CITY COMMISSION

REGULAR MEETING AGENDA

MONDAY, JULY 13, 2026 - 6:30 PM

CITY HALL - COMMISSION CHAMBERS

1126 EAST STATE ROAD 434, WINTER SPRINGS, FLORIDA

CALL TO ORDER

Roll Call
Invocation
Pledge of Allegiance
Agenda Changes

AWARDS AND PRESENTATIONS

100. Presentation by The Wesely Seth Foundation

101. Storm Preparation Tips from Waste Pro USA

INFORMATIONAL AGENDA

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the City Commission.

CONSENT AGENDA

300. Engineering Design for Hurricane Police Safe Room (HMGP/HMGMP Funded)
2026.06.29 - Winter Spring Safe Room Proposal - REVISED FINAL.pdf

301. 7 Brew Drive Thru Coffee at Blake Commons Final Site Acceptance
7Brew_Final Site Acceptance_07.13.2026.pdf

302. Trotwood Park Pour in Place Playground Surfacing
Pro Playgournds Estimate 63536_TrotwoodPark PIPsurfacing.pdf
Bliss Products Quote PIP Trotwood Park WInter Springs.pdf
The Recreational Group Z37984-Trotwood Park-City of Winter Springs.pdf
MEDLEY QUOTE TEMPLATE 2026- Trotwood PIP.pdf

303. Approval of the Minutes: Monday, June 8, 2026 City Commission Regular Meeting
2026 06 08 City Commission Regular Meeting Minutes.pdf

PUBLIC HEARINGS AGENDA

Pursuant to F.S. § 286.0115, if the mayor or any city commissioner receives and/or sends ex parte communications regarding any application filed with the city, the mayor or any city commissioner must publicly disclose such communications before or during the hearing at which a vote is taken on the quasi-judicial matter, so that persons who have opinions contrary to those expressed in the ex parte communications are given a reasonable opportunity to refute or respond to the communications.

400. Oviedo City Church Overflow Parking - Site and Final Engineering Plan and Development Agreement Public Hearing Postponement

REGULAR AGENDA

500. Interview and Selection of the City Clerk
Erin ODonnell Cover Letter.pdf
Erin ODonnell Resume.pdf

501. Budget Overview and Proposed Operating Millage Rate for Fiscal Year 2026-2027
Resolution 2026-08 Proposed Millage Rate.pdf

502. Designation of Voting Delegate for the 2026 Florida League of Cities Annual Conference
2026 Voting Delegate Memo.pdf

503. Matters Related to Boards and Committees

504. New Business

REPORTS

600. City Manager Kevin A. Sweet
601. City Attorney Anthony A. Garganese
602. Interim City Clerk Tristin Tarrant
603. Mayor Kevin McCann
604. Seat One Commissioner Paul Diaz
605. Seat Two Commissioner Victoria Bruce
606. Seat Three Commissioner Sarah Baker
607. Seat Four Commissioner/Deputy Mayor Cade Resnick
608. Seat Five Commissioner Mark Caruso

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the City Commission.

ADJOURNMENT

PUBLIC NOTICE

This is a Public Meeting, and the public is invited to attend and this Agenda is subject to change. Please be advised that one (1) or more Members of any of the City's Advisory Boards and Committees may be in attendance at this Meeting, and may participate in discussions.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City of Winter Springs at (407) 327-1800 "at least 48 hours prior to meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26 *Florida Statutes.*

"If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such

purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based" - per Section 286.0105 Florida Statutes.

AWARDS AND PRESENTATIONS ITEM 100

CITY COMMISSION AGENDA | JULY 13, 2026 REGULAR MEETING

TITLE

Presentation by The Wesely Seth Foundation

SUMMARY

The Wesley Seth Foundation wishes to present information to the City Commission regarding their Sizzle and Splash BBQ fundraiser which was held at Central Winds Park on May 16th, 2026.

FUNDING SOURCE

RECOMMENDATION

Staff is requesting the Commission review the information presented.

CONSENT AGENDA ITEM 300

CITY COMMISSION AGENDA | JULY 13, 2026 REGULAR MEETING

TITLE

Engineering Design for Hurricane Police Safe Room (HMGP/HMGMP Funded)

SUMMARY

On June 08, 2026 the City Commission approved moving forward with negotiations with K2M Design selected from RFQ 03-26-02 LH for Comprehensive Design and Permitting of Hurricane Safe Room Facility. The attached task order is in the amount of $412,326. Design Professional shall provide Programming; Architectural; Structural, Mechanical Electrical Plumbing and Civil Engineering; Interior Design and Geotechnical Analysis. The project will be delivered in Due Diligence, Concepting, Schematic Design, Construction Documents and Permitting phases.

FUNDING SOURCE

This project is receiving financial assistance from FEMA via the Hazard Mitigation Grant Program (75%) and from HUD via the Community Development Block Grant Disaster Recovery Program (CDBG-DR) (25%). This is a reimbursement type grant meaning the City has to pay for the design first and will then submit for reimbursement. The initial program expenses are budgeted in fund 303-560650 Public Facilities Capital Project Fund - CIP.

RECOMMENDATION

Staff requests the City Commission approve the task order in the amount of $412,326 with K2M Design, and to allow the City Attorney and City Manager to amend terms and execute all related agreements as needed.

Date: June 29, 2026

Client: Ms. Shellee Tingle
City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708 sent via email to: *purchasing@winterspringsfl.org*

Design K2M Design
501 E. Kennedy Drive, Unit 1400
Tampa, FL 33602

Representative: Heather Carruthers

Project: Hurricane Safe Room Facility – REVISED PROPOSAL

I. Scope of Services

A. Design Professional shall provide Programming; Architectural; Structural, Mechanical Electrical Plumbing and Civil Engineering; Interior Design and Geotechnical Analysis as described herein. Project is the Design and Permitting of a Hurricane Safe Room Facility to be located at 300 North Moss Road in Winter Springs. The project will be delivered in Due Diligence, Concepting, Schematic Design, Construction Documents and Permitting phases.

B. The project is design of a Hurricane Safe Room adjacent to but structurally separated from the City's Police Station. It shall accommodate up to 55 personnel and expand approximately 2,200sf. It includes the installation of a permanent diesel generator with an Automated Transfer Switch. In addition, the project shall:

- Be in accordance with FEMA P-361 standards for Design and Construction for Community Safe Roof which refers to ICC 500 and ASCE 7 standards
- Be constructed to withstand 160+MPH winds
- Ensure all mechanical and electrical components are protected against a 500-year flood event in accordance with 44 CFR 9.11.
- Ensure generator is protected from flood and is anchored to withstand 160+MPH winds per ASCE 7 standards.
- Follow requirements to comply with Federal regulations for FEMA (HMGP) and HUD (CDBG-DR) grant agreements

II. Conditions

A. Refer to APPENDIX A for Expanded Scope of Services and Deliverables.

B. Refer to APPENDIX B for Stipulations, Exclusions, and Additional Services.

C. Refer to APPENDIX C for Hourly Rates.

D. Refer to APPENDIX D for Terms and Conditions.

III. Compensation

A. For Services described in Section IA, Client agrees to pay a Fixed Fee AS NOTED IN FEE SCHEDULE BELOW and required to complete the services, unless otherwise mutually agreed to in writing.

FEE SCHEDULE	TOTAL
Pre-Design & Concepting Services	$ 76,928.00
Schematic Design	$ 114,846.00
Construction Documents	$ 191,188.00
Permitting & Bidding	$ 29,364.00
	$ 412,326.00

See hourly breakdown below.

PRE-DESIGN & CONCEPTING				
Firm	**Role**	**Rate**	**Hours**	**Total**
K2M Design	Architecture Principal	$ 365.00	20	$ 7,300.00
	Architect III	$ 175.00	100	$ 17,500.00
	Arch Designer III	$ 140.00	32	$ 4,480.00
	Arch Designer II	$ 120.00	36	$ 4,320.00
	Architecture Director	$ 285.00	4	$ 1,140.00
	Senior Interior Designer	$ 150.00	7	$ 1,050.00
	Mechanical/Plumbing Engineer II	$ 175.00	6	$ 1,050.00
	Electrical Engineer II	$ 175.00	6	$ 1,050.00
	Structural Engineer II	$ 175.00	44	$ 7,700.00
	Senior Project Manager	$ 215.00	46	$ 9,890.00
Kimley-Horn	Principal In Charge	$ 306.00	1	$ 306.00
	Project Manager	$ 228.00	2	$ 456.00
	Project Engineer 2	$ 188.00	4	$ 752.00
	Analyst	$ 146.00	4	$ 584.00
	Clerical/ Project Admin	$ 100.00	1	$ 100.00
	Surveying Team	NA	NA	$ 12,650.00
ECS	Geotechnical Analysis	NA	NA	$ 6,600.00
			Pre-Design & Concepting Services	**$ 76,928.00**

SCHEMATIC DESIGN				
Firm	**Role**	**Rate**	**Hours**	**Total**
K2M Design	Architect III	$ 175.00	90	$ 15,750.00
	Arch Designer III	$ 140.00	182	$ 25,480.00
	Architecture Principal	$ 365.00	5	$ 1,825.00
	Architecture Director	$ 285.00	1	$ 285.00
	Interior Designer II	$ 120.00	32	$ 3,840.00
	Senior Interior Designer	$ 150.00	12	$ 1,800.00
	Interior Design Director	$ 285.00	1	$ 285.00
	Mechanical/Plumbing Engineering Designer III	$ 150.00	43	$ 6,450.00
	Mechanical/Plumbing Engineer III	$ 195.00	6	$ 1,170.00
	Mechanical/Plumbing Engineer II	$ 175.00	30	$ 5,250.00
	Mechanical/Plumbing Principal	$ 365.00	3	$ 1,095.00
	Mechanical/Plumbing Director	$ 285.00	2	$ 570.00
	Electrical Engineering Designer III	$ 150.00	56	$ 8,400.00
	Electrical Engineer III	$ 195.00	6	$ 1,170.00
	Electrical Engineer II	$ 175.00	30	$ 5,250.00
	Electrical Director	$ 285.00	2	$ 570.00
	Structural Engineering Designer III	$ 150.00	50	$ 7,500.00
	Structural Engineer III	$ 195.00	6	$ 1,170.00
	Structural Engineer II	$ 175.00	50	$ 8,750.00
	Structural Director	$ 285.00	2	$ 570.00
	Senior Project Manager	$ 215.00	40	$ 8,600.00
Kimley-Horn	Project Manager	$ 228.00	16	$ 3,648.00
	Project Engineer 2	$ 188.00	2	$ 376.00
	Analyst	$ 146.00	27	$ 3,942.00
	Clerical Project Admin	$ 100.00	11	$ 1,100.00
			Schematic Design	**$ 114,846.00**

CONSTRUCTION DOCUMENTS				
Firm	**Role**	**Rate**	**Hours**	**Total**
K2M Design	Architect III	$ 175.00	160	$ 28,000.00
	Arch Designer III	$ 140.00	262	$ 36,680.00
	Architecture Principal	$ 365.00	16	$ 5,840.00
	Architecture Director	$ 285.00	12	$ 3,420.00
	Interior Designer II	$ 120.00	36	$ 4,320.00
	Senior Interior Designer	$ 150.00	4	$ 600.00
	Interior Design Director	$ 285.00	2	$ 570.00
	Mechanical/Plumbing Engineering Designer III	$ 150.00	120	$ 18,000.00
	Mechanical/Plumbing Engineer III	$ 195.00	12	$ 2,340.00
	Mechanical/Plumbing Engineer II	$ 175.00	52	$ 9,100.00
	Mechanical/Plumbing Director	$ 285.00	4	$ 1,140.00
	Electrical Engineering Designer III	$ 150.00	60	$ 9,000.00
	Electrical Engineer III	$ 195.00	12	$ 2,340.00
	Electrical Engineer II	$ 175.00	60	$ 10,500.00
	Electrical Director	$ 285.00	4	$ 1,140.00
	Structural Engineering Designer III	$ 150.00	56	$ 8,400.00
	Structural Engineer III	$ 195.00	36	$ 7,020.00
	Structural Engineer II	$ 175.00	60	$ 10,500.00
	Structural Director	$ 285.00	6	$ 1,710.00
	Senior Project Manager	$ 215.00	44	$ 9,460.00
Kimley-Horn	Principal In Charge	$ 306.00	4	$ 1,224.00
	Project Manager	$ 228.00	38	$ 8,664.00
	Project Engineer 2	$ 188.00	6	$ 1,128.00
	Analyst	$ 146.00	52	$ 7,592.00
	Clerical Project Admin	$ 100.00	25	$ 2,500.00
			Contruction Documents	**$ 191,188.00**

PERMITTING				
Firm	**Role**	**Rate**	**Hours**	**Total**
K2M Design	Arch Designer III	$ 140.00	52	$ 7,280.00
	Interior Designer II	$ 120.00	2	$ 240.00
	Mechanical/Plumbing Engineer II	$ 175.00	16	$ 2,800.00
	Electrical Engineer II	$ 175.00	16	$ 2,800.00
	Structural Engineer II	$ 175.00	18	$ 3,150.00
	Senior Project Manager	$ 215.00	10	$ 2,150.00
Kimley-Horn	Project Manager	$ 228.00	24	$ 5,472.00
	Project Engineer 2	$ 188.00	2	$ 376.00
	Analyst	$ 146.00	26	$ 3,796.00
	Clerical Project Admin	$ 100.00	13	$ 1,300.00
			Permitting	**$ 29,364.00**

B. In addition to the Fixed Fee, Client shall pay Design Professional for reimbursable expenses. Refer to the Terms and Conditions.

C. Any services or scope of work items beyond those noted herein shall be an Additional Service. Additional Services will be provided only after written approval is received by Design Professional.

SCHEDULE

Design Professional shall perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of the work. Client acknowledges that the completion of Design Professional's services is dependent upon third parties not under the control of Design Professional as well as the cooperation of Client. Design Professional will make reasonable efforts to complete its work within Client's time constraints. However, Design Professional's inability to satisfy Client's time constraints for reasons beyond the control of Design Professional will not be deemed a breach of this Agreement.

The following proposed schedule will be confirmed or adjusted at the project kick-off meeting:

▪ Design Commencement	1 week after contract execution and receipt of deposit
▪ Due Diligence & Programming	2 weeks after design commencement
▪ Concept Design	1 week after Programming is Finalized
▪ Client Concept Design Review (*)	2 weeks
▪ Schematic Design Submission	4 weeks after receipt of Client Concept Design Comments
▪ Client SD Review (*)	2 weeks
▪ Construction Document Submission	4 weeks from receipt of Client DD Comments
▪ Client CD Review	2 weeks
▪ Final Permit-Ready Documents	2 weeks from receipt of Client CD comments

Schedule subject to change if Agreement is not signed within 30 days.

(*) Design Professional cannot guarantee permit, Client, and external review time periods within a given time frame. Construction schedule is an estimate and is to be determined with selected Contractor.

This Agreement represents the entire integrated Agreement between Client and Design Professional and supersedes all prior negotiations, representations, or Agreements, whether written or oral. This Agreement may be amended only in writing and signed by both Client and Design Professional. Design Professional reserves the right to modify or amend the fee and scope referenced if this Agreement is not executed within thirty days.

Please sign and return this Agreement for our records. Authorization by Client to proceed, whether oral or written, constitutes acceptance of the terms and conditions of this Agreement, without modification, addition, or deletion. No waiver or modification of the terms and conditions set forth herein shall be binding upon Design Professional unless made in writing and signed by both Design Professional and Client.

Signature	Date	K2M Design®, Inc. Heather Carruthers, Director	June 29, 2026
Printed Name	Title	K2M Design®, Inc. Scott C. Maloney, President	June 29, 2026

APPENDIX A: EXPANDED SCOPE OF SERVICES AND DELIVERABLES

DUE DILIGENCE

Due diligence includes field measurement and non-destructive verification of existing site and building conditions related to the project scope, including field notes and photos to produce design backgrounds. The intent is not to provide "as-built" documentation for the project, but documentation sufficient to the design. A survey and geotechnical analysis will also be performed.

PROGRAMMING

The Design Professional will provide programming and planning services to define the overall project components including:

1. Conducting a walkthrough of the Client's existing facilities.
2. Drawing Space Relationship diagrams to show interconnectivity between departments.
3. Providing a preliminary opinion of the program with respect to the Client's stated budget objectives.

CONCEPT DESIGN

The primary goal of Concept Design is to establish the vision for the project and test whether the team's project vision can be effectively implemented on the site within the project schedule and budget. The Concept Design deliverable will serve as the basis for all future phases.

SCHEMATIC DESIGN

The purpose is to produce a design solution illustrating the scale and relationship of the project components based on the program, budget, and other project requirements. The Schematic Design Documents shall consist of drawings and other documents including a site plan, preliminary building plans, elevations, and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing as a narrative. Design Professional will review with Client the approaches to design and construction of the project. Design Professional shall also review and prepare a written evaluation of Client's program, schedule, budget for the cost of the work, project site, and the proposed procurement or delivery method and other initial information provided by Client. Project schedules will be updated after approval of the submission.

Documents: All Documents are considered complete to the level of Schematic Design to continue into Design Development, Program, Basic Code and Zoning Analysis, Engineering Basis of Design, Narrative on Special Requirements (such as environment, historical limitations, hardening, etc.), drawings, and specifications.

Approval: Documented approval of Schematic Design phase by Client.

CONSTRUCTION DOCUMENTS

Based on Client's approval of the Schematic Design Documents and on Client's authorization of any adjustments in the project requirements and the budget for the cost of the work, Design Professional shall prepare Construction Documents for Client's approval. The Construction Documents shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and defining the design intent. The Construction Documents illustrate and describe the further development of the

approved Schematic Design Documents and other requirements for the construction of the work. A quality control review will be conducted.

Client and Design Professional acknowledge that to construct the work, the Contractor will provide additional information, including shop drawings, product data, samples, and other similar submittals as specifically requested by Design Professional, which Design Professional shall review if engaged to do so. During the development of the Construction Documents, Design Professional shall assist Client in the development and preparation of (1) the Conditions of the Contract for Construction (General, Supplementary, and other Conditions) and (2) a Project Manual that includes the Conditions of the Contract for Construction and Specifications and may include sample forms.

Contract Documents

Civil

- General Notes and Legends
- Survey and Grading Plan(s)
- Site Plan with Utilities, Equipment, and Building Footprints
- Storm Water Pollution Prevention Plan
- Site Details

Architectural

- Cover Sheet
- General Notes and Legends, Drawing Index, Code Analysis, and Misc. Information
- Demolition Plans, Elevations, and Photographs
- Architectural Site Plan and Details
- Life Safety Plans with fire ratings, length of travel, and door capacity
- Floor Plan(s)
- Building Elevations
- Building Cross Sections
- Building Wall Sections
- Enlarged Plans and Elevations
- Window, Door, and Hardware Schedules
- Equipment, Millwork, and Casework Plans, Elevations, and Details
- Exterior and Interior Details
- Wall Details
- Special Construction Plans and Details
- Final COMcheck

Interiors

- Finish Plans
- Furniture Plans
- Interior Elevations
- Finish Schedules
- Interior Details

Structural

- General Notes and Legends
- Special Inspections
- Foundation Plan
- Framing Plans
- Typical Details

- Special Sections and Details
- Structural Schedules

Mechanical
- General Notes and Legends
- Floor and Roof Plans
- Enlarged Equipment Room Plans and Sections
- Special Sections and Details
- Control Diagrams
- Equipment and Fixture Schedules
- Final COMcheck

Plumbing
- General Notes and Legends
- Demolition Plans, Elevations, and Details
- Sanitary and Domestic Water Floor Plans
- Enlarged Equipment Room Plans
- Sanitary / Vent Riser Diagram
- Special Elevations, Sections, and Details
- Equipment and Fixture Schedules

Fire Suppression
- General Notes and Legends
- Plans
- Details and Diagrams

Electrical
- General Notes and Legends
- Site Lighting Plan
- Power and Lighting Floor Plans
- Technology Plan
- One Line Diagram
- Enlarged Equipment Room Plans and Elevations
- Special Sections and Details
- Equipment, Fixture, and Panel Schedules
- Final COMcheck

Fire Alarm
- General Notes and Legends
- Plans
- Details and Diagrams

CSI Specifications
- Final Standard Requirements (Division 00
  - Cover Sheet
  - Table of Contents
  - Solicitation, Instructions to Bidders, Bid Form, Bid Security Form, Bidder's Qualifications, EDGE Affidavit, Contract Form, Performance and Payment Bond Form, Contracting Definitions, General Conditions, Wage Rate Requirements, Supplemental Instructions
- Final, limited General Requirements Specifications (Division 01)
- Final Technical Specifications (Divisions 02 through 49)

Approval: Documented approval of Contract Documents phase by Client prior to Permitting and Bidding.

PERMITTING

Assist in submitting electronic stamped and signed PDF Contract Documents for plan approval and building permit. Respond to plan review comments and coordinate with the AHJ.

APPENDIX B: STIPULATIONS, EXCLUSIONS, AND ADDITIONAL SERVICES

1. Upon signing of this Design Services Agreement, it may be necessary and useful for the following documents to be completed depending upon applications required by local jurisdictions:

   - Signed Authorization Form
   - Previous architectural, interior design, and engineering drawings if in possession
   - Elevation certificate showing flood designation from FEMA maps

2. Client shall provide written approval of Design Professional's Conceptual Design, Schematic Design, Construction Document submissions to Design Professional within a reasonable time from receipt of each submission as shown in the schedule above. Any revisions to scope of services, design criteria or changes requested which result in any redesign after 50% complete will be considered additional services. Written authorization will be required from the Client prior to proceeding with additional services. Client shall inform Design Professional of sequence and timing of the solicitation of construction bids for the project.
3. All work shall be prepared in Revit. Revit models will be available to the contractors on the project for use in developing their shop drawings. The maximum level of development will be a Level of Development (LOD) 300 model. Models developed beyond this LOD will be an Additional Service.
4. Special Inspection services are required by law to be by Client or a third-party consultant. Requirements for such services shall be defined per the International Building Code (IBC).
5. Structural Fees are for buildings with seismic design category of 'C' or less. Please note seismic design category cannot be determined until receipt of appropriate information defined in a geotechnical report.
6. The initial due diligence field survey includes (1) Architect and (1) Engineer.
7. All finishes and materials are to be presented in an electronic format only.
8. (1) round of comments from Client is anticipated at each Design Phase – additional review period is to be an additional fee.
9. Includes the following meetings through the duration of the project:

Meeting Type	Number of Meetings	Meeting Format
Design Development Meetings	3	Virtual
Design Presentation Meetings	3	Virtual
Design Comment Review Meetings	3	Virtual

10. (1) 3D interior and (1) 3D exterior rendering at 150 DPI (11x17 scale) is included in the fee. Additional renderings and higher quality DPI shall be provided per Additional Services.
11. Pre-engineered structural systems or "delegated design" systems include skylights, curtain walls, wood/metal trusses, precast and tensioned concrete, metal buildings, light gage framing, joist girders, steel/heavy timber connections, fabricated stairs, modular wall systems, and specialty products. The Engineer of Record (EOR) shall provide basis of design and permit documents, and the final design of these components is the responsibility of Specialty Structural Engineers through the supplier or manufacturer. Shop drawings in the Construction Administration phase are to be reviewed by the EOR for compliance with design intent only.
12. Existing infrastructure and utilities are understood to be capable of supporting the new work.
13. Technology, including new data, telephone and cable TV port locations shall be provided. Head end equipment, cabling and pathways is by Client/Clients Vendor.
14. Security device locations shall be provided. Head end equipment, cabling and pathways is by Client/Clients Vendor.

15. Detailed and/or defined Fire Alarm and Fire Suppression deferred submission documents are to be provided by the Client's Contractor based on Design Professional's code analysis and other requirements from the Authority Having Jurisdiction (AHJ). A registered design professional hired by the Client's Contractor shall design, sign, and seal the documents for permitting and AHJ approval. Design Professional will not sign, seal, stamp, certify, or otherwise approve these drawings, but Design Professional may review for general compliance with the contract documents' intent. Design of a fire pump, if required, can be provided as an additional service.
16. In providing opinions of probable construction cost, the Client understands that the Design Professional has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Design Professional's opinion of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Design Professional makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Design Professional's opinion of probable construction cost.
17. Attendance at the design review hearings with the local authorities; including planning and zoning hearings, variances, etc.; is not included in the base fee but can be provided on an hourly basis, including all preparation therefore.

Exclusions

1. Fast-track construction, multiple GCs, multiple bid packages, and/or phased construction.
2. Full-time field observation and/or on-site construction management.
3. Hazardous material survey, abatement design, Phase 1 and 2 Environment reports.
4. Material or destructive testing of any kind.
5. Entitlement work of any kind.
6. Design of site related elements such as exterior light pole bases, retaining walls, site walls, stairs, access ramps driveways, sidewalks, hardscape and curbs.
7. Commissioning.
8. LEED, WELL or other sustainability certification services.
9. Pest/mosquito control system design.
10. Value engineering, alternates evaluation, and substitution requests.
11. Arc fault and short circuit calculations.
12. TV/monitor equipment/hardware, electronic locks, speaker systems, audio systems, audiovisual equipment, security systems.
13. Post occupancy evaluations and warranty walks.
14. Building Information Model (BIM) information for post-construction use.
15. Printed drawings for Client or Contractor use.
16. Design Professional's coordination of Client's consultants.

Additional Services

1. Any services or scope of work items beyond those noted herein. Expanded Scope, Stipulations, and Exclusions shall be considered not part of the Base Agreement.
2. Additional Services are those that arise because of unforeseen circumstances during the design of a project and that, therefore, cannot be included in the Basic Services Agreement. Such Additional Services, when requested in writing by Client, shall be performed at Hourly Rates per Design Professional's rates or negotiated fixed fee.

3. Providing services in connection with evaluating substitutions proposed by Contractor(s), and making subsequent revisions resulting therefrom, and deciding disputes between Client and Contractor(s) are an additional price.
4. O&M Manual compilation and record drawings will be prepared utilizing Contractor "as-builts" on an hourly rate basis only. The drawings will be prepared by Design Professional's drafting staff only. Design Professional will maintain electronic files for this Project and provide one digital set to Client.
5. Time and Expenses and "Hourly" Not to Exceed (NTE) work fees are an approximation. The work shall be considered complete when Design Professional's cost including labor, material, subconsultants, overhead, and profit for that NTE task has reached the not to exceed amount. A new mutually agreed upon Amendment to continue the work shall be provided.

APPENDIX C: 2026 HOURLY RATES

The following is a listing of hourly rates assigned by staffing type for K2M Design®, Inc. and only applies for services authorized beyond our base fees. Hourly rates quoted are for the current calendar year and are subject to change thereafter.

GENERAL	
Principal	$365.00 / hour
Director	$285.00 / hour
Senior Project Manager	$215.00 / hour
Project Manager	$190.00 / hour
Construction Administrator	$150.00 / hour
Facility Assessor	$170.00 / hour
Design Technology Specialist III	$140.00 / hour
Design Technology Specialist II	$105.00 / hour
Design Technology Specialist I	$ 95.00 / hour
Administration	$105.00 / hour
Clerical	$ 65.00 / hour
Student Intern	$ 65.00 / hour
ARCHITECTURE	
Senior Architect	$200.00 / hour
Architect III	$175.00 / hour
Architect II	$165.00 / hour
Architect I	$140.00 / hour
Designer III	$140.00 / hour
Designer II	$120.00 / hour
Designer I	$115.00 / hour
ENGINEERING	
Senior Engineer	$215.00 / hour
Engineer III	$195.00 / hour
Engineer II	$175.00 / hour
Engineer I	$155.00 / hour
Engineering Designer III	$150.00 / hour
Engineering Designer II	$135.00 / hour
Engineering Designer I	$125.00 / hour
INTERIOR DESIGN	
Senior Interior Designer	$150.00 / hour
Interior Designer III	$135.00 / hour
Interior Designer II	$120.00 / hour
Interior Designer I	$100.00 / hour

APPENDIX D: TERMS AND CONDITIONS

The services outlined in this Agreement cover the scope of work for the Project as defined in this Agreement. Design Professional will complete the service outlined in this Agreement for the fees outlined. If Design Professional encounters conditions that require a need for revision or modification in the fees, Design Professional will discuss with Client the courses and likely effects of the required modification, both in terms of timing and fees. Both parties agree to negotiate in good faith should a situation arise that requires a modification in the fees.

Billings/Payments

Invoices for services shall be submitted, at Design Professional's option, either upon completion of the services or monthly. Remittance information is included on each invoice. Deposits shall be credited on the first invoice. Invoices shall be payable within thirty (30) days of the invoice date. A service charge of 1.5% (or the maximum legal rate) per month will be applied to the unpaid balance after 30 days from the invoice date. Design Professional shall have the right to suspend or terminate services if payment is not received within sixty (60) days of the invoice date, Design Professional shall have no liability for any delays or damages incurred by Client as a result of such suspension or termination. Client shall pay all costs of collection, including reasonable attorney fees.

Client Delays

If the project is suspended or delayed by Client for more than sixty (60) days, before work can resume on the project, Client must pay all unpaid Design Professional invoices plus a remobilization fee equal to ten percent (10%) of Design Professional's fees for services remaining to be performed. Client understands and agrees that there may be a delay before Design Professional is able to resume work on the project and that changes to the Design Professional project team may occur. The project schedule will be equitably adjusted to accommodate time lost due to suspension or delay.

Expenses

Design Professional anticipates incurring expenses in connection with the project for travel, parking, express mailing, reproduction of reports/drawings, and similar project-related items. Meal expenses are based on our standard per diem rate

Building Permit / Plan Review Fees

Client will prepare a check payable to the Authority Having Jurisdiction (AHJ) for the building permit submission and/or plan review fees.

Standard of Care

In providing services under this Agreement, Design Professional will endeavor to perform in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Design Professional will perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of Design Professional's part of the project. Regardless of any other term or condition of this Agreement, Design Professional makes no express or implied warranty of any sort. All warranties, including warranty of merchantability or warranty of fitness for a particular purpose, are expressly disclaimed.

Assigned Consultants

An additional fifteen percent (15%) will be added to fees of consultants such as a permit expediter; civil, geotechnical, survey, environmental, or specialty engineer; or Client-preferred provider retained by or assigned to Design Professional.

Insurance

Design Professional will carry Professional Liability Insurance in the amount of $1,000,000.00 per claim/aggregate.

Indemnification

Client and Design Professional each agree to indemnify and hold the other harmless, and their respective officers and employees from and against losses, damages, and expenses, to the extent such losses, damages, and expenses are determined to have been caused by indemnifying party's negligent acts, errors, or omissions. In the event claims, losses, damages, and expenses are caused by the joint or concurrent negligence of Client and Design Professional, the liability shall be borne by each party in proportion to its negligence.

Consequential Damages

Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither Client nor Design Professional shall be liable to the other for any incidental, indirect, special, punitive, or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income, damage to reputation, or any other consequential damages that either party may have incurred from any cause of action whatsoever.

Hidden Condition*s*

A condition shall be considered hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If Design Professional has reason to believe that such a condition may exist, Client will be notified and shall authorize and pay all costs associated with the investigation of such a condition. If (1) Client fails to authorize such investigation after such due notification, or (2) Design Professional has no reason to believe that such a condition exists, Design Professional shall not be responsible for the existing conditions or any resulting damages or losses resulting therefrom.

Hazardous Materials/Mold

Design Professional shall have no responsibility for the identification, discovery, presence, handling, removal, or disposal, or exposure of persons to hazardous materials of any form including mold. The existing or constructed building may; as a result of post-construction, use, maintenance, operation, or occupation; contain or be caused to contain mold substances that can present health hazards and result in bodily injury, property damage, and/or necessary remedial measures and costs for which Design Professional shall have no responsibility.

Risk Allocation

Notwithstanding anything to the contrary herein in recognition of the relative risks and benefits of the project to both Client and Design Professional, Client agrees, to the fullest extent permitted by law, to limit Design Professional's total liability to Client or anyone making claims through Client, for any and all damages or claim expenses (including attorney's fees) arising out of this Agreement, from any and all causes, to the total amount of Design Professional's fee. It is stated that the liability limit applies to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Opportunity to Cure

Prior to any claim for damages being made, Client shall provide Design Professional with written notice of any alleged deficiencies in Design Professional's performance, Design Professional shall have a reasonable opportunity to cure any alleged defect in performance.

Termination of Services
This Agreement may be terminated by either party upon ten (10) days written notice to the other, should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay Design Professional for all services rendered to the date of termination, all reimbursable expenses incurred, and reasonable termination expenses.
In the event of termination not the fault of Design Professional, in addition to compensation for services preformed prior to termination, Design Professional will be compensated for Termination Expenses. Termination Expenses are in addition to compensation for services of the Agreement and include expenses directly attributable to termination for which Design Professional is not otherwise compensated, plus an amount equal to ten percent (10%) of Design Professional fees for services remaining to be performed after termination.
Ownership of Documents
All documents produced by Design Professional under this Agreement, including electronic files, shall remain the property of Design Professional and may not be used by Client for any other purpose without the written consent of Design Professional. Any such use or reuse shall be at the sole risk of Client who shall defend, indemnify, and hold harmless the Design Professional and its subconsultants from any and all claims and/or damages arising from such use. Electronic files are not construction documents and cannot be relied upon as identical to construction documents because of changes or errors induced by translation, transmission, or alterations while under the control of others. Use of information contained in the electronic files is at the user's sole risk and without liability to Design Professional and its consultants.
Defects in Service
Client shall promptly report to Design Professional, in writing, any defects or suspected defects in Design Professional's services. Client agrees to impose a similar notification requirement on all contractors and their subcontractors on the Project. Failure by Client and Client's contractors or subcontractors to notify Design Professional shall relieve Design Professional of the costs of remedying the defects that are in excess of the sum such a remedy would have cost had prompt notification been given when such defects were first discovered.
Construction Observation
Design Professional shall not be responsible for the acts or omissions of any person performing any of the work or for instructions given by Client or its representatives to anyone performing any of the work, nor for means and methods or job-site safety. Responsibility for deficiencies during construction not observed by Design Professional is strictly excluded.
Dispute Resolution
Any claim or dispute between Client and Design Professional shall be submitted to non-binding mediation, subject to the Parties agreeing to a mediator(s). If the Parties cannot agree upon a mediator, the claim or dispute shall be submitted to the American Arbitration Association (AAA) for mediation in accordance with the Construction Arbitration and Mediation Rules of the AAA then in effect. Unless otherwise specified, the laws of the State where the work is performed shall govern this Agreement.
Relationship of the Parties
All services provided by Design Professional are for the sole use and benefit of Client. Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or Design Professional. All items have been fairly negotiated and that Client had the option of altering or foregoing the terms and conditions in exchange for an equitable adjustment in Design Professional's fee.

FURTHER, PURSUANT AND SUBJECT TO FLORIDA STATUTES, SECTION 558.0035, THE OWNER AGREES THAT ANY INDIVIDUAL PERSON EMPLOYED AS A DESIGN PROFESSIONAL BY DESIGN PROFESSIONAL OR AN AGENT OF DESIGN PROFESSIONAL SHALL NOT BE HELD INDIVIDUALLY LIABLE FOR ECONOMIC DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS CONTRACT. FURTHER, THE PROVISIONS OF THIS SECTION SHALL SURVIVE THE EXPIRATION AND/OR TERMINATION OF THIS AGREEMENT AND THE COMPLETION AND/OR TERMINATION OF THE SERVICES PROVIDED BY DESIGN PROFESSIONAL.

END OF AGREEMENT

CONSENT AGENDA ITEM 301

CITY COMMISSION AGENDA | JULY 13, 2026 REGULAR MEETING

TITLE

7 Brew Drive Thru Coffee at Blake Commons Final Site Acceptance

SUMMARY

7 Brew Drive Thru Coffee is located at Blake Commons in the Winter Springs Town Center District. The project was approved on December 8, 2025 via Site Plan Final Engineering Application FEDP-2025-0012. The final acceptance closeout list for the project is attached. All relevant items on said list have been completed and documented evidence of the same filed with the Community Development Department. Final Engineering inspections were completed on June 23, 2026. A Temporary Certificate of Occupancy was issued on July 1, 2026.

FUNDING SOURCE

RECOMMENDATION

The Community Development Department recommends that the City Commission finds the site work to have been built in substantial accordance with the Final Engineering Plan.

COMMUNITY DEVELOPMENT DEPARTMENT
FINAL SITE ACCEPTANCE CHECKLIST

Project: 7Brew Coffee Shop– 1248 E SR 434, Winter Springs, FL 32708

1. Submit Engineer of Record's Certification Letter.
   - **6-23-2026**
2. Submit DEP Water Certification.
   - **N/A**
3. Submit DEP Sewer Certification.
   - **N/A**
4. Submit DEP Stormwater Certification
   - **N/A**
5. Pay all Water and Sewer Connection Fees.
   - **3-23-2026**
6. Submit FDOT Permit Certification.
   - **N/A**
7. Submit a complete set of record drawings (as-builts) as a digital file.
   - **6-17-2026**
8. Submit a Bill of Sale for all infrastructure being turned over to the City for ownership and maintenance (streets, utilities, ponds, sidewalks, etc.). Use the City's standard Bill of Sale form.
   - **N/A**
9. Submit a 2-year Maintenance Bond, Letter of Credit, or Cash Escrow Deposit (10% of the value of all public improvements/infrastructure to be owned and maintained by the City as listed on the Bill of Sale).
   - **N/A**
10. Submit letter from Engineer of Record to St. Johns River Water Management District certifying the on-site improvements.
    - **N/A**

COMMUNITY DEVELOPMENT DEPARTMENT
FINAL SITE ACCEPTANCE CHECKLIST

11. Complete Final Inspection of on-site improvements (to occur after receipt of as-builts from the Engineer of Record).
    - **6-18-2026**
12. Record easements and dedications at Seminole County and submit proof of completion.
    - **N/A**
13. Receive final approvals from all City departments (Planning, Engineering, and Building) as well as the Seminole County Fire Department and submit proof of completion.
    - **7-1-2026**
14. Temporary Certificate of Occupancy
    - **7-1-2026**

By signing below, I confirm that all final inspections of public infrastructure have been completed and passed successfully.

_____

Hector Suarez, Construction Services Manager

By signing below, I confirm that all required information and documents have been received and that all applicable items of the Final Site Acceptance Checklist have been completed.

_____

Terrilyn Rolle, Director of Community Development

CONSENT AGENDA ITEM 302

CITY COMMISSION AGENDA | JULY 13, 2026 REGULAR MEETING

TITLE

Trotwood Park Pour in Place Playground Surfacing

SUMMARY

As part of the City's ongoing commitment to maintaining safe, accessible, and high-quality recreational amenities, staff is recommending the replacement of the existing playground safety surfacing at Trotwood Park with a new Americans with Disabilities Act (ADA)-compliant Pour in Place (PIP) rubber surfacing system.

The proposed project includes all labor, materials, equipment, supervision, transportation, and incidentals necessary to complete the work. The scope includes project mobilization and coordination with the City; installation of temporary fencing, barricades, and warning signage; and protection of existing playground equipment, sidewalks, irrigation systems, utilities, landscaping, and other park amenities throughout construction.

The project also includes the removal and disposal of approximately 4,650 square feet of existing poured-in-place rubber surfacing, removal of unsuitable base materials as necessary, and maintenance of a clean and safe work site throughout the duration of the project. Following demolition, the contractor will inspect and prepare the existing base, identify and report any deficiencies requiring repair, perform minor base repairs as necessary, and ensure proper drainage and surface conditions prior to installation.

The contractor will furnish and install approximately 4,650 square feet of new poured-in-place rubber safety surfacing consisting of a recycled SBR shock-absorbing base layer and an EPDM wear layer. The surfacing will be installed at a thickness sufficient to meet or exceed the critical fall height requirements of the existing playground equipment and will provide a seamless, slip-resistant, and uniform surface throughout the playground area. Color options will be submitted to the City for approval prior to installation.

All materials and installation methods shall comply with the latest applicable standards, including ASTM F1292 (Impact Attenuation of Playground Surfacing Materials), ASTM F1951 (Accessibility of Surface Systems), ASTM F1487 (Playground Equipment for Public

Use), the Americans with Disabilities Act (ADA) Accessibility Guidelines, and the U.S. Consumer Product Safety Commission (CPSC) Public Playground Safety Handbook.

Upon completion of the installation, the contractor will restore all disturbed areas, remove all construction debris, equipment, temporary fencing, and excess materials, clean adjacent sidewalks, curbing, and playground equipment, and leave the site in a clean, safe, and fully operational condition. Work shall not commence until written authorization is issued by the City through a Notice to Proceed, Work Order, or other written directive. The contractor's pricing also includes unit costs for temporary fencing and dumpsters, demolition and disposal, site preparation and minor base repairs, new PIP surfacing, site restoration, testing, certification, warranty documentation, and associated project components.

City staff obtained four (4) written quotes from qualified vendors as follows:

- **Pro Playgrounds:** $106,441.91
- **Bliss Products:** $135,185.00
- **The Recreational Group:** $126,124.30
- **Medley Sports Construction:** $85,990.00

Although Medley Sports Construction submitted the lowest-priced quote, staff's evaluation considered factors beyond cost, including project scheduling and the City's operational needs. Staff intends to commence construction on August 10, immediately following the conclusion of the summer break, to minimize disruption to park users and reduce the duration of the playground closure during a period of high public use. Medley Sports Construction was unable to commit to the City's desired start date and advised that the project could require up to 21 working days to complete once mobilized. Conversely, Pro Playgrounds confirmed its ability to meet the City's preferred construction schedule and complete the project within the desired timeframe, thereby minimizing impacts to the public while providing a competitive and responsive proposal.

FUNDING SOURCE

This projected will be funded by 4th Generation Infrastructure Sales Tax revenues.

RECOMMENDATION

City Staff is recommending the City Commission authorize the purchase of Pour in Place (PIP) playground surfacing inclusive of materials and labor from Pro Playgrounds in the amount of $106,441.91.

Additionally, staff is requesting the City Commission approve a waiver of established purchasing policy and procedures as defined in Exhibit A of Resolution 2023-20 and accept 4 written quotes obtained by staff as the method of competitive procurement in lieu of an Invitation to Bid procurement method.

Staff recommends authorizing the City Manager and City Attorney to prepare and execute any and all applicable documents consistent with the agenda item.

PRO PLAYGROUNDS
The Play & Recreation Experts

Pro Playgrounds
8490 Cabin Hill Road
Tallahassee, FL 32311

Quote

Date	Estimate #
6/26/2026	63536

Project Name
Trotwood Park PIP repairs

Customer / Bill To	Ship To
City of Winter Springs Michael Krist 1126 East State Road Winter Springs, FL 32708	701 Northern Way Winter Springs, Fl 32708

GUARANTEED BEST PRICE GUARANTEED

WE WILL BEAT ANY PRICE BY 5%!

Item	Description	Qty	Cost	Total:
	1. Supply and install 4650 sq ft of PIP surfacing 2.5inch depth, 50/50 blend of color, immediate use zone of equipment only 2. site prep of removing all existing rubber surfacing and disposing of it 4. supply and install aggregate sub base as needed in ay disturbed and uncompacted areas 5. 50/50 mix color-TBD, Areas to be 2.5 inch total depth meeting CFH of 7 feet			
	SAFETY SURFACING			
SBRT	SBR Buffings T	410	34.43656	14,118.99
RH10	RH10 GREEN	102	113.13922	11,540.20
TPV-BT	Premium 1350 Black Granules T	102	28.49892	2,906.89
ARODT	PremArc Aromatic T Binder Drum	12	1,491.63167	17,899.58
MISC	Binder surcharge	12	71.25	855.00
Shipping	Combined Shipping and Freight Charges	1	4,221.25	4,221.25
	SITE PREP LABOR AND MATERIALS			
LBR	Labor and Removal_Disposal - existing rubber materials	1	12,750.00	12,750.00
AGG	Locally sourced crushed aggregate base materials (ABC Crush and Run Typical)	20	45.00	900.00

AGREED AND ACCEPTED:
If the above total price, scope of work, specifications, terms and conditions are acceptable, sign below indicating your acceptance and authorization for Pro Playgrounds to proceed with the work and/or sales transaction described in this quotation. Upon signature and payment in accordance with this quote, Pro Playgrounds will proceed with the work and/or sales transaction.

Signature _____ Name / Title _____ Date ___/___/___

Subtotal:	
Sales Tax: (7.5%)	
Total:	

Terms and Conditions - Price valid for 30 days and subject to change. 1. If installation is not included with your purchase, client will be responsible for coordinating, receiving and unloading of all goods, delivery drivers will not help unload goods. 2. Client will be responsible to inspect goods for defect, damage or missing parts, any deficiency or missing parts must be noted on delivery slip. 3. Client will be responsible for costs due to cancelled or missed delivery appointments. 4. Client has reviewed all items, colors and descriptions on this quote for accuracy and correctness. 5. If quote includes installation of goods, the installation is subject to the terms and conditions of Pro Playgrounds "Standard Installation Agreement" a copy of which may be obtained from your Sales Representative.

PRO PLAYGROUNDS
The Play & Recreation Experts

Pro Playgrounds
8490 Cabin Hill Road
Tallahassee, FL 32311

Quote

Date	Estimate #
6/26/2026	63536

Project Name
Trotwood Park PIP repairs

WE WILL BEAT ANY PRICE BY 5%!

Customer / Bill To	Ship To
City of Winter Springs Michael Krist 1126 East State Road Winter Springs, FL 32708	701 Northern Way Winter Springs, Fl 32708

Item	Description	Qty	Cost	Total:
LBR	Labor and Installation-spread and compact any areas needing new sub base for surfacing, and PIP 2.5inch depth 4650 sqft	1	41,250.00	41,250.00

AGREED AND ACCEPTED:
If the above total price, scope of work, specifications, terms and conditions are acceptable, sign below indicating your acceptance and authorization for Pro Playgrounds to proceed with the work and/or sales transaction described in this quotation. Upon signature and payment in accordance with this quote, Pro Playgrounds will proceed with the work and/or sales transaction.

Signature _____ Name / Title _____ Date ___/___/___

Subtotal:	$106,441.91
Sales Tax: (7.5%)	$0.00
Total:	$106,441.91

Terms and Conditions - Price valid for 30 days and subject to change. 1. If installation is not included with your purchase, client will be responsible for coordinating, receiving and unloading of all goods, delivery drivers will not help unload goods. 2. Client will be responsible to inspect goods for defect, damage or missing parts, any deficiency or missing parts must be noted on delivery slip. 3. Client will be responsible for costs due to cancelled or missed delivery appointments. 4. Client has reviewed all items, colors and descriptions on this quote for accuracy and correctness. 5. If quote includes installation of goods, the installation is subject to the terms and conditions of Pro Playgrounds "Standard Installation Agreement" a copy of which may be obtained from your Sales Representative.

Bliss Products and Services, Inc
6831 S. Sweetwater Rd.
Lithia Springs, GA 30122
(800) 248-2547
(770) 920-1915 Fax

Quote # **81535**

Sales Rep: Heather Smith
heather.smith@blissproducts.com
C: (727) 403-7849

City of Winter Springs

Date
06-24-2026

Project
Trotwood Park PIP

Bill To
City of Winter Springs
1126 East S.R. 434
Winter Springs, Florida 32708

Ship To
Trotwood Park
701 Northern Way
Winter Springs, Florida 32708

Contact
Michael Krist
Parks Manager
Phone: (407) 327-6589

Approximate Ship Date

Ship Via

Terms
Per Payment Schedule

Vendor	Part #	Description	Qty	Unit Price	Extended Price
INS	Temp Fence	Temporary Fencing	1	$1,800.00	$1,800.00
INS	Demo/Disposal/ Dumpsters	Demolition and Disposal of existing Rubber Mulch, approx. 5" depth	1	$19,190.00	$19,190.00
INS	Site Prep/Base Repair	Site Prep/Base Repair	1	$17,995.00	$17,995.00
INS	PIP Surface	PIP Surface to meet fall height of playground equipment	1	$92,000.00	$92,000.00
INS	Site Restoration	Site Restoration and Cleanup	1	$4,200.00	$4,200.00
Note:		PLAYGROUND SAFETY SURFACE Furnish all necessary materials, labor, and equipment for the removal of the existing loose rubber mulch and the installation of a polyurethane/ EPDM Rubber PIP safety surface over a compacted stone base. Work to include: 1. Install an Orange Plastic temporary construction fence around the entire perimeter of the playground. 2. Remove all existing loose rubber mulch and dispose of off site 3. Install additional compacted stone base to bring the subbase up to required level for the installation of the new PIP surface. 4. Install PIP safety surface 5. Cleanup and site restoration Total area to be surfaced: 4,650 SF Product: Pour In Place Rubber Safety Surface Thickness: 2 ½ inch for a 6 CFH Color: Green/Black 50/50, Light Blue/Black 50/50 and a 100% 8 wide Tan stripe bordering the green and blue areas. Working time to complete: 10 days Warranty: Five Years			

	Sub Total	$135,185.00
	Freight	0.00
Taxable Subtotal	**Tax**	0.00

Grand Total	$135,185.00

- **Due to volatility in raw material pricing, this quote is only valid for 30 days unless otherwise noted.**
- **Due to instability in material procurement and manufacturing, verbal or written lead times are subject to change.**

Sales tax exempt certificate will be required for exemption. All orders are subject to approval and acceptance by the manufacturer. Deposits may be required. Add 3% to total for charge card transactions. Manufacturing lead times will not begin without an actual shipping address, color and mount selection, approved purchase order or fully executed contract. Customer will need to coordinate with freight carrier if unloading or inside delivery is required. Damaged or missing parts must be noted on the bill of lading at the time of delivery. A finance charge of 1.5% per month will be added to all invoices past due. Return items are subject to manufacturer's policies and may result in freight and restocking fees.

Signed quote will not be accepted for orders over $500.

Install Conditions - Unless otherwise noted:

- Site should be clear, level and allow continuous access for delivery, materials and equipment. A space must be provided for the staging and secure storage of equipment within a reasonable distance to the jobsite. A water source within 100’ of the job site may be required.
- Installation price based on a single mobilization and unrestricted work hours. We can accommodate special requests but they may result in additional labor costs.
- Installation requiring footers are based on normal soil conditions. Rock, coral, asphalt, foundations, pipes, underground utilities, poor soil conditions, and poor drainage may incur additional charges.
- Bliss will call for public locates but the customer is responsible for locating and identifying all private utilities. We are not responsible for damage to unmarked lines.
- If permitting is required, customer is responsible for providing site survey. Equipment delivery and installation times will not begin until permitting is approved. Permitting fees and engineering drawings not included.
- Bliss will smooth jobsite but full site restoration (such as sod) is not included. Bliss will take every care with trees, curbs, sidewalks, fences and other site obstructions but will not be responsible for damage caused by normal installation processes.
- Removal of trash and spoils is not included. Customer responsible for providing dumpster for debris and/or an area within reasonable distance to spread spoils.
- Bliss will not be held responsible for delays due to weather.
- Customer accepts all responsibility for requests that are not in compliance with ASTM, CPSC or local building codes.

Complete Terms and Conditions can be found at https://blissproducts.com/terms-conditions/

205 Boring Drive • Dalton, GA 30721
t: 877.881.8477 • f: 706.529.0849
www.recreationalgroup.com
Remittance: P.O. Box 846 • Dalton, GA 30722

THE RECREATIONAL GROUP FAMILY OF COMPANIES

Quote

Date: 6/30/2026
Quote Number: Z37984

Bill To:
City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708

Ship To:
Trotwood Park
701 Northern Way
Winter Springs, FL 32708

Actual SF	Ship Via	Terms	Sales Rep	Project Manager
4,621 SF			Dana Heredia	Dustin Kothe

Qty	UOM	Description	Rate	Total
90	EA	PremArc Aromatic Binder, 60-80 - 45 lb Pail		
326	EA	Playground Rubber Buffings, Black		
143	EA	Duraflex TPV - Green, 55 lb bag 1-4mm		
33	EA	PremArc Aromatic Binder, 60-80 - 45 lb Pail		
115	EA	Playground Rubber Buffings, Black		
50	EA	Duraflex TPV - Light Blue, 55 lb bag 1-4mm		
		Materials, Installation, & Shipping		$ 121,969.62
		Tax	$ -	$ 4,154.68
Total				$ 126,124.30

Unless otherwise stated:
-Pricing is based on the accuracy of the drawings and/or information provided. Customer is responsible for any change orders required due to inaccuracies between as built field conditions and this quote's basis for calculation. Please reference provided hatch drawing.
-Pricing does NOT include drainage, surveying, permits, inspections, licensing, temporary fencing, security, dirt excavation or gradework.
-Pricing assumes free and easy access of heavy equipment to the site. Restricted physical access and/or hours will result in charges.
-Pricing includes up to 4" of compacted aggregate stone. An onsite increase of required stone depth will result in change order(s).
-Prior to installation the site must be graded to the correct depth and compacted in all areas to receive turf. (Photos required)
-Customer assumes responsibility for any mound installations with a slope greater than 20%.
-Customer responsible for all utility markings and assumes responsibility for unmarked damage to wires, cable, pipe, etc.
-Expenses such as material storage or freight reconsignment resulting from weather or site issues is the responsibility of the customer.

MEDLEY
SPORTS CONSTRUCTION

QUOTE

PO BOX 777
Sorrento, Florida 32776

Date: 6-30-26

To: Michael Krist

For: Trotwood PIP

Description			Amount
i. Temporary Fencing and Dumpsters			$5,000.00
Ii Demolition and Disposal of existing Rubber Mulch			$8,675.00
iii. Site Prep and base repairs			$6,975.00
iv. New PIP rubber surfacing (Sub Base and wear layer)			$60,000.00
v. Site Restoration and cleanup			$2,500.00
vi. Testing, Certification and Warranty Docs			$2,800.00
Grand Total			$85,950.00
*****Quote based on 4650 SF only. Actual field measurements to determine final exact SF.**			
*****Assumed at 6' fall for 5-12 playground, 4' fall for 2-5 playground and 8' fall for climber rock. Any other fall heights not included and to be adjusted accordingly for final pricing.**			
X_____			
Date_____			
50% payment for material deposit			
25% upon base prep			
25% upon completion			

*******NOTES*******			
This quote is valid for 30 days only. A signed contract or quote does not permanently hold the pricing unless the project is started within 30 days of the quote date. The project will need to be repriced within 30 days of an agreed start date.			
*****Any product warranties are not covered under Medley construction; this will be covered directly by the product manufacturer. Medley construction only provides a 1-year workmanship warranty, not any product warranties.**			
Items of Work not specifically listed on this proposal are not included whatsoever.			
**Seams to be glued on seam tape, turf edges to be glued to the existing floor around perimeter			
**Turf may wave and move as a floating floor. It is not 100% glued down to existing flooring.			
***Existing flooring to remain, turf to be installed on top as a ‘‘floating floor’’			
**Plumbing and electrical to be capped off only, rerouting or modifications are not included			
***Tree work of any kind is not included			
***Unforeseen underground conditions may arise and could result in extra work and a change order			
***Dewatering of any kind is not included whatsoever			
*** Fence work not included, unless listed on proposal			
***Design ,engineering reports, permits, fees, permits costs or any preconstruction requirements are not included, unless specifically listed on the proposal.			
***Damages from accessing the work area to and from with heavy equipment may occur. Medley Sports Construction shall not be responsible for damages to any existing or new sidewalks, asphalt roadways, driveways or any other areas crossing or nearby the workspace			
***Surveying, testing, inspections, any kind of engineering or soils reports and asbuilts are not included and shall be by others. Unless it is specifically listed on this quote.			

***Access must be provided by the owner or general contractor at all times during working hours. Wait time charges will apply per hour.			
**35% payment upon mobilization of equipment, remaining balance upon completion			
A 1 year workmanship warranty is included in our price. This warranty does not include acts of god or nature, vandalism, misuse or overusage, lack of maintenance required after project turnover, anomalies in surface or subsurface conditions, any live plants or grasses.			
. Any manufacturer warranty provided is not included in our workmanship warranty. Any claims shall go direct through the manufacturer			
*** temporary/power, water and other facilities to be supplied by others at all times for use during working hours			
**The existing subgrade and conditions must be verified by either a licensed survey and by our team prior to any equipment mobilizations..			
Survey stakes with marked elevations to be provided by others and a benchmark.			
Locations and layout is to be provided by others unless included in our proposal.			
. The subbase shall be provided within .1 prior to mobilization.			
***Concrete Pump if listed on this quote must be able to reach within 300’ or extra hose charges will apply			
-Dirt and Soils shall stay onsite, hauling out is not included -Footer boxes and shoring of any kind are not included if necessary Extra charges will apply at the time of discovery -Dewatering is not included -Final design shall determine the exact final price for the footing sizes, rebar sizing and any other engineering requirements -Final location of shade shall be determined by others prior to mobilization or charges for waittime or remobilization will apply.			
***Cracks, spalling and other surface conditions may arise and are not covered under any warranty ***Crack repair and Birdbath repairs are temporary and not warrantied whatsoever. It should not be considered a permanent fix, cracks will show through again at an unknown time period and could open larger due to preexisting subbase and/or base conditions and weather or any anomalies ***Painting cannot be completed when the surface temperature is lower than 50 degrees or higher than 120 degrees. Painting cannot be completed in the rain or in wet/humid/damp court conditions. The surface must be dry for at least 1 hour before any coatings can be applied. Any time delays or charges are not included whatsoever. ***Water, power and restroom facilities must always be provided during working hours. ***Painting at night can be included for a change order. Overtime hours and lights will be required which is not included in this quote. ***Special working hours or conditions are not included in this quote. ***A 1 year workmanship warranty is included. Any existing subsurface or surface conditions are not included in the warranty. Cracks, spalling and other surface conditions may arise due to unknown circumstances and anomalies and are not covered under warranty *** Courts shall be closed at all times during the working process. Owner/GC is responsible for keeping people off court, Medley will utilize our own lock and chain on 1 gate for our access only. If damages occur , extra work charges will apply for trespassers. If no fencing around area, GC/Owner is responsible for securing the area. Temporary fencing of any kind is not included.			

CONSENT AGENDA ITEM 303

CITY COMMISSION AGENDA | JULY 13, 2026 REGULAR MEETING

TITLE

Approval of the Minutes: Monday, June 8, 2026 City Commission Regular Meeting

SUMMARY

FUNDING SOURCE

RECOMMENDATION

Staff recommends the Commission review and approve the Monday, June 8, 2026 City Commission Regular Meeting minutes as presented.

CITY COMMISSION

REGULAR MEETING MINUTES
MONDAY, JUNE 8, 2026

CITY HALL – COMMISSION CHAMBERS
1126 EAST STATE ROAD 434, WINTER SPRINGS, FLORIDA

UNAPPROVED

CALL TO ORDER

Mayor Kevin McCann called the Regular Meeting of Monday, June 8, 2026 of the City Commission to order at 6:30 p.m. in the Commission Chambers of the Municipal Building (City Hall, 1126 East State Road 434, Winter Springs, Florida 32708).

Roll Call:

Mayor Kevin McCann, present
Deputy Mayor Cade Resnick, present
Commissioner Paul Diaz, present
Commissioner Victoria Bruce, present
Commissioner Sarah Baker, present
Commissioner Mark Caruso, present

City Manager Kevin Sweet, present
City Attorney Anthony Garganese, present
Interim City Clerk Tristin Tarrant, present

Pastor Kyle Stewart, Trinity Presbyterian Church, provided the invocation which was followed by the Pledge of Allegiance.

Mayor McCann asked if there were any changes to the agenda. Commissioner Baker asked for Item 501. behind Item 100. Commissioner Bruce requested Items 300, 301, and 303 on Consent be pulled for discussion. Deputy Mayor Resnick requested Item 302 on Consent be pulled for discussion. Brief discussion on changes ensued. Agenda was adopted with changes.

AWARDS AND PRESENTATIONS

100. City of Winter Springs Pavement Management Program

Director of Public Works and Utilities Clete Saunier introduced the city's pavement management program, crediting Assistant Director Peter Crespi and Public Works Superintendent Kevin Monzer for nine months of data collection and evaluation, and introduced Kevin Stone of Kimley Horn and Associates to deliver the formal presentation.

Mr. Kevin Stone, Project Manager with Kimley Horn, provided a comprehensive overview of the city's pavement network and the proposed 10-year Capital Improvement Program (CIP). He explained the Pavement Condition Index (PCI) system, a data-driven, objective scoring that forms the basis for maintenance decisions. Discussion on the availability of grants for this type of work ensued. City Manager Sweet affirmed that identifying grant opportunities is a standard first step for all city projects. The commission asked for material to be made available, so they are able to better respond to constituent inquiries.

Below is the order in which the agenda was heard*

REGULAR Item 501: Declaration to Recognize June as a Month of Respect, Inclusion and Community

Mayor McCann read the Declaration into the record. Mayor McCann offered a brief statement and emphasizing that the document was intended to affirm the humanity of all residents without asking anyone to change their personal beliefs. Deputy Mayor Resnick expressed support, citing the historical context of groups having to fight to be heard and the presence of community residents who would find meaning in the declaration. Commissioner Baker clarified that she had requested the item be brought as a declaration before the full Commission rather than as a mayoral proclamation, because she believed it was something the Commission could collectively support. Commissioner Diaz raised objection.

MOTION TO APPROVE THE DECLARATION AND HAVE BE READ [AND BECOME] PART OF THE RECORD. MOTION BY COMMISSIONER BAKER. SECONDED BY DEPUTY MAYOR RESNICK. DISCUSSION.

Mayor McCann opened Public Input for the motion.

David Williamson, rep for the Central Florida Freethought Community spoke in strong support, emphasizing the importance of visible community recognition for LGBTQ+ youth.

Art Gallo, Winter Springs expressed support for the declaration.

Sean Casseby, Winter Springs spoke in opposition, expressing concern about the long-term cultural trajectory of such recognitions and urging caution.

Mayor McCann closed Public Input for the motion.

VOTE FOR THE MOTION ON THE FLOOR: BAKER (AYE); BRUCE (AYE); CARUSO (NAY); DIAZ (NAY); RESNICK (AYE)
MOTION CARRIED: 3-2.

INFORMATIONAL AGENDA
200. Not Used

No discussion.

PUBLIC INPUT
Mayor McCann opened Public Input.

Karen Meyer, Winter Springs thanked the city for the beautification of the medians on Tuscawilla Boulevard.

Gina Shafer, Winter Springs raised concerns about the proposed Lake Jessup boardwalk project and raised issues regarding the condition of public restrooms at Trotwood and Central Winds Parks. Mrs. Shafer additionally suggested the city considered hosting community engagement events such as a "coffee with the mayor" series and brought to attention a sight-line safety concern.

Shelia Benton, Winter Springs addressed the anticipated impacts of the homestead property tax exemption proposal on the city budget. Suggesting a public evening budget roundtable be held with a zero-based budgeting review and clear communication to residents about essentials before any cuts or fee increases are made.

UNAPPROVED

Linda Freeburn, Winter Springs expressed support for the proposed property tax reduction. Mrs. Freeburn expressed confidence that the budget process, including the pavement management program, would lead to meaningful cost savings.

Mayor McCann closed Public Input.

CONSENT AGENDA

300) Engineering Design for Hurricane Police Safe Room (HMGP/HMGMP Funded)

Commissioner Bruce inquired about the process and factors for contractor selection. Finance Director Holly Queen explained that the RFQ was issued under the CCNA statute, which prohibits price from being a primary evaluation criterion. A selection committee scored proposals based on experience, qualifications, project staffing, proposed solution, and references. The committee reviewed all submitted documents and conducted reference checks before making its recommendation.

301) Lift Station SCADA Improvements Contract with Hydra Service

Commissioner Bruce additionally asked about the process and factors for contractor selected for the SCADA project as well. City Manager Sweet explained that this was also a qualifications-based procurement under which cost was not the primary criterion. Director Saunier stated that the selection committee determined that Hydra Service's qualifications and proposed SCADA system were significantly better suited to the city's long-term operational needs.

302) Sheoah Boulevard Water Main Replacement Project Engineering Services Amendment No. 1

Deputy Mayor Resnick requested an update and City Manager Sweet explained that this amendment expands the scope of work for Carollo Engineering to include five additional street segments. City Manager Sweet confirmed design is currently more than halfway to completion, with the 60% review meeting having occurred in late May. Deputy Mayor Resnick confirmed that the road surface restoration on Sheoah would also be part of the overall project scope.

303) Wetland Park Outfall Improvements at the Cross Seminole Trail and Michael Blake Boulevard - Change Order No. 3

Deputy Mayor Resnick noted the change order resulting in a cost reduction. City Manager Sweet confirmed that a project redesign after discussions with Seminole County, St. John's River Water Management District, and FDEP eliminated the need for significant wetland mitigation, resulting in savings despite the modest additional design costs.

304) Winter Springs Potable Water Tray Aerator Improvements Project Engineering Services

No discussion.

305) Michael Blake Blvd Reclaimed Water Main Extension – Construction Services

No discussion.

306) Specimen Tree Removal and Tree Mitigation: 1560 Winter Springs Blvd. East Water Reclamation Facility Project Construction

No discussion.

UNAPPROVED

307) Approval of the Minutes: Monday, May 11, 2026 City Commission Regular Meeting

No discussion.

MOTION TO APPROVE CONSENT AGENDA AS PRESENTED. MOTION BY DEPUTY MAYOR RESNICK. SECONDED BY COMMISSIONER BAKER. DISCUSSION.

VOTE: BAKER (AYE); BRUCE (AYE); CARUSO (AYE); DIAZ (AYE); RESNICK (AYE)
MOTION CARRIED: 5-0.

PUBLIC HEARINGS AGENDA

400. The Learning Experience, SR 434/419 and Michael Blake Boulevard – Minor Final Engineering/Site Plan Revisions and Waiver Revision related to Streetscape.

Senior Planner John Rabon presented the minor revisions to The Learning Experience. The modifications include drainage adjustments, a revised sidewalk alignment from the playground to the parking lot, and a corresponding adjustment to the streetscape waiver to align with the existing sidewalk configuration. Staff recommended approval with the condition of all grass on the property be Bahia grass with no other drought-intolerant grasses.

Mayor McCann opened the Public Hearing for Item 400.
No one addressed the Commission
Mayor McCann closed the Public Hearing for Item 400.

MOTION TO APPROVE ITEM 400 AS PRESENTED [THE LEARNING EXPERIENCE]. MOTION BY DEPUTY MAYOR RESNICK. SECONDED BY COMMISSIONER BRUCE. DISCUSSION.

VOTE: BAKER (AYE); BRUCE (AYE); CARUSO (AYE); DIAZ (AYE); RESNICK (AYE)
MOTION CARRIED: 5-0.

401. PNC Bank – Site/Final Engineering, Aesthetic Review, Waivers, Conditional Use Application, and Development Agreement.

Senior Planner Rabon presented the PNC Bank (FEDP-2025-0021) by providing background, displaying the site plan and elevations, and reviewing the waivers and conditional use application for the project. Staff recommended Commission approval subject to the three (3) conditions; execution of a development agreement, all grass on the property be Bahia grass, and directional signage to guide drivers through the one-way ATM drive aisle. Commissioner Bruce asked for clarification regarding the two proposed waivers and staff responded in kind.

Mayor McCann opened the Public Hearing for Item 401.

Micheal Pinnell, Engineer of Record with Stonefield Engineering gave clarification on the setback compliance and confirmed no objections to the proposed conditions.

Mayor McCann closed the Public Hearing for Item 401.

MOTION TO APPROVE ITEM 401 AS PRESENTED [FEDP-2025-0021 PNC BANK]. MOTION BY DEPUTY MAYOR RESNICK. SECONDED BY COMMISSIONER BAKER. DISCUSSION.

VOTE: BAKER (AYE); BRUCE (AYE); CARUSO (AYE); DIAZ (AYE); RESNICK (AYE)

UNAPPROVED

MOTION CARRIED: 5-0.

402. Garcia Civil Contractors – Site/Final Engineering, Aesthetic Review, and Development Agreement.

Senior Planner Rabon opened the item for Garcia Civil Contractors (FEDP-2026-0023). The applicant proposed demolishing an existing metal structure and replacing it with a larger metal office building. Parking lot improvements and other site enhancements are also included. Staff recommended approval with three (3) conditions; execution of a development agreement, all grass on the property be Bahia grass, and any additional conditions from City reviewing departments or the Development Agreement shall be enforceable.

Mayor McCann opened the Public Hearing for Item 402.

Andrew McPhee, Architect of Record with Make Design Studios spoke and noting that the owner was eager to establish operations in Winter Springs.

Mayor McCann closed the Public Hearing for Item 402.

MOTION TO APPROVE ITEM 402 [GARCIA CIVIL CONTRACTORS]. MOTION BY DEPUTY MAYOR RESNICK. SECONDED BY COMMISSIONER CARUSO. DISCUSSION.

VOTE: BAKER (AYE); BRUCE (AYE); CARUSO (AYE); DIAZ (AYE); RESNICK (AYE)
MOTION CARRIED: 5-0.

403. Oviedo City Church Overflow Parking – Site and Final Engineering Plan and Development Agreement.

Senior Planning Rabon reported that the applicant requested a continuance to a date certain of July 13, 2026, to resolve an issue involving an existing county right-of-way crossing and a culvert adjoining to the proposed parking lot. Commissioner Bruce asked whether tree mitigation would be required given the presence of trees on the site. Senior Planner Rabon confirmed that tree mitigation was not required in this particular case, and that the issue would be reviewed thoroughly when the item returns. The Commission accepted the continuance without objection.

404. 1221 Northern Way – Accessory Dwelling Unit (Conditional Use)

Senior Planner Jenale Garnett presented the Accessory Dwelling Unit (ADU) application for 1221 Northern Way (CADU-2026-0002). The property survey, site plan, elevations, and floor plan were presented to the Commission. Mrs. Garnett relayed the primary point of discussion from the Planning and Zoning meeting was the front-crossing driveway and additional condition suggestion of a landscape buffer along the frontage. Staff's recommendation was approval of the Conditional Use ADU subject to the condition of an executed Declaration of Restrictions and the Planning and Zoning recommended frontage hedge. The Commission asked for clarification on structure visibility from the adjacent neighbors, code provisions on ADUs being detached from the main home and the access driveway with the recommended buffer.

Mayor McCann opened the Public Hearing for Item 404.

Sean and Amy Cassidy, Winter Springs, the applicants gave further clarification of the reason for the ADU, the plan for landscaping, and additionally expressed not wanting the required buffer to the commission.

UNAPPROVED

Mayor McCann closed the Public Hearing for Item 404.

MOTION TO APPROVE ITEM 404 [1221 NORTHERN WAY - ACCESSORY DWELLING UNIT] AS SUGGESTED [WITH STAFF ONLY RECOMMENDATIONS]. MOTION BY COMMISSIONER CARUSO. SECONDED BY COMMISSIONER BRUCE. DISCUSSION.

VOTE: BAKER (AYE); BRUCE (AYE); CARUSO (AYE); DIAZ (AYE); RESNICK (AYE)
MOTION CARRIED: 5-0.

405. Second Reading of Ordinance 2026-01: Updating the Stormwater Utility Rates

City Attorney Garganese read the ordinance title into the record. No additional discussion ensued.

Mayor McCann opened the Public Hearing for Item 405.
No one addressed the Commission
Mayor McCann closed the Public Hearing for Item 405.

MOTION TO APPROVE ITEM 405 AS PRESENTED [ORDINANCE 2026-01: UPDATING THE STORMWATER UTILITY RATE]. MOTION BY DEPUTY MAYOR RESNICK. SECONDED BY COMMISSIONER BAKER. DISCUSSION.

VOTE: BAKER (AYE); BRUCE (AYE); CARUSO (NAY); DIAZ (NAY); RESNICK (AYE)
MOTION CARRIED: 3-2.

REGULAR AGENDA

500) Seminole County Interlocal Agreement Local Fuel Tax

City Manager Sweet presented the proposed Interlocal Agreement (ILA) with Seminole County regarding the distribution of local option fuel tax proceeds, noting it was brought forward at the county's request and at the direction of the Florida Department of Revenue to formalize the existing distribution arrangement. City Manager Sweet highlighted that this ILA is different from the previously presented agreement. Under the current agreement, the city gets to retain the full statutory share and authority over how those funds are spent in accordance with applicable law. City Manager Sweet further clarified the additional five (5) cents is restricted to capital improvements only. The Commission expressed appreciation to the county.

MOTION TO APPROVE ITEM 500 [SEMINOLE COUNTY INTERLOCAL AGREMENT LOCAL FUEL TAX]. MOTION BY DEPUTY MAYOR RESNICK. SECONDED BY COMMISSIONER BRUCE. DISCUSSION.

VOTE: BAKER (AYE); BRUCE (AYE); CARUSO (AYE); DIAZ (AYE); RESNICK (AYE)
MOTION CARRIED: 5-0.

502) New Business

Mayor McCann briefly addressed the property tax, noting the city will fully review, analyst, and have discussions regarding how this will be addressed. Mayor McCann relayed his plan to hold a town hall at the Winter Springs Sinor Center soon for residents and shared a graphic, from the front page of the Orlando Sentinel newspaper, of the affected Central Florida municipalities by proportion of homesteaded properties.[1]

[1] Attached to the end of these minutes.

UNAPPROVED

Commissioner Bruce asked for clarification on ownership and location regarding Eagle Nest Park from the previous meeting. Operations Director Dunigan gave the clarification relaying it is a city-owned property and discussed the location with the Commission.

REPORTS

600. City Manager Kevin A. Sweet

City Manager Kevin Sweet provided two updates for the Commission. First, he reported that the seven (7) city managers of Seminole County are coordinating with the county manager to develop a cohesive, collaborative communication strategy regarding the anticipated impacts of the proposed homestead property tax exemption. City Manager Sweet emphasized that the intent is to present information to residents rather than to advocate for a particular outcome. Second, City Manager Sweet reported on recent productive meeting with Verizon regarding 5G tower placement with Tuskawilla and that ongoing discussions are still taking place for alternative locates for other tower installations.

601. City Attorney Anthony A. Garganese

No report.

602. Interim City Clerk Tristin Tarrant

Interim City Clerk Tarrant noted that the Commission's legislative policy committee appointments were due and briefly reviewed the available committees with the Commission. Mayor McCann indicated he would remain on the Taxation Committee; Deputy Mayor Resnick on Governmental Affairs; Commissioner Bruce on Natural Resources and Public Works; Commissioner Baker on Development and Redevelopment. Commissioners Caruso and Diaz did not commit to a committee at this time. Interim City Clerk Tarrant also announced that the first meeting of the Charter Review Committee has been scheduled for June 18, 2026 at 5:30 PM, with the agenda to be distributed that week.

603. Seat Four Commissioner/Deputy Mayor Cade Resnick

Deputy Mayor Resnick requested that staff assess the condition of medians on Shepherd Road between U.S. 17-92 and surrounding areas, noting overgrown grass and weeds. He announced a town hall meeting scheduled for Monday, June 15, 2026 at 6:30 PM, in coordination with City Manager Sweet.

Deputy Mayor Resnick also reported attending the Kids' House gala and encouraged commissioners to visit the facility, which serves child trauma victims in the region. He noted that his Rotary Club of Winter Springs chapter had directed charitable funds to the Rescue Outreach Mission. Deputy Mayor Resnick closed with extended remarks on the historical context of the homestead exemption movement and expressing confidence that the city would navigate the fiscal challenge

UNAPPROVED

604. Seat Five Commissioner Mark Caruso

Commissioner Caruso raised concern regarding tree removal expenditures submitting records received through a records request to the commission.[2] He stated that the documents show gross sending in tree removals over a seven-month period, conducted without an ISA-certified arborist on staff. Commissioner Caruso called for a stop on further tree removals until the city either has a certified arborist on staff or engages a contractor with certified arborist qualifications. The Commission agreed to add this as a formal agenda item for a future meeting to allow staff to respond with full context. Mayor McCann acknowledged the concern while noting that some tree removals are unavoidable in connection with approved capital projects such as the wastewater treatment facility expansion.

605. Mayor Kevin McCann

Mayor Kevin McCann noted his attendance at the Florida League of Cities leadership class, the Wesley Seth Foundation barbecue, the ribbon cutting for a City lift station replacement, the American Flood Coalition conference in Washington, D.C. and while in D.C. Mayor McCann got to meet with US Senators and House members who were lobbying in support of the FEMA Act.

606. Seat One Commissioner Paul Diaz

No report.

607. Seat Two Commissioner Victoria Bruce

Commissioner Bruce relayed the selection of a contractor for the Tuscora Monument sign with lights from the Tuscawilla Lighting and Beautification District Advisory Committee meeting she watched. Commissioner Bruce expressed appreciation to City Manager Sweet for the work on 5G tower placement issues. Commissioner Bruce reported joining a committee related to a Seminole County Sheriff's Office initiative called "Breaking Through," focused on a reported 400% increase in self-harm among youth.

608. Seat Three Commissioner Sarah Baker

Commissioner Sarah Baker reported attending the Winter Springs Firearms Safety Class, The Elected Officials Reception during the Florida's Training for Emergency Management (FTEM) Symposium, and the Wesley Seth Foundation barbecue events

PUBLIC INPUT

Mayor McCann opened Public Input.

Art Gallo, Winter Springs expressed support for resident-inclusive budget workshops and suggested staff prepare both a baseline budget and a contingency budget reflecting significant revenue reductions, to help the Commission and residents clearly understand the trade-offs involved.

Kyle Stewart, Winter Springs urged the Commission to treat the passage of the homestead exemption as a near-certainty and to prepare accordingly.

Mayor McCann closed Public Input.

[2] Attached to the end of these minutes.

UNAPPROVED

ADJOURNMENT
Mayor McCann adjourned the Regular City Commission meeting at 9:12 p.m.

RESPECTFULLY SUBMITTED:

_____
TRISTIN TARRANT
INTERIM CITY CLERK

APPROVED:

_____
MAYOR KEVIN McCANN

NOTE: These Minutes were approved at the _____, 2026 City Commission Regular Meeting.

UNAPPROVED

The homestead exemption in Central Florida

The property tax cuts proposed by Gov. Ron DeSantis and the state legislature will affect Central Florida municipalities differently depending on how much of their tax base comes from primary residences, or homesteads. It increases the homestead tax exemption from $50,000 currently to $250,000 in two years, but school taxes are not affected.

Agency	Total property tax revenue, FY 2024	Proportion from homesteads
Winter Springs	$10 million	55%
Oviedo	$27 million	51%
Groveland	$15 million	49%
Lake County schools	$287 million	48%
St. Cloud	$34 million	47%
Winter Garden	$30 million	46%
Lake County	$214 million	46%
Seminole County schools	$310 million	44%
Mount Dora	$14 million	44%
Seminole County	$327 million	42%
Winter Park	$39 million	41%
Clermont	$29 million	41%
Apopka	$34 million	31%
Leesburg	$13 million	31%
Osceola County schools	$321 million	29%
Lake Mary	$14 million	29%
Orange County	$1.38 billion	28%
Orange County schools	$1.54 billion	27%
Osceola County	$1.22 billion	27%
Ocoee	$26 million	26%
Kissimmee	$33 million	21%
Sanford	$49 million	20%
Altamonte Springs	$21 million	18%
Orlando	$347 million	17%
Eatonville	$2.2 million	4%

Table: Orlando Sentinel - Source: Florida Policy Institute, Florida Association of Counties, Florida League of Cities, Orange County Tax Collector Scott Randolph - Get the data - Created with Datawrapper

Caruso Submitted 6/8/2026 Reports

Check No. 57691

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
07/02/2025	21536	FY25- Tree Removal at 623 Murphy Road		4,800.00
		1 - repair & maintenance-1 oak tree removal at 623 murphy road	1 Each	4,800.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,800.00		
07/02/2025	21537	FY25- Tree Removal at 624 Murphy Road		4,650.00
		1 - repair & maintenance-1 oak tree removal at 624 murphy road	1 Each	4,650.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,650.00		
07/02/2025	21538	FY25- Tree Removal at 115 Murphy Road		3,000.00
		1 - repair & maintenance-1 oak tree removal at 115 murphy road	1 Each	3,000.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,000.00		
07/02/2025	21539	FY25- Tree Removal at 642 Murphy Road		4,300.00
		1 - repair & maintenance-1 oak tree removal at 642 murphy road	1 Each	4,300.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,300.00		

Total: $16,750.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 57691

Vendor #	Check Date	Amount
21566	07/25/2025	$16,750.00

Void 90 Days After Issue

PAY Sixteen Thousand Seven Hundred Fifty and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

ISA Certified

Total $427,883

[redacted]

Check No. 58066

DATE	INVOICE NO.	DESCRIPTION	NET AMOUNT
07/16/2025	21684	FY25- 1 Laurel Tree Removal at 1014 Tap Root Dr	3,300.00
		1 - repair & maintenance-fy25- 1 laurel tree removal at 1014 tap root dr 1 Each	3,300.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,300.00	
07/18/2025	21674	FY25- 1 Laurel Tree removal at 778 Night Owl Ln	4,000.00
		1 - repair & maintenance-fy25- 1 laurel tree removal at 778 night owl ln 1 Each	4,000.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,000.00	
07/18/2025	21675	FY25- 1 Maple Tree Removal at 801 Big Buck Circle	2,500.00
		1 - repair & maintenance-fy25- 1 maple tree removal at 801 big buck circle 1 Each	2,500.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,500.00	
07/18/2025	21676	FY25- 1 Maple tree removal at 1040 Forest Circle	3,700.00
		1 - repair & maintenance-fy25- 1 maple tree removal at 1040 forest circle 1 Each	3,700.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,700.00	
07/18/2025	21678	FY25- 1 Laurel Tree Removal at 1039 Chokecherry Dr	3,000.00
		1 - repair & maintenance-fy25- 1 laurel tree removal at 1039 chokecherry dr 1 Each	3,000.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,000.00	

Total: $16,500.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 58066

Vendor #	Check Date	Amount
21566	08/29/2025	$16,500.00

Void 90 Days After Issue

PAY **Sixteen Thousand Five Hundred and 00/100 Dollars**

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 57994

DATE	INVOICE NO.	DESCRIPTION	NET AMOUNT
07/14/2025	21550	FY25- ROW Tree Removal at 885 Benchwood Dr	3,500.00
		1 - repair & maintenance-fy25- row tree removal at 885 benchwood dr 1 Each	3,500.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,500.00	
07/16/2025	21673	FY25- 1 Maple Tree Removal at 1042 Forest Circle	3,500.00
		1 - repair & maintenance-fy25- 1 maple tree removal at 1042 forest circle 1 Each	3,500.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,500.00	
07/16/2025	21679	FY25- 1 Laurel Tree Removal at 1016 Chokecherry Dr	3,800.00
		1 - repair & maintenance-fy25- 1 laurel tree removal at 1016 chokecherry dr 1 Each	3,800.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,800.00	
07/16/2025	21680	FY25- 1 Laurel Tree Removal at 864 Benchwood Circle	2,675.00
		1 - repair & maintenance-fy25- 1 laurel tree removal at 864 benchwood circle 1 Each	2,675.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,675.00	
07/16/2025	21682	FY25- 2 Holly Trees Removal at 976 Papaya Ln	2,700.00
		1 - repair & maintenance-fy25- 2 holly trees removal at 976 papaya ln 1 Each	2,700.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,700.00	
07/16/2025	21683	FY25- 1 Laurel Tree Removal at 1007 Sapling Dr	3,700.00
		1 - repair & maintenance-fy25- 1 laurel tree removal at 1007 sapling dr 1 Each	3,700.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,700.00	

Total: $19,875.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 57994

Vendor #	Check Date	Amount
21566	08/22/2025	$19,875.00

Void 90 Days After Issue

PAY **Nineteen Thousand Eight Hundred Seventy-Five and 00/100 Dollars**

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 57840

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
07/09/2025	21543	FY25- ROW Tree Removal at 1116 Trotwood Blvd		4,500.00
		1 - repair & maintenance-fy25- row tree removal at 1116 trotwood blvd	1 Each	4,500.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,500.00		
07/09/2025	21544	FY25- ROW Tree Removal at 1168 Baltic Ln		2,000.00
		1 - repair & maintenance-fy25- row tree removal at 1168 baltic ln	1 Each	2,000.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,000.00		
07/09/2025	21545	FY25- ROW Tree Removal at 726 S Endeavor Dr		4,300.00
		1 - repair & maintenance-fy25- row tree removal at 726 s endeavor dr	1 Each	4,300.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,300.00		
07/09/2025	21546	FY25- ROW Tree Removal at 1167 Trotwood Blvd		3,500.00
		1 - repair & maintenance-fy25- row tree removal at 1167 trotwood blvd	1 Each	3,500.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,500.00		
07/09/2025	21547	FY25- ROW Tree Removal at 1178 Baltic Ln		1,700.00
		1 - repair & maintenance-fy25- row tree removal at 1178 baltic ln	1 Each	1,700.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 1,700.00		

Total: $16,000.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 57840

Vendor #	Check Date	Amount
21566	08/08/2025	$16,000.00

Void 90 Days After Issue

PAY Sixteen Thousand and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 57898

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
07/14/2025	21548	FY25- ROW Tree Removal at 887 Benchwood Dr		3,300.00
		1 - repair & maintenance-fy25- row tree removal at 887 benchwood dr G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,300.00	1 Each	3,300.00
07/14/2025	21549	FY25- ROW Tree Removal at 884 Benchwood Dr		3,300.00
		1 - repair & maintenance-fy25- row tree removal at 884 benchwood dr G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,300.00	1 Each	3,300.00
07/14/2025	21551	FY25- ROW Tree Removal at 674 Cheoy Lee Circle		3,200.00
		1 - repair & maintenance-fy25- row tree removal at 674 cheoy lee circle G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,200.00	1 Each	3,200.00
07/14/2025	21552	FY25- ROW Tree Removal at 1129 Trotwood Blvd		3,000.00
		1 - repair & maintenance-fy25- row tree removal at 1129 trotwood blvd G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,000.00	1 Each	3,000.00

Total: $12,800.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 57898

Vendor #	Check Date	Amount
21566	08/15/2025	$12,800.00

Void 90 Days After Issue

PAY Twelve Thousand Eight Hundred and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 57773

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
07/04/2025	21540	FY25- Tree Removal at 632 Murphy Road		4,300.00
		1 - repair & maintenance-1 oak tree removal at 632 murphy road	1 Each	4,300.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,300.00		
07/04/2025	21541	FY25- Tree Removal at 644 Murphy Road		4,800.00
		1 - repair & maintenance-fy25- 1 oak tree removal at 644 murphy road	1 Each	4,800.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,800.00		
07/07/2025	21553	FY25- Tree Removal at 622 Murphy Road		3,800.00
		1 - repair & maintenance-1 oak tree removal at 622 murphy road	1 Each	3,800.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,800.00		

Total: $12,900.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 57773

Vendor #	Check Date	Amount
21566	08/01/2025	$12,900.00

Void 90 Days After Issue

PAY Twelve Thousand Nine Hundred and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 58373

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
08/20/2025	21711	FY25-ROW Tree Removal at 1766 Seneca Blvd 1 - repair & maintenance-fy25-row tree removal at 1766 seneca blvd G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,975.00	1 Each	2,975.00 2,975.00
08/20/2025	21712	FY25-ROW Tree Removal at 1395 White Oak Dr 1 - repair & maintenance-fy25-row tree removal at 1395 white oak dr G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,600.00	1 Each	3,600.00 3,600.00
08/20/2025	21713	FY25-ROW Tree Removal at 1600 White Cloud Ct 1 - repair & maintenance-fy25-row tree removal at 1600 white cloud ct G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,300.00	1 Each	4,300.00 4,300.00
08/20/2025	21715	FY25-ROW Tree Removal at 862 Gazell Trail 1 - repair & maintenance-fy25-row tree removal at 862 gazell trail G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,300.00	1 Each	2,300.00 2,300.00
08/20/2025	21716	FY25-ROW Tree Removal at 1103 Cheetah Trail 1 - repair & maintenance-fy25-row tree removal at 1103 cheetah trail G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,100.00	1 Each	2,100.00 2,100.00
08/20/2025	21717	FY25-ROW Tree Removal at 864 Gazell Trail 1 - repair & maintenance-fy25-row tree removal at 864 gazell trail G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,200.00	1 Each	3,200.00 3,200.00
08/26/2025	21847	FY25- Tree Removals and Palm Tree Trims at CWP 1 - repair & maintenance-13 tree removals and grind 5 stumps. G/L Account: 140-15-0000-545270 - r&m infra - grounds 21,050.00 1 - repair & maintenance-trim 326 palm trees G/L Account: 140-15-0000-545270 - r&m infra - grounds 15,988.00	1 Each 1 Each	37,038.00 21,050.00 15,988.00
08/26/2025	21848	FY25- Tree Reomvals and Trims at Trotwood Park 1 - repair & maintenance-labor to remove 4 trees and trim 260 trees. G/L Account: 140-15-0000-545270 - r&m infra - grounds 34,980.00	1 Each	34,980.00 34,980.00
09/09/2025	21865	FY25 Emergency Tree Removal at S Edgemon and Burgos 1 - repair & maintenance-fy25 emergency tree removal at s edgemon and burgos G/L Account: 411-38-3800-545270 - r&m infra - grounds 7,500.00	1 JOB	7,500.00 7,500.00

Total: $97,993.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 58373

Vendor #	Check Date	Amount
21566	09/26/2025	$97,993.00

Void 90 Days After Issue

PAY **Ninety-Seven Thousand Nine Hundred Ninety-Three and 00/100 Dollars**

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 58305

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
08/18/2025	21705	FY25-ROW Tree Removal at 1000 Birkdale Trail		4,200.00
		1 - repair & maintenance-fy25-row tree removal at 1000 birkdale trail	1 Each	4,200.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,200.00		
08/18/2025	21707	FY25-ROW Tree Removal at 1626 White Dove Dr		1,300.00
		1 - repair & maintenance-fy25-row tree removal at 1626 white dove dr	1 Each	1,300.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 1,300.00		
08/18/2025	21708	FY25-ROW Tree Removal at 1001 Birkdale Trail		4,200.00
		1 - repair & maintenance-fy25-row tree removal at 1001 birkdale trail	1 Each	4,200.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,200.00		
08/18/2025	21709	FY25-ROW Tree Removal at 1622 Wood Duck Dr		4,280.00
		1 - repair & maintenance-fy25-row tree removal at 1622 wood duck dr	1 Each	4,280.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,280.00		
08/18/2025	21710	FY25-ROW Tree Removal at 667 Tuscarora Dr		4,600.00
		1 - repair & maintenance-fy25-row tree removal at 667 tuscarora dr	1 Each	4,600.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,600.00		

Total: $18,580.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 58305

Vendor #	Check Date	Amount
21566	09/19/2025	$18,580.00

Void 90 Days After Issue

PAY Eighteen Thousand Five Hundred Eighty and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 58224

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
08/12/2025	21702	FY25-ROW Tree Removal at 1606 White Cloud Ct		4,500.00
		1 - repair & maintenance-fy25-row tree removal at 1606 white cloud ct	1 Each	4,500.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,500.00		
08/12/2025	21703	FY25-ROW Tree Removal at 1624 Wood Duck Dr		2,850.00
		1 - repair & maintenance-fy25-row tree removal at 1624 wood duck dr	1 Each	2,850.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,850.00		
08/12/2025	21704	FY25-ROW Tree Removal at 1544 Eagle Nest Dr		4,000.00
		1 - repair & maintenance-fy25-row tree removal at 1544 eagle nest dr	1 Each	4,000.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,000.00		
08/14/2025	21697	FY25- 1 Laurel Tree Removal at 1014 Chokecherry Dr		3,500.00
		1 - repair & maintenance-fy25- 1 laurel tree removal at 1014 chokecherry dr	1 Each	3,500.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,500.00		
08/14/2025	21698	FY25-ROW Tree Removal at 1102 Huron Ct		2,350.00
		1 - repair & maintenance-fy25-row tree removal at 1102 huron ct	1 Each	2,350.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,350.00		
08/14/2025	21699	FY25-ROW Tree Removal at 21 Tarpon Circle		1,975.00
		1 - repair & maintenance-fy25-row tree removal at 21 tarpon circle	1 Each	1,975.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 1,975.00		
08/20/2025	21714	FY25-ROW Tree Removal at 686 Olean Ct		1,000.00
		1 - repair & maintenance-fy25-row tree removal at 686 olean ct	1 Each	1,000.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 1,000.00		

Total: $20,175.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 58224

Vendor #	Check Date	Amount
21566	09/12/2025	$20,175.00

Void 90 Days After Issue

PAY **Twenty Thousand One Hundred Seventy-Five and 00/100 Dollars**

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 58165

DATE	INVOICE NO.	DESCRIPTION	NET AMOUNT
07/23/2025	21677	FY25- 1 Laurel Tree removal at 839 Big Buck Circle	4,900.00
		1 - repair & maintenance-fy25- 1 laurel tree removal at 839 big buck circle 1 Each	4,900.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,900.00	
07/23/2025	21681	FY25- 1 Laurel Tree removal at 1021 Chokecherry Dr	4,000.00
		1 - repair & maintenance-fy25- 1 laurel tree removal at 1021 chokecherry dr 1 Each	4,000.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,000.00	
07/23/2025	21685	FY25- 1 Laurel Tree Removal at 1010 Chokecherry Dr	4,300.00
		1 - repair & maintenance-fy25- 1 laurel tree removal at 1010 chokecherry dr 1 Each	4,300.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,300.00	
08/12/2025	21700	FY25-ROW Tree Removal Front of Wall at Glen Eagle	3,600.00
		1 - repair & maintenance-fy25-row tree removal front of wall at glen eagle 1 Each	3,600.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,600.00	
08/12/2025	21701	FY25-ROW Tree Removal at 1602 White Cloud Ct	2,575.00
		1 - repair & maintenance-fy25-row tree removal at 1602 white cloud ct 1 Each	2,575.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,575.00	

Total: $19,375.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 58165

Vendor #	Check Date	Amount
21566	09/05/2025	$19,375.00

Void 90 Days After Issue

PAY Nineteen Thousand Three Hundred Seventy-Five and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 58690

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
09/02/2025	21858	FY25- ROW Tree Removal at 705 S Edgemon Ave		4,980.00
		1 - repair & maintenance-row tree removal at 705 s edgemon ave due to safety liability	1 Each	4,980.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,980.00		
09/03/2025	21859	FY25- ROW Tree Removal at 107 Elderwood St.		4,775.00
		1 - repair & maintenance-row tree removal at 107 elderwood st due to safety liability	1 Each	4,775.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,775.00		
10/21/2025	21994	FY25- ROW Tree Removal B/W 706 and 707 Edgemon Ave		4,500.00
		1 - repair & maintenance-fy25- row tree removal b/w 706 and 707 edgemon ave	1 Each	4,500.00
		G/L Account: 001-15-1520-545270 - r&m infra - grounds 4,500.00		
10/21/2025	21995	FY25- ROW Stump Removal at 613 S Edgemon Ave		375.00
		1 - other operating expense-fy25- row stump removal at 613 s edgemon ave	1 Each	375.00
		G/L Account: 001-15-1520-545270 - r&m infra - grounds 375.00		

Total: $14,630.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 58690

Vendor #	Check Date	Amount
21566	10/24/2025	$14,630.00

Void 90 Days After Issue

PAY Fourteen Thousand Six Hundred Thirty and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 58602

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
09/02/2025	21853	FY25-ROW Tree Removal at 613 S Edgemon Ave		4,850.00
		1 - repair & maintenance-row tree removal at 613 s edgemon ave due to safety liability	1 Each	4,850.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,850.00		
09/02/2025	21854	FY25-ROW Tree Removal at 105 Elderwood St		3,975.00
		1 - repair & maintenance-row tree removal at 105 elderwood st due to safety liability	1 Each	3,975.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,975.00		
09/02/2025	21855	FY25-ROW Tree Removal at 615 Edgemon St		4,900.00
		1 - repair & maintenance-row tree removal at 615 edgemon st due to safety liability	1 Each	4,900.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,900.00		
09/02/2025	21856	FY25- ROW Tree Removal at 1705 Fox Glen Ct		1,975.00
		1 - repair & maintenance-row tree removal at 1705 fox glen ct due to safety liability	1 Each	1,975.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 1,975.00		
09/02/2025	21857	FY25-ROW Tree Removal at 112 Elderwood St		4,975.00
		1 - repair & maintenance-row tree removal at 112 elderwood st due to safety liability	1 Each	4,975.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,975.00		

Total: $20,675.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 58602

Vendor #	Check Date	Amount
21566	10/17/2025	$20,675.00

Void 90 Days After Issue

PAY **Twenty Thousand Six Hundred Seventy-Five and 00/100 Dollars**

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 58535

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
08/22/2025	21727	FY25-ROW Tree Removal at 850 Dyson Drive		4,050.00
		1 - repair & maintenance-fy25-row tree removal at 850 dyson drive	1 Each	4,050.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,050.00		
08/22/2025	21728	FY25- ROW Tree Removal at 1434 Blumberg Blvd		2,700.00
		1 - repair & maintenance-fy25- row tree removal at 1434 blumberg blvd	1 Each	2,700.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,700.00		
08/22/2025	21729	FY25- ROW Tree Removal at 206 W Panama Rd		4,500.00
		1 - repair & maintenance-fy25- row tree removal at 206 w panama rd	1 Each	4,500.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,500.00		
08/22/2025	21730	FY25- ROW Tree Removal at 1442 Blumberg		3,200.00
		1 - repair & maintenance-fy25- row tree removal at 1442 blumberg	1 Each	3,200.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,200.00		
08/22/2025	21731	FY25- ROW Tree Removal at 1410 Blumberg Blvd		2,900.00
		1 - repair & maintenance-fy25- row tree removal at 1410 blumberg blvd	1 Each	2,900.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,900.00		
08/25/2025	21737	FY25- Arbor Emergency ROW Tree Removal at 1017 Turkey Hollow Cir		3,900.00
		1 - repair & maintenance-fy25- arbor emergency row tree removal at 1017 turkey hollow cir	1 Each	3,900.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,900.00		

Total: $21,250.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 58535

Vendor #	Check Date	Amount
21566	10/10/2025	$21,250.00

Void 90 Days After Issue

PAY Twenty-One Thousand Two Hundred Fifty and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 58463

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
08/20/2025	21718	FY25-ROW Tree Removal at 848 Leopard Trail		2,500.00
		1 - repair & maintenance-fy25-row tree removal at 848 leopard trail	1 Each	2,500.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 2,500.00		
08/20/2025	21719	FY25-ROW Tree Removal at 1102 Lynx Trail		4,300.00
		1 - repair & maintenance-fy25-row tree removal at 1102 lynx trail	1 Each	4,300.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,300.00		
08/20/2025	21720	FY25-ROW Tree Removal at 1110 Cheetah Trail		4,700.00
		1 - repair & maintenance-fy25-row tree removal at 1110 cheetah trail	1 Each	4,700.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,700.00		
08/22/2025	21724	FY25-ROW Tree Removal at 845 Dyson Drive		4,150.00
		1 - repair & maintenance-fy25-row tree removal at 845 dyson drive	1 Each	4,150.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,150.00		
08/22/2025	21725	FY25-ROW Tree Removal at 900 Dyson Drive		3,150.00
		1 - repair & maintenance-fy25-row tree removal at 900 dyson drive	1 Each	3,150.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 3,150.00		
08/22/2025	21726	FY25-ROW Tree Removal at 1215 Wolverine Trail		4,500.00
		1 - repair & maintenance-fy25-row tree removal at 1215 wolverine trail	1 Each	4,500.00
		G/L Account: 140-15-0000-545270 - r&m infra - grounds 4,500.00		

Total: $23,300.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 58463

Vendor #	Check Date	Amount
21566	10/03/2025	$23,300.00

Void 90 Days After Issue

PAY **Twenty-Three Thousand Three Hundred and 00/100 Dollars**

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 58963

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
11/03/2025	22109	FY26- Tree Trimmings for CWP		47,100.00
		1 - repair & maintenance-276 tree trimmings for cwp	1 Each	47,100.00
		G/L Account: 001-15-1520-545270 - r&m infra - grounds 47,100.00		

Total: $47,100.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 58963

Vendor #	Check Date	Amount
21566	11/21/2025	$47,100.00

Void 90 Days After Issue

PAY Forty-Seven Thousand One Hundred and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 58816

DATE	INVOICE NO.	DESCRIPTION		NET AMOUNT
10/20/2025	21996	FY26 PW- 1 dead/hazardous Tree Removal at 301 Dornoch Ct		4,875.00
		1 - repair & maintenance-fy26 pw- 1 dead/hazardous tree removal at 301 dornoch ct	1 Each	4,875.00
		G/L Account: 001-41-4110-545270 - r&m infra - grounds 4,875.00		
10/20/2025	21997	FY26 PW- Tree Removal for 1 dead Oak Tree at W.S. Blvd		4,750.00
		1 - repair & maintenance-fy26 pw- tree removal for 1 dead oak tree at w.s. blvd	1 Each	4,750.00
		G/L Account: 001-41-4110-545270 - r&m infra - grounds 4,750.00		
10/20/2025	21998	FY26 SW - Tree Removal for 1 large Pine Tree at Edgemon		4,500.00
		1 - repair & maintenance-fy26 sw - tree removal for 1 large pine tree at edgemon	1 Each	4,500.00
		G/L Account: 411-38-3800-545270 - r&m infra - grounds 4,500.00		

Total: $14,125.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 58816

Vendor #	Check Date	Amount
21566	11/07/2025	$14,125.00

Void 90 Days After Issue

PAY Fourteen Thousand One Hundred Twenty-Five and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 59077

DATE	INVOICE NO.	DESCRIPTION	NET AMOUNT
11/19/2025	22121	FY26 PW-Tree Removal 1 dead Laurel Oak @ 1563 Warrington St 1 - repair & maintenance-fy26 pw-tree removal 1 dead laurel oak @ 1563 warrington st 1 JOB G/L Account: 001-41-4110-545270 - r&m infra - grounds 3,975.00	3,975.00 3,975.00
11/19/2025	22122	FY26 PW-Tree Removal 3 large Sweet Gum trees @ 847 Leopard Trail 1 - repair & maintenance-fy26 pw-tree removal 3 large sweet gum trees @ 847 leopard trail 1 JOB G/L Account: 001-41-4110-545270 - r&m infra - grounds 4,950.00	4,950.00 4,950.00

Total: $8,925.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 59077

Vendor #	Check Date	Amount
21566	12/05/2025	$8,925.00

Void 90 Days After Issue

PAY **Eight Thousand Nine Hundred Twenty-Five and 00/100 Dollars**

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 59552

DATE	INVOICE NO.	DESCRIPTION	NET AMOUNT
01/21/2026	22378	Emergency to remove tree over Howell Creek gravity main 1 - repair & maintenance-emergency to remove tree over howell creek gravity main 1 Each G/L Account: 410-36-3600-545250 - r&m infra - sewer system 4,000.00	4,000.00 4,000.00

Total: $4,000.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1600

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 59552

Vendor #	Check Date	Amount
21566	01/30/2026	$4,000.00

Void 90 Days After Issue

PAY Four Thousand and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

Check No. 59418

DATE	INVOICE NO.	DESCRIPTION	NET AMOUNT
12/24/2025	22363	FY26 Remove 1 large dead/rotted tree @ 1838 Seneca Blvd 1 - repair & maintenance-fy26 remove 1 large dead/rotted tree @ 1838 seneca blvd 1 JOB G/L Account: 001-41-4110-545270 - r&m infra - grounds 3,500.00	3,500.00 3,500.00
01/08/2026	22364	FY26 Remove 1 large dead/rotted Laurel Oak tree @ 778 Night Owl 1 - repair & maintenance-fy26 remove 1 large dead/rotted laurel oak tree @ 778 night owl 1 JOB G/L Account: 120-41-0000-545270 - r&m infra - grounds 4,650.00	4,650.00 4,650.00
01/08/2026	22365	FY26 Remove 2 large dead/rotted Camphor Trees @ 682 Venture Ct 1 - repair & maintenance-fy26 remove 2 large dead/rotted camphor trees @ 682 venture ct 1 JOB G/L Account: 120-41-0000-545270 - r&m infra - grounds 4,900.00	4,900.00 4,900.00
01/08/2026	22366	FY26 Remove 1 large dead/rotted Laurel Oak tree @ 650 Cheoy Lee 1 - repair & maintenance-fy26 remove 1 large dead/rotted laurel oak tree @ 650 cheoy lee 1 JOB G/L Account: 120-41-0000-545270 - r&m infra - grounds 4,930.00	4,930.00 4,930.00
01/08/2026	22367	FY26 Remove 2 large dead/rotted Laurel Oak trees@ 687 Cheoy Lee 1 - repair & maintenance-fy26 remove 2 large dead/rotted laurel oak trees@ 687 cheoy lee 1 JOB G/L Account: 120-41-0000-545270 - r&m infra - grounds 4,950.00	4,950.00 4,950.00

Total: $22,930.00

City of Winter Springs
1126 East State Road 434
Winter Springs, FL 32708
407-327-1800

Fifth Third Bank
200 East Robinson Street
Orlando, FL 32801

Check No: 59418

Vendor #	Check Date	Amount
21566	01/16/2026	$22,930.00

Void 90 Days After Issue

PAY Twenty-Two Thousand Nine Hundred Thirty and 00/100 Dollars

TO THE ORDER OF
TEAM NEGRICH LLC
1201 Tall Pines Dr.
OSTEEN, FL 32764

[redacted]

PUBLIC HEARINGS AGENDA ITEM 400

CITY COMMISSION AGENDA | JULY 13, 2026 REGULAR MEETING

TITLE

Oviedo City Church Overflow Parking - Site and Final Engineering Plan and Development Agreement Public Hearing Postponement

SUMMARY

Public Hearing for the development project was originally scheduled for the June 8, 2026 City Commission Regular Meeting. Staff requested a postponement to allow the applicant time to revise and resubmit plans incorporating items highlighted as a condition of recommendation of approval by the Planning and Zoning Board (Local Planning Agency) during the May 7, 2026 meeting. The applicant has since submitted revised plans, however, there are engineering review comments that still need to be resolved. Therefore, to extend reasonable time to the applicant, Staff is requesting a second postponement of the Public Hearing to the August 24, 2026 City Commission Regular Meeting.

FUNDING SOURCE

RECOMMENDATION

The Community Development Department recommends that the City Commission approve a date certain postponement of the Public Hearing for Oviedo City Church Overflow Parking project to August 24, 2026.

REGULAR AGENDA ITEM 500

CITY COMMISSION AGENDA | JULY 13, 2026 REGULAR MEETING

TITLE

Interview and Selection of the City Clerk

SUMMARY

Recruitment:

Following the resignation of City Clerk Christian Gowan on April 13, 2026, with his final day of service on May 15, 2026, the City initiated a comprehensive recruitment process beginning April 29, 2026. The position was advertised for 30 days across seven professional platforms, including FACC, FCCMA, IIMC, the Florida League of Cities Job Board, governmentjobs.com, LinkedIn, and Indeed, closing on May 29, 2026. This recruitment effort generated 6,476 advertisement views, 3,140 click throughs to the job posting, and 126 completed applications.

As part of the candidate evaluation process, of the 126 applicants, 11 candidates were selected for further review and screening. The selection process demonstrated a clear delineation between the full candidate pool and the individuals selected to move forward. Only two (2) were identified that met our preferred job requirements: recent and relevant experience; degrees; and professional certifications. Those two (2) candidates were invited to an in-depth personal interview with the City Manager Kevin Sweet, Director of Administrative Services and Operations Brian Dunigan, and HR Manager Debra Love. These formal panel interviews were conducted on June 12, 2026.

Based on qualifications, experience, and alignment with the needs of the City of Winter Springs, Erin O'Donnell, MMC, MPA, FCRM, has emerged as an exceptional candidate for confirmation consideration by the Commission.

Candidate Overview:

Erin O'Donnell has nearly twenty years of experience within Florida municipal, district, and school district government, with a professional background rooted in transparency, statutory compliance, and high level administrative leadership.

Ms. O'Donnell previously served as City Clerk for the City of Altamonte Springs, presiding over City Commission meetings, preparing agendas and minutes, administering municipal elections, supervising departmental staff, codifying ordinances, overseeing business tax licensing, and coordinating multiple citizen advisory boards. She also served as the City's designated Records Management Liaison Officer and led the

City's Records Management Team.

Ms. O'Donnell further served as Public Records Administrator for the Reedy Creek Improvement District/Central Florida Tourism Oversight District, managing approximately 1,300 annual public records requests, providing legislative guidance to district leadership, administering district wide records policies, and leading a major digital conversion project involving more than 500 boxes of paper and microfiche materials.

Most recently, Ms. O'Donnell has served as Senior Manager of Records Management for Orange County Public Schools, where she supervises staff, manages district wide public records operations, coordinates ECM implementation, and provides records training and compliance guidance to administrators across the district.

Ms. O'Donnell's early public service roles with the City of Orlando and Town of Cutler Bay demonstrate a long standing commitment to records administration, council support, program development, and community facing municipal services.

Ms. O'Donnell holds the Master Municipal Clerk (MMC) designation, is a Florida Certified Records Manager (FCRM), and earned a Master of Public Administration from FIU and Bachelor of Political Science from UCF. Her professional involvement includes IIMC, FACC (with service on its Resolutions and Legislative Committees), FL Records Management Association (FRMA), and ARMA International. She has been a Seminole County resident for more than 14 years and brings a strong understanding of the community's values and expectations.

FUNDING SOURCE

RECOMMENDATION

Based on her extensive municipal experience, proven leadership, and strong alignment with the operational needs of the City Clerk’s Office, I recommend that the City Commission advance Erin O’Donnell for final consideration and appointment as the next City Clerk of Winter Springs.

ERIN O'DONNELL, MMC, MPA, FCRM

ALTAMONTE SPRINGS, FL | 305-498-6067 | EODONNELL15@GMAIL.COM

5/6/26

City of Winter Springs-Human Resources

1126 East State Road 434

Winter Springs, FL 32708

Dear Hiring Committee,

I am pleased to submit my application for the position of City Clerk with the City of Winter Springs. With a strong foundation in municipal governance and a deep commitment to the City Clerk profession, I bring the qualifications, experience, and perspective necessary to serve your community with integrity and excellence.

Throughout my career, I have worn many hats in public service, most notably serving as City Clerk for the City of Altamonte Springs. This role provided me with firsthand knowledge of the duties, demands, and importance of the office, as well as a strong connection to the culture and values of Seminole County, where I have been a resident for over 14 years. My background reflects not only technical expertise but also a leadership style grounded in transparency, responsiveness, and collaboration.

I hold a Master Municipal Clerk (MMC) designation and maintain active membership in both the International Institute of Municipal Clerks (IIMC) and the Florida Association of City Clerks (FACC). I also hold certification as a Florida Certified Records Manager (FCRM) and remain engaged in professional development through conferences and seminars with ARMA and the Florida Records Management Association (FRMA). These affiliations reflect my commitment to remaining at the forefront of best practices in records management, public transparency, and municipal operations.

I am excited about the opportunity to bring my experience and dedication back to a role I value deeply. Thank you for considering my application. I would welcome the chance to speak with you further about how my background aligns with the goals of the City of Winter Springs.

Sincerely,



Erin O'Donnell, MMC, MPA, FCRM

Re: City Clerk

Job Number: 202500078

ERIN O'DONNELL, MMC, MPA, FCRM

305-498-6067 EODONNELL15@GMAIL.COM

Accomplished Public Records Administrator and former City Clerk approaching 20 years of experience in Florida government agencies including Municipalities, Special Districts, and School Districts

Certified Master Municipal Clerk (MMC) • Florida Certified Records Manager (FCRM)

Core Competencies: Public Records Administration • Municipal Elections • Florida Statutes & Sunshine Law • Agenda Preparation • Board & Council Support • Legal Documentation • Policy & Legislative Analysis • Records Retention • Business Tax Licensing • ECM Implementation • Digital Transformation Projects • Interagency Coordination • Public Engagement • Leadership & Management

Proficiencies: Microsoft Office Suite • Adobe Professional • Enterprise Content Managers (OnBase, Laserfiche) • Records Requests Software (GovQA, NextRequest) • Microfiche • Aperture Cards • Physical Records Storage

PROFESSIONAL EXPERIENCE

2025-PRESENT: ORANGE COUNTY PUBLIC SCHOOLS, *Orlando, FL*

SENIOR MANAGER, RECORDS MANAGEMENT

- Directly supervise staff and manage all incoming public records requests submitted for District
- Support the Senior Administrator in developing strategies and initiatives for the District and department
- Provide guidance, training, and information to principals and directors on records creation, storage, maintenance, production/inspection, retention, and disposal requirements
- Coordinate the implementation and use of records management projects, including the installation, training, and troubleshooting of content management solutions across various schools and departments
- Provide leadership to assigned staff through mentoring, coaching, and effective communication of work priorities as established by the learning communities and district administrative offices

2017-2024: REEDY CREEK IMPROVEMENT DISTRICT (RCID)/CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT (CFTOD), *Lake Buena Vista, FL*

PUBLIC RECORDS ADMINISTRATOR

- Served as the District's designated Records Management Liaison (RMLO) and managed all Public Record Requests in accordance with the Florida Public Records Law, Ch. 119 of Florida Statutes (Approx. 1300 requests/year)
- Administered the Records and Information Management Policies & Procedures for the District
- Maintained the District's physical records inventory and reviewed the administration of ECM Solution (OnBase)
    - Project Highlight: *Led conversion project of over 500 boxes from paper and fiche to digital*
- Provided guidance to leadership regarding Public Records Laws and upcoming legislation
- Conducted monthly public records awareness training for new hires and led District-wide annual training on Records Management
- Attended Board of Supervisors meetings to assist with District Clerk functions or Media activities as needed

CITY CLERK-CITY OF BAY LAKE & LAKE BUENA VISTA (JULY 2023-JANUARY 2024)

Position served concurrently under Interlocal Agreement to provide administrative services between the Cities and District Staff

- Prepared materials for all City Council Meetings including agendas, minutes, and legal advertisements
- Aided with legal documentation and annual budget preparations
- Served as the City's Qualifying Officer for all City elections

2016-2017: CITY OF ORLANDO, *Orlando, FL*

RECORDS SPECIALIST

- Coordinates public records requests including logging, tracking, researching, routing for responsive records, and responding in a timely manner. Along with Records and Archives Team, handled volume of over 4,600 public records requests for calendar year 2016
- Responsible for identifying, checking records, labeling, and updating documents in the City's Records & Archives
- Assisted the City Clerk and Deputy City Clerk with special projects of an advanced nature as needed concerning the City Clerk Department

2011-2016: CITY OF ALTAMONTE SPRINGS, *Altamonte Springs, FL*

CITY CLERK

- Presided all City Commission Meetings, Workshops, and Public Hearings; prepared minutes and documentation for including City Ordinances, Resolutions, Easements, Interlocal Agreements, Legal Advertisements, and other legal documents for recording with the County Clerk of Courts
- Designated Records Management Liaison (RMLO), responsible for processing all records requests, maintaining city records, and orchestrating the City's Records Management Team
- Served as the City's Qualifying Officer for all elections
- Department Director senior leader team responsibilities, including directly supervising a Deputy City Clerk, three administrative staff members, and preparing departmental budgets
- Administered the publication and codification of the City's Code of Ordinances
- Managed the City's Business Tax Receipts Department and issued all City Business Tax Receipts (approx. 5,500 businesses and 9,000 licenses)
- Issued and authorized Commercial Solid Waste Franchise Agreements, Telecommunications Registrations, and permits for various special events, sound amplification, and soliciting
- Facilitated and organized local citizen boards such as Code Enforcement, Redistricting, and Charter Review with clerical assistance on the other citizen boards

2007-2011: TOWN OF CUTLER BAY, *Cutler Bay, FL*

ASSISTANT TO THE TOWN CLERK (2008-2011)

*OTHER JOBS HELD: INTERIM TOWN CLERK (*AUGUST-OCTOBER 2010*), CUSTOMER SERVICE REPRESENTATIVE (2007-2008)*

- Provided administrative support to the Town Clerk and attended all Town Council Meetings, Workshops, Hearings, and Groundbreaking Ceremonies, including preparation and assistance of minutes and documentation for Town records.
- Supervised Town Committees and provided travel coordination for members of the Town Council
- Initiated the Records Management Program within the Town and supervised all department liaisons
- Performed lien searches for title agencies within the South Miami-Dade area generating more than $50,000 in revenue for our department in FY 09-10
- Aided in all ITB/RFQ/RFP procedures including administrating final contract executions and bid tabulations
- Authored the Town's internal newsletter, The Clerk's Quill
- Conducted daily monetary transactions for Building, Town Clerk, Community Development, and Finance Departments

2006-2020: THE WALT DISNEY COMPANY, *Lake Buena Vista, FL*

CHARACTER PERFORMER- WALT DISNEY WORLD RESORT

- Performed in various roles throughout all four theme parks and resort hotels
- Provided customer service for guests with concerns and information retrieval
- Performed clerical duties if needed

EDUCATION AND CERTIFICATIONS

MASTER MUNICIPAL CLERK (MMC)
International Institute of Municipal Clerks (IIMC)

FLORIDA CERTIFIED RECORDS MANAGER (FCRM)
Florida Records Management Association (FRMA)

FLORIDA PUBLIC NOTARY

MASTER OF PUBLIC ADMINISTRATION
Florida International University, *Miami, FL*

BACHELOR OF POLITICAL SCIENCE
University of Central Florida, *Orlando, FL*

PROFESSIONAL ASSOCIATIONS AND AFFILIATIONS

FLORIDA ASSOCIATION OF CITY CLERKS (FACC)

- Resolutions Committee Member 2016, 2018
- Legislative Committee Member 2019-2022

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS (IIMC)

FLORIDA RECORDS MANAGEMENT ASSOCIATION (FRMA)

ARMA INTERNATIONAL-ORLANDO CHAPTER

REGULAR AGENDA ITEM 501

CITY COMMISSION AGENDA | JULY 13, 2026 REGULAR MEETING

TITLE

Budget Overview and Proposed Operating Millage Rate for Fiscal Year 2026-2027

SUMMARY

Staff requests the City Commission receive the Fiscal Year 2027 Budget Overview and consider approval of Resolution 2026-08 regarding the information to be communicated to the Property Appraiser on the DR-420 forms which sets the proposed Operating Millage Rate, establishes the Rolled-Back Rate; and sets the date, time and place for the Public Hearing to consider the Proposed Millage Rate and Tentative Budget.

The FY 2026-2027 Proposed Budget as transmitted by the City Manager on July 1, 2026 incorporated an Operating Millage Rate of 2.6200. Gross taxable value from the Property Appraiser (inclusive of new construction and annexations) as reflected on the DR-420 is $4,152,942,725 which is 4.53% more than the DR-403 valuation of FY 2025-2026.

Operating Millage Rate	FY 25/26	FY26/27	Change
	2.6200	2.6200	0.00%

The resolution also establishes the Rolled-Back Millage Rate at 2.5160 mills calculated on form DR-420. The Rolled-back Millage Rate is that rate which produces the same amount of taxes as levied in the prior year when calculated against the current year's tax base exclusive of new construction. The Proposed Operating Millage Rate of 2.6200 is 4.13% more than the calculated Rolled-back Millage Rate. The Resolution sets the date, time, and place of the Public Hearing to consider the Proposed Millage Rate and Tentative Budget – September 14, 2026 at 6:30PM at 1126 East State Road 434, Winter Springs Florida (Commission Chambers). The meeting time cannot change once it has been reported as such on the DR-420.

For reference the electronic version of the budget can be found on the City Website at: https://www.winterspringsfl.org/finance/page/annual-budget-reports

FUNDING SOURCE

RECOMMENDATION

Staff recommends the City Commission adopt Resolution 2026-08 setting the Proposed Operating Millage Rate at 2.6200 mills and establishing the Rolled Back Millage Rate at

2.5160 mills. Additionally, staff recommends the City Commission establish the date, time, and place for a Public Hearing regarding the Proposed Millage Rate and Tentative Budget as September 13, 2026 at 6:30 PM at 1126 East State Road 434, Winter Springs, Florida.

RESOLUTION NO. 2026-08

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER SPRINGS, FLORIDA, ESTABLISHING THE ROLLED-BACK RATE; COMPUTING A PROPOSED MILLAGE RATE (CAP); AND SETTING THE DATE, TIME AND PLACE OF A PUBLIC HEARING TO CONSIDER THE PROPOSED MILLAGE RATE AND TENTATIVE BUDGET FOR FISCAL YEAR 2026-2027; PROVIDING FOR REPEAL OF PRIOR INCONSISTENT RESOLUTIONS; SEVERABILITY; AND AN EFFECTIVE DATE.

WHEREAS, *Florida Statute* 200.065 (2) (a) 1 expressly provides that municipalities shall compute a proposed millage rate; and

WHEREAS, *Florida Statute* 200.065 (2) (b) requires that within 35 days of certification of value, each taxing authority shall advise the property appraiser of its proposed millage rate, of its rolled-back rate, and of the date, time, and place at which a public hearing will be held to consider the proposed millage rate and the tentative budget; and

WHEREAS, *Florida Statute* 200.065 (2) (c) further requires that within 80 days of certification of value, but not earlier than 65 days after certification, the governing body of each taxing authority shall hold a public hearing on the tentative budget and proposed millage rate; and

WHEREAS, the City Commission of the City of Winter Springs deems that this Resolution is in the best interest of the public health, safety, and welfare of the citizens of Winter Springs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF WINTER SPRINGS, SEMINOLE COUNTY, FLORIDA, AS FOLLOWS:

Section 1. Incorporation of Recitals. The foregoing recitals are deemed true and correct and are hereby fully incorporated by this reference.

Section 2. Proposed Millage Rate. The proposed operating millage rate for the City of Winter Springs, Florida for the Fiscal Year 2026-2027 is set at 2.6200 mills which is 4.13% greater than the computed aggregate rolled-back rate of 2.5160 mills.

Section 3. Public Hearing. A public hearing shall be held in the City Commission Chambers located at City Hall, 1126 East State Road 434, Winter Springs, Florida, on September 14, 2026 at 6:30 P.M. to consider the adoption of the proposed millage rate and the tentative budget for Fiscal Year 2026-2027.

Section 4. Repeal of Prior Inconsistent Resolutions. All prior resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict.

Section 5. Severability. If any section, subsection, sentence, clause, phrase, word, or portion of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereto.

Section 6. Effective Date. This Resolution shall become effective immediately upon adoption by the City Commission of the City of Winter Springs, Florida.

RESOLVED by the City Commission of the City of Winter Springs, Florida in a regular Commission meeting assembled on the 13th day of July, 2026.

_____
Kevin McCann, Mayor

ATTEST:

_____
Tristin Tarrant, Interim City Clerk

Approved as to legal form and sufficiency for the City of Winer Springs only:

_____
Anthony A. Garganese, City Attorney

REGULAR AGENDA ITEM 502

CITY COMMISSION AGENDA | JULY 13, 2026 REGULAR MEETING

TITLE

Designation of Voting Delegate for the 2026 Florida League of Cities Annual Conference

SUMMARY

The Florida League of Cities Annual Conference is scheduled to be held at the Signia by Hilton Diplomat Beach Resort in Hollywood, Florida, from August 13-15, 2026. A formal request from the Florida League of Cities has been received requesting that each member municipality designate a City representative as their "Voting Delegate" for the Florida League of Cities Annual Conference.

FUNDING SOURCE

RECOMMENDATION

Staff recommends the City Commission approve a Voting Delegate for the August 2026 Florida League of Cities Annual Conference and authorize the City Manager to execute appropriate documents.

FLC
FLORIDA LEAGUE OF CITIES

To: Key Official

From: Eryn Alcorn, Florida League of Cities

Date: June 18, 2026

Subject: 2026 Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Diplomat Beach Resort in Hollywood, Florida, from August 13-15, 2026. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference **designate one elected official to serve as its Voting Delegate** and cast the municipality's votes at the Annual Business Meeting which will be held on **Saturday, August 15, 2026**. The Voting Delegate designated by each municipality will vote on all official business matters brought before the League membership and requiring a vote during the Business Meeting. Matters such as the election of League leadership, adoption of resolutions and any other official business matters affecting the League may be voted on during the Business Meeting.

In accordance with the League's by-laws, the number of votes allocated to each municipality is determined based upon population. The League will use the latest Florida Estimates of Population as published by the University of Florida, Bureau of Economic and Business Research.

Annual Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at *flcities.com*.

If you have any questions about voting delegates, please email *ealcorn@flcities.com*. **Voting delegate forms must be received by the League no later than July 31, 2026.**

Attachments: Form Designating Voting Delegate

2026 Annual Conference
Florida League of Cities, Inc.
August 13-15, 2026
Hollywood, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of its elected officials to cast the municipality's votes at the Annual Business Meeting. League By-Laws require each municipality to select one person to serve as the municipality's Voting Delegate.

Municipalities do not need to adopt a resolution to designate a voting delegate. Instead, please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2026.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

_____
Name

_____
Title

Return this form to:
Eryn Alcorn
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: *ealcorn@flcities.com*

REGULAR AGENDA ITEM 503

CITY COMMISSION AGENDA | JULY 13, 2026 REGULAR MEETING

TITLE

Matters Related to Boards and Committees

SUMMARY

The City Clerk Department wishes to inform the City Commission of the following vacancies:

CURRENT VACANCIES:

Code Enforcement Board

- Seat Three: Term Expires July 31, 2027 (open to the full Commission)*
- At-Large: Term Expires July 31, 2026

Planning and Zoning Board/Local Planning Agency

- Seat Two: Term Expires July 31, 2026

Tuscawilla Lighting and Beautification District Advisory Committee

- Seat One: Term Expires July 31, 2026
- Seat Three: Term Expires July 31, 2026
- Seat Five: Term Expires July 31, 2026

Oak Forest Wall and Beautification District Advisory Committee

- Seat Two: Expires August 31, 2026
- Seat Four: Expires August 31, 2026

*Per Section 2-41(e) of the City Code, "If any commissioner fails to appoint a member within thirty (30) days after a vacancy occurs or a term expires, that seat shall be filled by a majority vote of the commission."

FUNDING SOURCE

RECOMMENDATION

Staff requests the City Commission consider filling existing vacancies on the Code Enforcement Board, Planning and Zoning and Tuscawilla Lighting and Beautification District Advisory Committee.

REGULAR AGENDA ITEM 504

CITY COMMISSION AGENDA | JULY 13, 2026 REGULAR MEETING

TITLE

New Business

SUMMARY

Pursuant to Sec 2-27 (c)(2) of the City Code, "Unless otherwise determined by the city commission, each regular agenda shall include a new business section, placed in the order on the agenda approved by the city commission, which provides the mayor, any city commissioner, city manager or city attorney an opportunity to briefly introduce new issues not on the agenda solely for the purpose of requesting that the city commission direct the city manager to further evaluate and prepare the item for placement on a future agenda as a commission- directed item. The new business section shall not be used to present items requiring prior public notice or hearing, for reports allowed under subsection (m), or be used as a substitute for timely placing items on the agenda prior to the agenda packet being distributed or as an add-on item as required by subsection (b). The city commission will not take final action on any new business item other than deciding whether the item should be placed on a future agenda.

Persons introducing new business items are encouraged to provide background information regarding the item prior to or at the meeting in the same manner as permitted for reports under subsection (m)(4)."

FUNDING SOURCE

RECOMMENDATION