

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

AGENDA
December 16, 2024
6:00 PM

1. **CALL TO ORDER**
2. **OPENING INVOCATION**
3. **THE PLEDGE OF ALLEGIANCE**
4. **COMMUNITY ANNOUNCEMENTS**
 - A. The Senior Matinee will be held on Wednesday, December 18, 2024, from 1:30 p.m. until 3:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. This month's feature is *Elf*.
 - B. 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.
 - C. 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**
 - A. District #4 Nomination of Business Person of the Month Award for January 2025 (Presentation scheduled for January 20, 2025).
 - B. Nomination of the Beautification Award - 1st Quarter 2025 (Presentation scheduled for January 20, 2025).
 - C. Nomination and selection of the recipient of the Martin Luther King, Jr. Good Citizenship Award (Presentation scheduled for January 20, 2025).
6. **BOARD APPOINTMENTS**
 - A. District #1 nomination to the Land Planning Agency.

- B. District #2 nomination to the Parks & Recreation Advisory Board.

7. PUBLIC INPUT

- A. Public Participation.

8. MAYOR AND COMMISSIONERS' REPORT

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

9. COMMISSION AND STAFF ADDITIONS OR CHANGES

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

- B. ANY ADDITIONS OR DELETIONS TO THE AGENDA

10. CONSENT AGENDA

- A. Approve the Minutes of the December 2, 2024, Regular Meeting.
- B. Approve the Monthly Expenditures for October 2024.
- C. Approve the Monthly Financials for October 2024.
- D. Approve the Federally Funded Subaward and Grant Agreement for Hurricane Milton DR-4834 with the State of Florida, Division of Emergency Management and authorize the Mayor to sign necessary documents for the reimbursement of the eligible expenses incurred during the Hurricane Milton event.
- E. Approve a change order in the amount of \$75,000 to the Ceres Environmental Services purchase order No. 25-00085 for Milton Debris Removal Services.
- F. Approve a change order in the amount of \$50,000 to increase the Debris Tech Services purchase order No. 25-00086 for Milton Debris Removal Services.
- G. Approve a change order in the amount of \$50,000 to the Fortiline Waterworks purchase order No. 25-00220 to purchase water and sewer materials and supplies essential for the maintenance and repair of the City's water and sewer system distribution systems.
- H. Approve an increase in the amount of \$31,295 to purchase order No. 24-01430 for Huffman Inc. DBA NuWave Concrete for the additional quantities related to Phase II of the City Sidewalk Connections and Concrete Repair Project.

11. PUBLIC HEARINGS

- A. Read by title only and adopt Resolution No. 24-1679, establishing the City's Notice of Intent to use the Uniform Method for collecting Non-Ad Valorem Assessments in 2025.

12. REGULAR BUSINESS

- A. Read by title only and adopt Resolution No. 24-1683, which approves an Interlocal Agreement between the City of Longwood and Seminole County for the Urban County Partnership Program.
- B. Read by title only and adopt Resolution No. 24-1686, authorizing the execution and delivery of Amendment 3 to the Clean Water State Revolving Fund Construction Loan Agreement No. WW590550 to provide the City with a time extension to complete construction services relating to the East Longwood Phase II Septic Tank Abatement and Wastewater System Improvement and Expansion Project.

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:	January 6, 2025	6:00 PM	Regular Meeting
	January 20, 2025	6:00 PM	Regular Meeting

Agenda Item 5A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: December 16, 2024

Subject: District #4 Nomination of Business Person of the Month Award for January 2025 (Presentation scheduled for January 20, 2025).

Introduction:

District #4 Commissioner Matt Morgan to nominate a Business Person of the Month Award for January 2025.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Commissioner Morgan to nominate a recipient for the Business Person of the Month Award for January 2025.

REQUESTED MOTION/ACTION:

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

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

None

Agenda Item 5B

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: December 16, 2024

Subject: Nomination of the Beautification Award - 1st Quarter 2025 (Presentation scheduled for January 20, 2025).

Introduction:

The City Commission is requested to nominate a business or commercial property for the Beautification Award for the first quarter of 2025. The presentation will be scheduled for January 20, 2025.

Background/Discussion:

In 2010, at the December 6th meeting, the Longwood City Commission approved the Community Beautification Award Program that recognizes a community business that improves its facilities. Staff developed guidelines, criteria, and categories to facilitate the program. The program will recognize one (1) business and property owner at a regular City Commission meeting quarterly, present the recipient with a certificate, and have the beautification sign placed at their property. The City will highlight the award winner on the website and social media platforms.

The Community Beautification Award will highlight and celebrate exceptional projects and efforts by Longwood businesses and commercial properties to enhance the beauty of the business as well as the livability of the City of Longwood. The award program recognizes the efforts of businesses and property owners that improve their overall appearance through award selection criteria that consist of:

- Architecture
- Landscaping
- General Upkeep/Maintenance
- Appropriateness to the Neighborhood
- Overall Curb Appeal
- Signage
- Lighting
- Parking Area Attractiveness
- Façade Improvements

Agenda Item 5B

The City Commission will select and approve only one recipient from the nominations presented every quarter. Categories for consideration include businesses, commercial properties, medical, religious, and non-profit organizations for the Community Beautification Award.

A Commissioner will provide a short description of the work done on the site and pictures (if available). The commissioner will complete a Community Beautification Award application and return it to the City Clerk before the nomination is made to allow time to confirm that the business is located within city limits.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Commission will nominate a recipient for the quarterly Beautification Award.

REQUESTED MOTION/ACTION:

I move to nominate _____ for the 1st Quarter Beautification Award.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

None

Agenda Item 5C

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: December 16, 2024

Subject: Nomination and selection of the recipient of the Martin Luther King, Jr. Good Citizenship Award (Presentation scheduled for January 20, 2025).

Introduction:

The City Commission is requested to nominate and select the recipient of the Martin Luther King, Jr. Good Citizenship Award for 2025.

Background/Discussion:

Each year the Commission nominates for the Martin Luther King, Jr. Good Citizenship Award. When this Award first started back in 1993, it was a way for Commissioners to recognize those who willingly and unselfishly give their time, talents, and accomplishments to further the cause of peace and the advancement of their neighborhoods and communities. This was not limited to Longwood and provided a way for a commissioner to award this to someone who gives to Longwood and Seminole County. Many individuals give so much to have a more significant impact than just Longwood and a way for them to be recognized by the City Commission.

- The City Commission will present the Good Citizenship Award at the meeting scheduled for Martin Luther King, Jr. Day, Monday, January 20, 2025.
- The nominations for the Good Citizenship Award will be on the Agenda at the December 16, 2024, Meeting, with the Presentation scheduled on the Agenda for January 20, 2025.
- Each Commissioner may make a nomination, and it is not required. (Total of 5 recipients.)
- A brief overview will be presented of each nomination to the Commission at the December 16 meeting, highlighting why they would make a suitable recipient of the Award. The Commission will then vote to approve the nominations.
- The Commission was provided a listing of Past Recipients of this Award to reference to avoid duplication in nominees.
- The Commission was provided with a Nominee Information Sheet to complete with information on their nominee that would be provided to the City Clerk.

Budget Impact:

Agenda Item 5C

This item has no anticipated impact on the budget.

Recommendation:

The City Commission will nominate a recipient for the Martin Luther King, Jr. Good Citizenship Award

REQUESTED MOTION/ACTION:

I move to nominate _____ for the Martin Luther King, Jr. Good Citizenship Award, and they would make a suitable recipient of the Award because....

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

None

Agenda Item 6A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: December 16, 2024

Subject: District #1 nomination to the Land Planning Agency.

Introduction:

District #1 board appointment for the Land Planning Agency.

Background/Discussion:

District #1 board appointment for the Land Planning Agency. I was informed by Member Judy Putz that she does not wish to serve another term on the Board. Her final meeting will be on Wednesday, January 8, 2025. There is one board application on file that has an expressed interest in serving on the LPA. The application was sent to the Commissioners for review.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Commissioner Shoemaker to make a nomination to fill the vacant seat.

REQUESTED MOTION/ACTION:

I nominate _____ to serve on the Land Planning Agency.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

1. Information Sheet

Agenda Item 6B

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: December 16, 2024

Subject: District #2 nomination to the Parks & Recreation Advisory Board.

Introduction:

District #2 board appointment for the Parks & Recreation Advisory Board.

Background/Discussion:

District #2 board appointment for the Parks & Recreation Advisory Board. I was informed by Member Erin Keefe that she does not wish to serve another term on the Board. Her final meeting will be on Tuesday, January 7, 2025. There are no board applications on file with an interest in serving on this board.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Commissioner Boni to make a nomination to fill the vacant seat.

REQUESTED MOTION/ACTION:

I nominate _____ to serve on the Parks & Recreation Advisory Board.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

1. Information Sheet

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: December 16, 2024

Subject: Approve the Minutes of the December 2, 2024, Regular Meeting.

Introduction:

The City Clerk is presenting the minutes of the December 2, 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. CC12-02-2024_MINS

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: December 16, 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 \$574,107.14 from October 23rd of 2024 through October 31st of 2024, which includes check numbers from 167118 through 167205.

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 \$574,107.14.

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: Judith Rosado, Director of Financial Services

Date: December 16, 2024

Subject: Approve the Monthly Financials for October 2024.

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 requirements 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 report of the budgeted financial activity for the month of October 2024.

In addition to the monthly financial reports, included on this agenda are the budget transfer report for the month of October, and detailed information about the Purchasing Card expenses for the period of October 5, 2024, through November 4, 2024.

Budget Impact:

The Unaudited Monthly Financial Report reflects a modified budget and actuals for the month of October 2024.

Recommendation:

The City Manager and the Director of Financial Services recommend approval of the Unaudited Financial Reports as of October 2024.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:



Agenda Item 10C

Judith Rosado, Director of Financial Services

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Unaudited Monthly Financial Report October 2024
2. Budget Transfer Report October 2024
3. Purchasing Card Expense Report

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: December 16, 2024

Subject: Approve the Federally Funded Subaward and Grant Agreement for Hurricane Milton DR-4834 with the State of Florida, Division of Emergency Management and authorize the Mayor to sign necessary documents for the reimbursement of the eligible expenses incurred during the Hurricane Milton event.

Introduction:

This agenda item requests the City Commission approve the Federally Funded Subaward and Grant Agreement for Hurricane Milton DR-4834 with the State of Florida, Division of Emergency Management and authorize the Mayor to sign necessary documents for the reimbursement of the eligible expenses incurred during the Hurricane Milton event.

Background/Discussion:

On October 5, 2024, the Governor of Florida executed Executive Order Number 24-214 declaring a state of emergency for the State of Florida because of Hurricane Milton. As a result, federal funding was made available to provide financial assistance for areas impacted by Hurricane Milton. A signed contractual agreement between the State of Florida Division of Emergency Management (FDEM) and the City of Longwood is required to obtain these funds.

Budget Impact:

No budget impact.

Recommendation:

The City Manager and Director of Financial Services recommend the City Commission to approve the Federally Funded Subaward and Grant Agreement for Hurricane Milton and authorize the Mayor to sign the necessary documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

Judith Rosado, Director of Financial Services

Reviewed By:



Agenda Item 10D

Clint Gioielli, City Manager

Attachments:

1. Federally Funded Subaward and Grant Agreement for Hurricane Milton

Agenda Item 10E

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 16, 2024

Subject: Approve a change order in the amount of \$75,000 to the Ceres Environmental Services purchase order No. 25-00085 for Milton Debris Removal Services.

Introduction:

This agenda item requests the City Commission approval of a change order to increase Purchase Order No. 25-00085 with Ceres Environmental Services by \$75,000, bringing the total to \$175,000, to support ongoing Milton debris removal services.

Background/Discussion:

Hurricane Milton struck Longwood on October 9, 2024, causing significant damage and resulting in considerable hurricane-related expenses, including debris removal, debris monitoring, repairs, and other operational costs.

Purchase Order No. 25-00085 was originally issued in the amount of \$100,000 to Ceres Environmental Services for debris removal services. The expanded scope of work due to Hurricane Milton has necessitated additional funding to continue debris removal services.

Budget Impact:

A total of \$75,000 is currently available within the General Contractual Fund under line item 001-3520-541-3400. Of this amount, \$25,000 was approved through Resolution No. 24-1681, adopted at the December 2, 2024, Commission Meeting. This resolution authorized a budget amendment in the General Fund (001) to cover hurricane-related expenses and allocated these funds to line item 001-3520-541-3400.

Recommendation:

The City Manager and Public Works Director recommend approval of a change order to increase Purchase Order No. 25-00085 with Ceres Environmental Services by \$75,000, bringing the revised total to \$175,000 and authorize the City Manager to execute associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10E as presented.



Agenda Item 10E

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

Clint Gioielli, City Manager

Attachments:

None

Agenda Item 10F

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 16, 2024

Subject: Approve a change order in the amount of \$50,000 to increase the Debris Tech Services purchase order No. 25-00086 for Milton Debris Removal Services.

Introduction:

This agenda item requests the City Commission approval of a change order to increase Purchase Order No. 25-00086 with Debris Tech Services by \$50,000, bringing the total to \$150,000, to support ongoing Milton debris removal services.

Background/Discussion:

Hurricane Milton struck Longwood on October 9, 2024, causing significant damage and resulting in considerable hurricane-related expenses, including debris removal, debris monitoring, repairs, and other operational costs.

Purchase Order No. 25-00086 was originally issued in the amount of \$100,000 to Debris Tech Services for debris removal services. The expanded scope of work due to Hurricane Milton has necessitated additional funding to continue debris removal services.

Budget Impact:

Currently, funding in the amount of \$50,000 is available within the General Contractual Fund under line item 001-3520-541-3400 for the 2024-2025 fiscal year.

Recommendation:

The City Manager and Public Works Director recommend approval of a change order to increase Purchase Order No. 25-00086 with Debris Tech Services by \$50,000, bringing the revised total to \$150,000 and authorize the City Manager to execute associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10F as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:



Agenda Item 10F

Clint Gioielli, City Manager

Attachments:

None

Agenda Item 10G

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 16, 2024

Subject: Approve a change order in the amount of \$50,000 to the Fortiline Waterworks purchase order No. 25-00220 to purchase water and sewer materials and supplies essential for the maintenance and repair of the City's water and sewer system distribution systems.

Introduction:

This agenda item requests the City Commission to approve a change order to increase Purchase Order No. 25-00220 with Fortiline Waterworks by \$50,000, for a revised total of \$90,000, to purchase water and sewer materials and supplies essential for the maintenance and repair of the City's water and sewer system distribution systems.

Background/Discussion:

In November 2024, Purchase Order No. 25-00220 was issued to Fortiline Waterworks in the amount of \$40,000 for the procurement of water and sewer-related supplies. Due to increased operational needs and ongoing projects, additional funding is necessary to ensure uninterrupted access to these essential materials.

The requested change order will increase the purchase order by \$50,000, bringing the total to \$90,000. Funding for this increase is available within the approved Public Utilities Budget for the 2024-2025 fiscal year. These supplies will be procured utilizing the OMNIA Partners cooperative contract, Fortiline Waterworks NCPA Contract #02-76, through a competitive solicitation facilitated by Region 14 Education Service Center for Underground Water, Sewer, and Storm Utility Products. This solicitation, conducted on behalf of Region 14 and other government agencies, is made available through the National Cooperative Purchasing Alliance (NCPA) RFP #32-19.

Budget Impact:

Funding is available for the 2024-2025 fiscal year as follows:
Public Utilities Budget – 402-4120-536-4600 Operating Supplies (\$25,000);
Public Utilities Budget – 401-4120-536-5200 Operating Supplies (\$25,000).

Recommendation:

Agenda Item 10G

The City Manager and Public Works Director recommend to approve a change order to increase Purchase Order No. 25-00220 with Fortiline Waterworks by \$50,000, for a revised total of \$90,000, to purchase water and sewer materials and supplies essential for the maintenance and repair of the City's water and sewer system distribution systems, and authorize the City Manager to execute any associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10G as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

Clint Gioielli, City Manager

Attachments:

None

Agenda Item 10H

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 16, 2024

Subject: Approve an increase in the amount of \$31,295 to purchase order No. 24-01430 for Huffman Inc. DBA NuWave Concrete for the additional quantities related to Phase II of the City Sidewalk Connections and Concrete Repair Project.

Introduction:

This agenda item requests City Commission approval for a \$31,295.00 increase to Purchase Order 24-01430 with Huffman Inc. DBA NuWave Concrete. The additional funds are necessary to cover additional quantities for Phase II of the City Sidewalk Connections and Concrete Repair Project, overseen by Huffman Inc. DBA NuWave Concrete.

Background/Discussion:

On July 22, 2024, the City Commission approved a purchase order totaling \$328,705.00 for Phase II of the City Sidewalk Connection and Concrete Repair Project. However, during the preconstruction walkthrough conducted by city staff and Nuwave personnel, it became clear that additional work is necessary to address several factors.

These include:

- Adding additional sidewalk, curbing, and curb ramps on W Magnolia Ave. to meet ADA compliance standards.
- Replacing additional hazardous sidewalk sections identified on W Warren Ave.
- Installing more sidewalk and curbing on 12th Ave. to create a designated area for on-street parking.

These enhancements are critical to ensuring the project maintains its functionality and improves pedestrian safety.

Budget Impact:

Funding in the amount of \$31,295.00 has been budgeted and is available within the Public Works Capital Sidewalk Construction Residential Project (Line Item 310-3520-541-6328) for the 2024-2025 fiscal year.

Agenda Item 10H

Recommendation:

The City Manager and Public Works Director recommend approval of an increase in the amount of \$31,295.00 to the Huffman Inc. DBA NuWave Concrete Purchase Order No. 24-01430 for the additional quantities related to Phase II of the City Sidewalk Connections and Concrete Repair Project and authorize the City Manager to execute any associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10H as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Revised Estimate of Schedule of Values Sidewalk Connections Phase II

Agenda Item 11A

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: December 16, 2024

Subject: Read by title only and adopt Resolution No. 24-1679, establishing the City's Notice of Intent to use the Uniform Method for collecting Non-Ad Valorem Assessments in 2025.

Introduction:

This agenda item recommends the City Commission read by title only, hold a public hearing and adopt Resolution No. 24-1679 establishing the City's notice of intent to use the uniform method for collecting non-ad valorem assessments in 2025.

Background/Discussion:

Since 2001, the City has used the uniform method of collecting non-ad valorem special assessments. The tax rolls are used to collect assessments for wastewater improvements, street paving projects, neighborhood improvements, for certain qualifying renewable energy, energy efficiency and conservation and wind resistance improvements, maintenance projects and assessments for fire station improvements and/or operational and maintenance costs of fire protection services, programs, facilities and equipment related to providing fire protection services.

Pursuant to Chapter 197.3632 (3) (a), Florida Statutes, this resolution is required on an annual basis and provides notice to the Seminole County Property Appraiser, Tax Collector and the Florida Department of Revenue of the City's intent to utilize the uniform method of collecting non-ad valorem special assessments once again. This resolution must be adopted by January 1, 2025, for the 2025 tax rolls.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Director of Financial Services recommend approval of Resolution No. 24-1679, which establishes the City's notice of intent to use the uniform method for collecting non-ad valorem assessments in 2025.

REQUESTED MOTION/ACTION:



Agenda Item 11A

I move to approve Resolution No. 24-1679 as presented.

Prepared By:

Judith Rosado, Director of Financial Services

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Resolution No. 24-1679

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 16, 2024

Subject: Read by title only and adopt Resolution No. 24-1683, which approves an Interlocal Agreement between the City of Longwood and Seminole County for the Urban County Partnership Program.

Introduction:

This agenda item requests the City Commission to read by title and adopt Resolution No. 24-1683, approving an Interlocal Agreement between Seminole County and the City of Longwood for participation in the CDBG Urban County Partnership 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, to 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. The currently presented project is for sidewalk and ADA improvements along Orange Ave in the area of Longwood Elementary. The estimated project cost is \$185,000.00.

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, reducing the financial burden on City resources for qualifying City projects.

Recommendation:

The City Manager and Public Works Director recommend the Commission read by title and adopt Resolution No. 24-1683, approving an Interlocal Agreement between Seminole County and the City of Longwood for participation in the Urban County Partnership Program and authorize the City Manager to execute associated documents.

REQUESTED MOTION/ACTION:

Agenda Item 12A

I move to approve Resolution No. 24-1683 as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Resolution No. 24-1683
2. CDBG - Interlocal between Seminole County and City of Longwood

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 16, 2024

Subject: Read by title only and adopt Resolution No. 24-1686, authorizing the execution and delivery of Amendment 3 to the Clean Water State Revolving Fund Construction Loan Agreement No. WW590550 to provide the City with a time extension to complete construction services relating to the East Longwood Phase II Septic Tank Abatement and Wastewater System Improvement and Expansion Project.

Introduction:

This agenda item requests the City Commission to read by title only and adopt Resolution No. 24-1686 authorizing the execution and delivery of Amendment 3 to the Clean Water State Revolving Fund Construction Loan Agreement No. WW590550 to provide the City with a time extension to complete construction services relating to the East Longwood Phase II Septic Tank Abatement and Wastewater System Improvement and Expansion Project.

Background/Discussion:

On October 17, 2022, the City Commission adopted Ordinance 22-2233 executing Clean Water State Revolving Fund Construction Loan Agreement No. WW590550 for the East Longwood Phase II Septic Tank Abatement and Wastewater System Improvement and Expansion Project. It has been determined that additional time is needed to complete the project. Execution and delivery of Amendment 3 to the Loan Agreement will provide the City with the necessary time to complete the Project.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Public Works Director recommend the City Commission approve Resolution No. 24-1686 authorizing the execution and delivery of Amendment 3 to the Clean Water State Revolving Fund Construction Loan Agreement No. WW590550 to provide the City with a time extension to complete construction services relating to the East Longwood Phase II Septic Tank Abatement and Wastewater System Improvement and Expansion Project.

REQUESTED MOTION/ACTION:

Agenda Item 12B

I move to approve Resolution No. 24-1686 as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Resolution No. 24-1686
2. State Revolving Fund Amendment 3 - WW590550