorizing a budget transfer in the amount of \$75,000 to fund emergency repairs at the City’s Water Treatment Plant, and authorizing the Director of Financial Services to record the corresponding changes in anticipated revenues and appropriations, as detailed in Exhibit A.

**Background/Discussion:**

The Water Treatment Plants require several critical repairs and rehabilitation items to maintain safe, reliable, and compliant operations. The facility is currently unable to operate in automatic mode due to the failure of a key Programmable Logic Controller (PLC) card, requiring 24/7 manual monitoring and operation by staff. This creates significant operational inefficiencies and increases risk to system reliability. Replacement of the PLC card is necessary to restore full automation, improve operational stability, and reduce the ongoing burden on staff resources.

The plant also requires replacement of a 75 HP soft start motor control unit for a well pump system. The existing soft starter has failed, rendering Well No. 5 currently inoperable. The new GE (or approved equivalent) soft starter will provide improved motor protection, reduced inrush current, and smoother pump operation, helping to minimize mechanical stress and extend the life of the pumping equipment.

In addition, rehabilitation is needed for the electrode assembly and chlorination system components, including aging chlorination tubes. These tubes are critical to the disinfection process, ensuring proper chlorine delivery for potable water treatment. Over time, they can degrade due to chemical exposure, leading to scaling, brittleness, and buildup that may result in inconsistent chlorine dosing and reduced treatment effectiveness. Rehabilitating and replacing these components will restore accurate chemical feed, maintain water quality standards, and help ensure continued regulatory compliance.

These repairs are critical to maintaining the integrity of the City’s drinking water system,

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ensuring reliable service delivery, protecting public health, and restoring full operational capability at the Water Treatment Plants.

**Budget Impact:**

Upon approval of Resolution No. 26-1719, funding in the amount of \$75,000 will be transferred from the Public Utilities Reserve Fund (402-9999-599-9810) to the Public Utilities Water Plant Repairs and Rehabilitation account (402-4120-536-6318) to support these necessary improvements.

**Recommendation:**

The City Manager, Director of Financial Services, and Public Works Director recommend the City Commission read by title only and adopt Resolution No. 26-1719, amending the adopted Fiscal Year 2025–2026 budget, authorizing the Director of Financial Services to record the changes in anticipated revenues and appropriations for expenditures as provided in Exhibit A., and authorizing the City Manager to execute associated documents.

**REQUESTED MOTION/ACTION:**

I move to adopt Resolution No. 26-1719 as presented in Item 12D.

**Prepared By:**

Shad Smith, Public Works Director

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Resolution No. 26-1719
2. Exhibit A

## Agenda Item 12E

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

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

**Date:** May 4, 2026

**Subject:** Approval of a purchase order in the amount of \$52,678 to Hawkins & Company for the Replacement of Chlorination Generator Units for Water Treatment Plant No. 1.

**Introduction:**

This agenda item requests City Commission approval of a purchase order in the amount of \$52,678 to Hawkins & Company for the Replacement of Chlorination Tubes for Water Treatment Plant No. 1.

**Background/Discussion:**

This project includes the rehabilitation of the electrode assembly and replacement/repair of aging chlorination generator units. These units are essential for accurately introducing chlorine into the treatment process to ensure proper disinfection of potable water. Over time, the chlorination units can deteriorate due to continuous exposure to chemical processes, resulting in brittleness, internal scaling, and buildup. This degradation can lead to inconsistent chlorine dosing, reduced treatment efficiency, and potential risks to regulatory compliance.

The proposed rehabilitation will restore the chlorination system's performance by ensuring accurate chemical feed, maintaining water quality standards, and supporting regulatory compliance. Approval of this purchase order will allow staff to proceed with necessary repairs to maintain safe and reliable operation of the water treatment facility.

**Budget Impact:**

Upon approval of Budget Amendment Resolution No. 26-1719, funding in the amount of \$52,678 will be allocated to the Water Plant Repairs and Rehabilitation Fund, Line Item No. 402-4120-536-6318, for the 2025/2026 fiscal year.

**Recommendation:**

The City Manager and Public Works Director recommend the City Commission approval of a purchase order in the amount of \$52,678 to Hawkins & Company for the Replacement of Chlorination Generation Units for the Water Treatment Plant No. 1, and authorize the City Manager to execute associated documents.



## Agenda Item 12E

**REQUESTED MOTION/ACTION:**

I move to approve Item 12E as presented.

**Prepared By:**

Jammie Tackett, Utilities Division Manager

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Estimate from Hawkins & Company for Generator Tubes

## Agenda Item 12F

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

**From:** David Dowda, Police Chief

**Date:** May 4, 2026

**Subject:** Read by title only, adopt Resolution No. 26-1717, amending the FY 2025-2026 budget, and approve a purchase order in the amount of \$102,230.04 for eleven (11) APXNEXT portable radios from the Police Impact Fund.

**Introduction:**

This agenda item requests the City Commission read by title only, adopt Resolution No. 26-1717, amending the Fiscal Year 2025-2026 budget, and approve a purchase order in the amount of \$102,230.04 for the purchase of eleven (11) APXNEXT portable radios with funds from the Police Impact Fund.

**Background/Discussion:**

The purpose of this amendment is to fund the purchase of eleven (11) APXNEXT portable radios to ensure communications between police department members in the field.

The police department recently identified, selected, and trained six (6) additional Citizen On Patrol members. This increase brings the total staffing to eighteen (18). The Citizen On Patrol members have become essential to the success of the police department's efforts to manage various responsibilities, including pedestrian and vehicular traffic at events in the city. It is important all members are provided a means of communication with their counterparts in the field. Currently, the Citizen On Patrol program is equipped with 7 portable radios. In an effort to ensure adequate communications for safety and efficiency, the department's administration desires to purchase eleven (11) additional APXNEXT portable radios to allow for each member to be issued a portable radio.

To facilitate this purchase, this agenda item requests a budget amendment transferring \$102,230.04 from the Police Impact Fee Reserve Fund 134-5999-999-9810 to the Police Impact Fee line 134-2600-521-6400. If this transfer is approved, the purchase of these radios on the State of Florida contract will also require the approval of a purchase order for Motorola Solutions, Inc. in the amount of \$102,230.04.

**Budget Impact:**

Funds are available for this purchase in the Impact Fee Reserve Account Line 134-5999-999-9810.

## Agenda Item 12F

**Recommendation:**

The City Manager and the Police Chief recommend the adoption of Resolution No. 26-1717 and approval of a purchase order for Motorola Solutions, Inc. in the amount of \$102,230.04.

**REQUESTED MOTION/ACTION:**

I move to adopt Resolution No. 26-1717 as presented in Item 12F.

**Prepared By:**

David Dowda, Police Chief

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Resolution No. 26-1717
2. Exhibit A
3. Quote - Motorola Solutions, Inc. - Portable Radios
4. Department of Management Services Alternate Contract Source

## Agenda Item 13A

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

**From:** William Watts, City Manager

**Date:** May 4, 2026

**Subject:** Consider a date for the Pre-Budget Workshop Meeting.

**Introduction:**

This item requests the commission to consider a date for the budget development workshop.

**Background/Discussion:**

At the pre-budget development workshop, a request was made to hold a budget development workshop. The following days are selected to choose from: June 16, 17, or 18, 2026, from 1pm to 4pm in the Commission Chambers.

**Budget Impact:**

This item has no anticipated impact on the budget.

**Recommendation:**

The City Manager and Finance Director request would like the commission to consider one of the dates listed above.

**REQUESTED MOTION/ACTION:**

I move to direct staff to schedule a workshop for the budget development on the following day \_\_\_\_\_.

**Prepared By:**

William Watts, City Manager

**Reviewed By:**

William Watts, City Manager

**Attachments:**

None

## Agenda Item 15A

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

**From:** Liane Cartagena, City Clerk

**Date:** May 4, 2026

**Subject:** Consider canceling the July 6, 2026, 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 2026 meeting calendar, our first meeting in July falls on the Monday after the Independence Day weekend. The Saturday prior is July 4th, an official city holiday, and the city will be closed on Friday 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 6, 2026, Regular Commission Meeting.

**REQUESTED MOTION/ACTION:**

I move to approve canceling the Monday, July 6, 2026, Regular Commission Meeting.

**Prepared By:**

Liane Cartagena, City Clerk

**Reviewed By:**

Liane Cartagena, City Clerk

**Attachments:**

None