

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

**AGENDA**  
**December 2, 2024**  
**6:00 PM**

- 1. CALL TO ORDER**
- 2. OPENING INVOCATION**
- 3. THE PLEDGE OF ALLEGIANCE**
- 4. COMMUNITY ANNOUNCEMENTS**
  - A. The annual tree lighting will be held on Thursday, December 5, 2024 at 7:00 p.m., followed by a musical performance from Groove Slayers at Reiter Park. Food will be available for purchase.**
  - B. The Longwood Christmas Parade will be held on Saturday, December 7, 2024, beginning at 3:00 p.m. and will make its way through the Historic District of Longwood.**
  - C. Celebrate the Season event will be held on Friday, December 13, 2024, from 6:00 p.m. until 9:00 p.m. at Reiter Park, 311 West Warren Avenue. There will be games, food trucks, snow and a laser light show for the finale.**
  - D. The “Downtown Longwood Cruise-In” Car Show will be held on Saturday, December 14, 2024, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood, located off Church Avenue.**
  - E. The Longwood Movie in the Park will be held on Friday, December 20, 2024, beginning at 7:00 p.m. in Reiter Park, 311 West Warren Avenue. This is a free event and the movie will be The Polar Express. Food will be available for purchase.**
  - F. Santa Visits Longwood will be held on Saturday, December 21, and Sunday, December 22 from 11:00 a.m. until 6:00 p.m. or however long it takes to finish each area. Routes are only within city limits and as follows:**

**Saturday: East of Ronald Reagan Boulevard**  
**Sunday: West of Ronald Reagan Boulevard**
- 5. PROCLAMATIONS / RECOGNITIONS**
- 6. BOARD APPOINTMENTS**
- 7. PUBLIC INPUT**

**A. Public Participation.**

**8. MAYOR AND COMMISSIONERS' REPORT**

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

**9. COMMISSION AND STAFF ADDITIONS OR CHANGES**

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

**B. ANY ADDITIONS OR DELETIONS TO THE AGENDA**

**10. CONSENT AGENDA**

**A. Approve the Minutes of the November 18, 2024, Regular Meeting.**

**B. Approve the Monthly Expenditures for October 2024.**

**C. Approval of a purchase order in the amount of \$107,511.98 to AXON Enterprise Inc. for bundled expenses related to AXON body-worn cameras, AXON Taser 10 electronic restraint devices, and necessary related software services.**

**D. Approve the 2025-2028 Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement for Joint Traffic Operations between the City of Longwood and the Orange County Sheriff's Office.**

**E. Approve the 2025-2028 SunRail Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement between the City of Longwood and the Orange County Sheriff's Office.**

**F. Approve a purchase order in the amount of \$68,750 to Carlisle Thompson, LLC for the procurement of Disaster Recovery Consultant Services.**

**11. PUBLIC HEARINGS**

**12. REGULAR BUSINESS**

**A. Read by title only and adopt Resolution No. 24-1678, which amends the fiscal year 2023/2024 budget.**

**B. Read by title only and adopt Resolution No. 24-1681, which amends the fiscal year 2024/2025 budget for Hurricane Milton expenses.**

**C. Read by title only and adopt Resolution No. 24-1682, authorizing the adoption of an agreement with Florida Resiliency and Energy District (FRED) establishing a Commercial Property Clean Energy (C-PACE) Program in the City of Longwood.**

- D. **Read by title only and adopt Resolution No. 24-1684, which authorizes the execution of a Subgrant Agreement between the City of Longwood and the Florida Division of Emergency Management (FDEM) for grant funding related to the Fire Station #15 Flood Risk Reduction Project.**
- E. **Read by title only and adopt Resolution No. 24-1685, approval to execute Amendment No. 1 to the Landscape Construction and Maintenance Memorandum of Agreement between the Florida Department of Transportation and the City of Longwood for the maintenance of the median landscaping along State Road 434, from Rangeline Road to Roberts Street.**
- F. **City Commission to consider the adoption of a Longwood Age-Friendly Action Plan.**
- G. **City Commission to consider an extension to Temporary Use Permit (TUP) 05-22 at 150 East Wildmere Avenue.**
- H. **City Commission approval of a Cure Plan for 221 West State Road 434.**

**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](mailto:clerk@longwoodfl.org).

|                  |                   |           |                 |
|------------------|-------------------|-----------|-----------------|
| Future Meetings: | December 16, 2024 | 6:00 p.m. | Regular Meeting |
|                  | January 6, 2025   | 6:00 p.m. | Regular Meeting |
|                  | January 20, 2025  | 6:00 p.m. | Regular Meeting |

## Agenda Item 10A

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

**From:** Michelle Longo, City Clerk

**Date:** December 2, 2024

**Subject:** Approve the Minutes of the November 18, 2024, Regular Meeting.

**Introduction:**

The City Clerk is presenting the minutes of the November 18, 2024, 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. CC11-18-2024\_MINS

## Agenda Item 10B

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

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

**Date:** December 2, 2024

**Subject:** Approve the Monthly Expenditures for October 2024.

**Introduction:**

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$536,576.64 from October 8<sup>th</sup> of 2024 through October 17<sup>th</sup> of 2024, which includes check numbers from 167035 through 167117.

**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 Director of Financial Services recommend approval of expenditures in the amount of \$536,576.64.

**REQUESTED MOTION/ACTION:**

I move to approve Item 10B as presented.

**Prepared By:**

Judith Rosado, Director of Financial Services

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. Monthly Expenditures

## Agenda Item 10C

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

**From:** David Dowda, Police Chief

**Date:** December 2, 2024

**Subject:** Approval of a purchase order in the amount of \$107,511.98 to AXON Enterprise Inc. for bundled expenses related to AXON body-worn cameras, AXON Taser 10 electronic restraint devices, and necessary related software services.

### **Introduction:**

This agenda item requests the City Commission approve a purchase order in the amount of \$107,511.98 to AXON Enterprise Inc. for bundled expenses related to AXON body-worn cameras, AXON Taser 10 electronic restraint devices, and necessary related software services. The City Commission previously approved funds in the fiscal year 2024-2025 budget to permit the replacement of the police department's body-worn cameras and electronic restraint devices.

### **Background/Discussion:**

The body-worn cameras and electronic restraint devices carried by the police department's officers are critical to safe and efficient law enforcement activities.

The contract the City of Longwood and the police department entered into with AXON Enterprise Inc. in 2020 is expiring and the cameras and supporting software must be renewed to continue the body-worn camera services provided by AXON.

The Tasers currently deployed by police officers are outside their service life and are no longer fully supported by AXON. As a result, the current Taser X26P devices deployed by officers will be replaced with the Taser 10 and the necessary supporting software.

The expense involved will require a purchase order for AXON Enterprise Inc. in the amount of \$107,511.98. This will be a sole source purchase. A sole source justification exists because the products and services required to satisfy our department's needs are only manufactured and available for purchase from Axon Enterprise. Axon is also the sole distributor and retailer of all TASER brand products.

### **Budget Impact:**

Funds for this purchase have been made available in the 2024 – 2025 Capital Projects Fund and the Police Department's 001-2600-521-5200 budget line.

## Agenda Item 10C

**Recommendation:**

The City Manager and Chief of Police recommend approval of the purchase of these products and services.

**REQUESTED MOTION/ACTION:**

I move to approve Item 10C as presented.

**Prepared By:**

David Dowda, Police Chief

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. AXON Invoice INUS287672
2. AXON Invoice INUS290067

## Agenda Item 10D

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

**From:** David Dowda, Police Chief

**Date:** December 2, 2024

**Subject:** Approve the 2025-2028 Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement for Joint Traffic Operations between the City of Longwood and the Orange County Sheriff's Office.

**Introduction:**

This agenda item requests the City Commission approve the Mayor and Chief of Police signing the Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement for Joint Traffic Operations between the City of Longwood and the Orange County Sheriff's Office, Orange County, 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 a Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement for Joint Traffic Operations with the Orange County Sheriff's Office, and the term of the agreement will end December 31, 2024. The proposed agreement will maintain combined operational law enforcement cooperation between the named agencies from January 1, 2025 through December 31, 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, so as to protect the public peace and safety and preserve the lives and property of the people; and

Whereas, the City of Longwood and the Orange County Sheriff's Office, Orange County, Florida have the authority pursuant to Section 23.1225, F.S. et seq., the Florida Mutual Aid Act to enter into a combined Mutual Aid Agreement for law enforcement services that;

## Agenda Item 10D

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.

Two original copies are needed of these agreements to be forwarded to the coordinating agency.

**Budget Impact:**

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

**Recommendation:**

The City Manager and the Chief of Police recommend the City Commission approve the Mayor and Chief of Police signing the Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement for Joint Traffic Operations between the City of Longwood and the Orange County Sheriff's Office, Orange County, Florida.

**REQUESTED MOTION/ACTION:**

I move to approve Item 10D as presented.

**Prepared By:**

David Dowda, Police Chief

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. 2025 – 2028 Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement for Joint Traffic Operations

## Agenda Item 10E

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

**From:** David Dowda, Police Chief

**Date:** December 2, 2024

**Subject:** Approve the 2025-2028 SunRail Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement between the City of Longwood and the Orange County Sheriff's Office.

**Introduction:**

This agenda item requests the City Commission approval of the Mayor, City Attorney, and Chief of Police signing the SunRail Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement between the City of Longwood and the Orange County Sheriff's Office, Orange County, 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 a SunRail Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement with the Orange County Sheriff's Office. This agreement is set to expire December 31, 2024. The proposed agreement will maintain combined operational law enforcement cooperation between the named agencies with facilities along the Sun Rail line from January 1, 2025 through December 31, 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, so as to protect the public peace and safety and preserve the lives and property of the people; and

Whereas, the City of Longwood and the Orange County Sheriff's Office, Orange County, Florida have the authority pursuant to Section 23.1225, F.S. et seq., the Florida Mutual Aid Act to enter into a combined Mutual Aid Agreement for law enforcement services that;

## Agenda Item 10E

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.

Two original copies are needed of these agreements to be forwarded to the coordinating agency.

**Budget Impact:**

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

**Recommendation:**

The City Manager and the Chief of Police recommend the City Commission approve the Mayor, City Attorney, and Chief of Police signing the SunRail Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement between the City of Longwood and the Orange County Sheriff's Office.

**REQUESTED MOTION/ACTION:**

I move to approve Item 10E as presented.

**Prepared By:**

David Dowda, Police Chief

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. 2025 – 2028 SunRail Combined Operational Assistance and Voluntary Cooperation Mutual Aid Agreement

## Agenda Item 10F

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

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

**Date:** December 2, 2024

**Subject:** Approve a purchase order in the amount of \$68,750 to Carlisle Thompson, LLC for the procurement of Disaster Recovery Consultant Services.

**Introduction:**

This agenda item requests the City Commission to approve a purchase order in the amount of \$68,750.00 to Carlisle Thompson, LLC for the procurement of Disaster Recovery Consultant Services.

**Background/Discussion:**

This purchase order will cover disaster recovery consultant services necessary to assist the city in identifying opportunities to maximize public assistance and post disaster federal and state grant funding, prepare and process required documentation for any disaster reimbursement claims, and coordinate with city departments to develop and submit documentation to FEMA for funding reimbursement related to Hurricane Milton. These services are available using a piggyback agreement with Seminole County #RFP-604506-23/LAS valid until November 16<sup>th</sup>, 2026.

**Budget Impact:**

Funding will be available once the budget amendment for Hurricane Milton, which is also on the agenda tonight (Resolution #24-1681) is adopted.

**Recommendation:**

The City Manager and Finance Director recommend to approve a Purchase Order in the amount of \$68,750.00 to Carlisle Thompson, LLC for the procurement of Grant Management Support Services.

**REQUESTED MOTION/ACTION:**

I move to approve Item 10F as presented.

**Prepared By:**

Judith Rosado, Director of Financial Services



## Agenda Item 10F

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. Carlisle Thompson-FEMA Disaster Support Services

## Agenda Item 12A

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

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

**Date:** December 2, 2024

**Subject:** Read by title only and adopt Resolution No. 24-1678, which amends the fiscal year 2023/2024 budget.

**Introduction:**

This agenda item requests the City Commission read by title only and adopt Resolution No. 24-1678, which amends the Fiscal Year 2023/2024 Budget.

**Background/Discussion:**

The purpose of this budget amendment is to reconcile year-end actual expenditures to the budget for the 2023/2024 Fiscal Year.

**Budget Impact:**

Funds are available within the existing city budget, within each fund, but this amendment reallocates funds between programs to cover actual expenditures.

**Recommendation:**

The City Manager and the Director of Financial Services recommend approving Resolution No. 24-1678.

**REQUESTED MOTION/ACTION:**

I move to approve Resolution No. 24-1678 as presented.

**Prepared By:**

Judith Rosado, Director of Financial Services

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. Resolution No. 24-1678
2. Exhibit "A"



## Agenda Item 12A

## Agenda Item 12B

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

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

**Date:** December 2, 2024

**Subject:** Read by title only and adopt Resolution No. 24-1681, which amends the fiscal year 2024/2025 budget for Hurricane Milton expenses.

**Introduction:**

This agenda item requests the City Commission read by title only and adopt Resolution No. 24-1681 which amends the fiscal year 2024/2025 budget appropriations in the amount of \$379,750.00.

**Background/Discussion:**

Section 5 of Ordinance No. 24-2259 provides for amendments to the 2024/25 budget by resolution. Hurricane Milton hit Longwood on October 9, 2024. The City has incurred hurricane related expenses like debris removal, debris monitoring, repairs and other operational costs associated with this storm. Until the City can receive FEMA reimbursement for all the expenditures, our reserve funds are being utilized to cover these costs.

**Budget Impact:**

This amendment will increase the total budget appropriations in the General Fund (001) by \$379,750.00.

**Recommendation:**

The City Manager and Director of Financial Services recommend approval of Resolution No. 24-1681.

**REQUESTED MOTION/ACTION:**

I move to approve Resolution No. 24-1681 as presented.

**Prepared By:**

Judith Rosado, Director of Financial Services

**Reviewed By:**

Clint Gioielli, City Manager



## Agenda Item 12B

### **Attachments:**

1. Resolution No. 24-1681
2. Exhibit A

## Agenda Item 12C

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

**From:** Clint Gioielli, City Manager

**Date:** December 2, 2024

**Subject:** Read by title only and adopt Resolution No. 24-1682, authorizing the adoption of an agreement with Florida Resiliency and Energy District (FRED) establishing a Commercial Property Clean Energy (C-PACE) Program in the City of Longwood.

### **Introduction:**

This agenda item recommends the City Commission read by title only and adopt Resolution No.24-1682 authorizing a non-exclusive interlocal agreement with Florida Resiliency and Energy District (FRED). This agreement will establish a city program for the financing of improvements on commercial properties for energy conservation and efficiency, renewable energy upgrades, wind resistance enhancements, septic system needs and flood mitigation.

### **Background/Discussion:**

Since 2001, the City has used the uniform method of collecting non-ad valorem taxes used to collect assessments for wastewater upgrades, street paving projects and neighborhood improvements. In 2016 Resolution No. 15-1386 was adopted which allows the City to also authorize the collection of assessments for certain qualifying improvements as established by the Florida PACE Act.

On October 7, 2024 the City Commission voted to terminate four PACE Program agreements so that the programs would not longer be offered to residential property owners. During the commission meeting the Commission requested staff to return with a commercial only PACE Program agreement recognizing the voluntary program may be helpful as a financing option to commercial property owners who require necessary improvements without other financial resources.

### **Budget Impact:**

There is no anticipated impact on the budget.

### **Recommendation:**

The City Manager recommends approval of Resolution No.24-1682 authorizing a non-exclusive interlocal agreement with Florida Resiliency and Energy District (FRED). This agreement will establish a city program for the financing of improvements on commercial properties for

## Agenda Item 12C

energy conservation and efficiency, renewable energy upgrades, wind resistance enhancements, septic system needs and flood mitigation.

**REQUESTED MOTION/ACTION:**

I move to approve Resolution No. 24-1682 as presented.

**Prepared By:**

Clint Gioielli, City Manager

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. Resolution No. 24-1682
2. Interlocal Agreement FRED C-PACE

## Agenda Item 12D

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

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

**Date:** December 2, 2024

**Subject:** Read by title only and adopt Resolution No. 24-1684, which authorizes the execution of a Subgrant Agreement between the City of Longwood and the Florida Division of Emergency Management (FDEM) for grant funding related to the Fire Station #15 Flood Risk Reduction Project.

### **Introduction:**

This agenda item requests the City Commission to read by title and adopt Resolution No. 24-1684, authorizing the execution of a subgrant agreement between the City of Longwood and the Florida Division of Emergency Management (FDEM) for Grant Funding Related to the Fire Station 15 (301 W. Warren Avenue) Flood Risk Reduction Project.

### **Background/Discussion:**

On August 29, 2023, the City of Longwood submitted a grant application to FDEM for the Fire Station 15 Flood Risk Reduction Project under FEMA's Hazard Mitigation Grant Program (HMGP). FEMA approved the application in early August 2024. The total cost of the project is estimated at \$1,416,315, with funding provided on a 75% federal match and 25% local match basis.

As the project will be phased, so will the grant agreements from FDEM. Phase I services, which include engineering design, permitting, and bidding services, will be covered under the initial Subgrant Agreement. Phase II services, which include construction, will be covered under future agreements. The Phase I costs are estimated at \$173,426, of which FEMA will contribute \$130,069.50 (75%). Additionally, Sub-Recipient Management Costs of \$8,670 will be funded 100% by FEMA.

### **Budget Impact:**

There is no budget impact at this time. Staff has allocated funding for the Fire Station 15 Flood Risk Reduction Project in the 2024-2025 fiscal year budget under the Capital Improvement Fund. Grant funding from FEMA will be reimbursed to the City as the project progresses. As each phase of the project moves forward, staff will allocate funds accordingly to ensure proper financial management and alignment with the grant reimbursement process.

### **Recommendation:**

## Agenda Item 12D

The City Manager and Public Works Director recommend the City Commission approve Resolution No. 24-1684 authorizing the execution of a subgrant agreement between the Florida Division of Emergency Management (FDEM) and the City of Longwood for Grant Funding Related to the Fire Station 15 (301 W. Warren Avenue) Flood Risk Reduction Project and authorize the City Manager to execute associated documents.

**REQUESTED MOTION/ACTION:**

I move to approve Resolution No. 24-1684 as presented.

**Prepared By:**

Shad Smith, Public Works Director

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. Resolution No. 24-1684
2. Agreement FDEM H1112 Proj4673-079-R Flood Risk Reduction

## Agenda Item 12E

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

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

**Date:** December 2, 2024

**Subject:** Read by title only and adopt Resolution No. 24-1685, approval to execute Amendment No. 1 to the Landscape Construction and Maintenance Memorandum of Agreement between the Florida Department of Transportation and the City of Longwood for the maintenance of the median landscaping along State Road 434, from Rangeline Road to Roberts Street.

**Introduction:**

This agenda item requests the City Commission to read by title only and adopt Resolution No. 24-1685, approval to execute Amendment No. 1 to the Landscape Construction and Maintenance Memorandum of Agreement between the Florida Department of Transportation and the City of Longwood for the maintenance of the median landscaping along State Road 434, from Rangeline Road to Raymond Avenue.

**Background/Discussion:**

In 2022, the City Commission approved the original Landscape Construction and Maintenance Memorandum of Agreement with FDOT under Resolution No. 22-1615. This agreement established maintenance responsibilities for the median landscaping along SR 434 from Rangeline Road to Roberts Street. The City now seeks to amend the agreement to incorporate an updated landscape plan designed to reduce mowing needs and improve durability and median compatibility.

The amended plan requires FDOT approval and the agreement must be formally modified to include the new design.

It should be noted the City Commission approved this item at the November 18, 2024 City Commission Meeting as Consent Agenda Item 10D. After the Commission Meeting staff learned the Florida Department of Transportation required the item to be approved by Resolution. Therefore, the same item is being presented again to the Commission with the only change being the addition of the approval by a resolution.

**Budget Impact:**

There is no anticipated budget impact at this time. However, a budget amendment may be requested following project advertisement and award in 2025.

## Agenda Item 12E

**Recommendation:**

The City Manager and Public Works Director recommend that the City Commission adopt Resolution No. 24-1685 to approve and execute Amendment No. 1 to the Memorandum of Agreement with FDOT and authorize the City Manager to execute associated documents.

**REQUESTED MOTION/ACTION:**

I move to approve Resolution No. 24-1685 as presented.

**Prepared By:**

Shad Smith, Public Works Director

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. Resolution No. 24-1685
2. Amendment No. 1
3. Exhibit A - Updated Plans
4. FDOT MOU for SR 434 - Agreement No. AG 022-17

## Agenda Item 12F

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

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

**Date:** December 2, 2024

**Subject:** City Commission to consider the adoption of a Longwood Age-Friendly Action Plan.

**Introduction:**

This agenda item requests the City Commission adopt the updated City of Longwood's Age Friendly Action Plan.

**Background/Discussion:**

The City joined the AARP Network of Age-Friendly Communities and the World Health Global Network of Age-Friendly Communities in December 2016. The impetus to join the network was driven by the City Commission who recognized the need to support an aging population and to create a better quality of life for older people.

The Action Plan includes policies, programs and services - many of which are already in place - aimed at improving the quality of lives of older adults. This updated action plan is intended in part to document and add to these programs, but also to act as a resource guide to our senior citizens about what services the city offers. In updating this plan for the new reporting period, staff worked to remove some of the text from the original document and focus on the programs, in hopes that the document will be more useful in directing even long-time residents to programs we offer that they may not have been aware of.

In addition, staff intends to have a companion section of the website that provides information about all of these services in one place.

While Community Development handles the planning and reporting function of the Age-Friendly Community Program, the implementation of the programs and policies is a team effort spanning the City Commission, City Manager, and all the Departments.

**Budget Impact:**

The adoption of this report creates no budget impacts.

**Recommendation:**



## Agenda Item 12F

The City Manager and Community Development Director recommend the City Commission adopt the Longwood Age-Friendly Communities Action Plan as presented.

**REQUESTED MOTION/ACTION:**

I move to adopt the Longwood Age-Friendly Communities Action Plan as presented.

**Prepared By:**

Chris Kintner, Community Development Director

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. Longwood Age-Friendly Action Plan

## Agenda Item 12G

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

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

**Date:** December 2, 2024

**Subject:** City Commission to consider an extension to Temporary Use Permit (TUP) 05-22 at 150 East Wildmere Avenue.

### Introduction:

This agenda item requests the City Commission to consider an extension and take action regarding Temporary Use Permit (TUP) 05-22 at 150 East Wildmere Avenue for the storage of trailer cabs.

### Background/Discussion:

- At its April 18, 2022 meeting, the City Commission approved a request from 150 Wildmere LLC, represented by Marc McLarnon, to authorize vehicles exceeding 12,000 pounds to travel on approximately 260 feet of Wildmere Avenue utilizing authority in City Code 86-4. This approval was granted in conjunction with Temporary Use Permit 05-22.
- On December 19, 2022, the City Commission authorized the extension of TUP 05-22, including the exemption to the weight limit on Wildmere Avenue, taking the TUP through June 1, 2023, with automatic six-month renewals thereafter unless action is taken by the Commission or until December 31, 2024.
- At the November 20, 2023 meeting, the City Commission amended the terms of the TUP due to concerns that had been raised by a neighboring property owner.
- The TUP is set to expire on December 31, 2024, unless the City Commission takes action beforehand. The property owner has requested an extension in advance of that date.
- Staff requested that the property owner reach out to the neighbor who had previously expressed concerns. Mr. McLarnon has provided that communication, and the neighbor has expressed no issues.
- Staff has received no code enforcement complaints or otherwise had issues with this property since the previous Commission discussion on the issue.
- Staff has prepared a revised TUP for the Commission's consideration with a two-year extension until December 31, 2026 if there are no issues with the standards of the TUP. The Commission would continue to have the ability to address issues within that time period under the same terms and conditions that have been in place for the last year.

### Budget Impact:

## Agenda Item 12G

There is no anticipated impact on the budget.

**Recommendation:**

The City Manager and the Community Development Director recommend that the City Commission extend TUP 05-22 as presented.

**REQUESTED MOTION/ACTION:**

I move to extend TUP 05-22 until December 31, 2026 as presented.

**Prepared By:**

Chris Kintner, Community Development Director

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. TUP 05-22 REVISED - Permit Card - Revised December 2024
2. Neighbor Approval E-Mail

## Agenda Item 12H

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

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

**Date:** December 2, 2024

**Subject:** City Commission approval of a Cure Plan for 221 West State Road 434.

**Introduction:**

This agenda item requests that the City Commission approve a cure plan for 221 West State Road 434.

**Background/Discussion:**

- The Florida Department of Transportation (FDOT) is making some improvements on State Road 434 chiefly to install some turn lanes to make the traffic movement smoother.
- FDOT is in negotiations with various property owners to acquire a portion of their property along State Road 434 including through eminent domain.
- There are roughly 11 parcels that are being impacted including the parcel at 221 West State Road 434.
- The Land Development Code (LDC) outlines the process for dealing with nonconformance of the remaining property caused by the taking or transfer of property via eminent domain, which in part calls for the review of a “cure plan” to ensure that the remaining property is functional and as consistent with the code as is practicable.
- The impacts on the property from the taking are as follows:
  1. A realignment of the 6 parking spaces in the front. The existing parking spaces are being pushed back to accommodate a code compliant 10’ landscape right of way strip consisting of evergreen understory trees with a line of shrubs.
  2. The parking aisle widths still meet the required minimum width of 24’ as required per code.
  3. The current free standing pole sign will stay a legally non-conforming sign with a setback of 3.8’ (instead of 5’ as required per code) from the front property line.
- The City’s Engineering staff has reviewed the cure plan and has no issues with the proposed condition. Staff is recommending approval of the cure plan based on the fact that the impacts are not causing any major non-conformities and the resultant cure plan generally follows the intent of the City’s Land Development Code.

**Budget Impact:**

This item has no anticipated impact on the budget.

## Agenda Item 12H

**Recommendation:**

The City Manager and the Community Development Director recommend the City Commission approve the cure plan for 221 West State Road 434 as presented.

**REQUESTED MOTION/ACTION:**

I move to approve the cure plan for 221 West State Road 434 as presented.

**Prepared By:**

Anjum Mukherjee

**Reviewed By:**

Clint Gioielli, City Manager

**Attachments:**

1. SP 04-24 (P24-01477) 221 W SR 434 Final