

**AGENDA
CITY COMMISSION MEETING
CITY HALL, 501 W MEADOW STREET
MONDAY, NOVEMBER 24, 2025 5:30 PM**

1. CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. PROCLAMATIONS:

A. None

3. PRESENTATIONS:

A. Special Magistrate Update by Dan Miller

4. PUBLIC COMMENTS:

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Please note that issues raised during this time will not be discussed in detail during the current meeting. They will either be referred to the appropriate staff or scheduled for consideration at a future City Commission Meeting. Each speaker is allocated three minutes to provide their comments. Kindly adhere to this time limit to ensure equal opportunity for all participants and to support the efficient conduct of the meeting. Thank you!

5. CONSENT AGENDA:

Routine items are placed on the Consent Agenda to expedite the meeting. If the Commission/Staff wish to discuss any item, the procedure is as follows: (1) pull the item(s) from the Consent Agenda; (2) vote on remaining items with one roll call vote, (3) discuss each pulled item and vote by roll call

A. CITY COMMISSION MEETING MINUTES:

1. Regular meeting held November 10, 2025

B. PURCHASING ITEMS:

1. **Purchase Request to approve the purchase of a one (1) year Microsoft licensing agreement for the amount of \$88,943.47 from SHI International using Sourcewell Contract No. 121923.**
2. **Purchase request for five hundred and fifteen (515) Visa gift cards to be distributed to regular full-time and part-time employees for the holidays for the amount of \$52,377.75 from Corporate Traditions.**
3. **Purchase request approving the removal and replacement of the library's existing carpet at a total cost of \$346,161.76, to be completed by Tarkett USA Inc., an authorized vendor under Florida State Contract #30161700-24-SRCWL-ACS.**
4. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Construction Services Agreement with T B Landmark Construction, Inc., to abandon and install 1,500 feet of 6-inch natural gas main along Highway 27 to support the Florida Department of Transportation's Highway 27 widening project; and providing an effective date.**
5. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Construction Services Agreement with General Underground, LLC., to replace 1,000 linear feet of sewer and water pipes to support the Florida Department of Transportation's Highway 27 widening project; and providing an effective date.**
6. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Task Order with JONES EDMUNDS & ASSOCIATES, INC., for professional engineering services upgrades to Lift Stations 67, 77, and 115 in East Leesburg; and providing an effective date.**

C. RESOLUTIONS:

1. **Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute a Reinstatement and Extension of Memorandum of Understanding, between the City of Leesburg, and the Civil Air Patrol; and providing an effective date.**
2. **Resolution of the City Commission of the City of Leesburg, Florida, appointing one member to the Library Advisory Board to a five-year term ending September 30, 2030; and providing an effective date.**

3. **Resolution of the City Commission of the City of Leesburg, Florida, accepting a Utility Easement to the City of Leesburg from Lake Village Station Outparcel, LLC, for the purpose of granting the City an easement over the property described therein; and providing an effective date.**
 4. **Resolution of the City Commission of the City of Leesburg, Florida authorizing the City Manager to transfer funds to the Health Insurance Fund to offset higher than estimated costs for FY 25; and providing an effective date.**
 5. **Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a Food Service Concessionaire Agreement with Lemmy's Ice, LLC, for space at 305 West Main Street; and providing an effective date.**
6. **PUBLIC HEARINGS AND NON-ROUTINE ITEMS:**
During Public Hearings and Non-Routine Items, the Commission requests that those in attendance respect the process and maintain order. As such, in accordance with Robert's Rules of Order, please refrain from speaking out, cheering, or applauding during these proceedings. Your cooperation helps ensure a fair and respectful hearing.

A. SECOND READING OF ORDINANCES:

1. **THE APPLICANT HAS REQUESTED A CONTINUANCE TO DECEMBER 8, 2025.**

An Ordinance of the City of Leesburg, Florida, annexing certain real property consisting of approximately 7.3 +/- acres; and being generally located west of U.S. Highway 27 and north of University Avenue, lying in Section 24, Township 20 South, Range 24 East, Lake County, Florida; providing that said property so annexed shall be liable for its proportionate share of the existing and future indebtedness of said city; providing that such annexed property shall be subject to all laws and ordinances of said city as if all such territory had been a part of the City of Leesburg at the time of passage and approval of said laws and ordinances; providing that such annexed territory shall be placed in City Commission District 3; and providing an effective date. (Legacy Commerce ANNX)

2. **An Ordinance amending the Future Land Use Map of the Comprehensive Plan of the City of Leesburg, changing the Future Land Use Map Designation of certain property containing 7.3 +/- acres from Lake County Urban Low to City of Leesburg General Commercial, for a property generally located west of U.S. Highway 27 and north of University Avenue, lying in Section 24, Township 20 South, Range 24 East, Lake County, Florida; and providing an effective date. (Legacy Commerce SSCP)**

3. **An Ordinance of the City of Leesburg, Florida, changing the zoning on approximately 7.3 +/- acres from Lake County A (Agriculture) to City of Leesburg SPUD (Small Planned Unit Development) to allow for 50,200 square feet of Multi-use Office/Warehouse buildings for a property generally located west of U.S. Highway 27 and north of University Avenue, lying in Section 24, Township 20 South, Range 24 East, Lake County, Florida; and providing an effective date. (Legacy Commerce SPUD)**
4. **An Ordinance of the City of Leesburg, Florida, changing the zoning on approximately 20.36 +/- acres from City of Leesburg PUD (Planned Unit Development) and C-3 (Highway Commercial) to City of Leesburg PUD (Planned Unit Development) to allow for a mixed-use development, for a property generally located north of U.S. Highway 441 and east of Pemble Road, lying in Section 20, Township 19 South, Range 25 East, Lake County, Florida; and providing an effective date. (Leesburg Lake Front PUD)**

B. FIRST READING OF ORDINANCES:

1. **An Ordinance of the City of Leesburg, Florida, Amending Chapter 25 of the Code of Ordinances to create Section 25-165 establishing procedures for requests for reasonable accommodation for Certified Recovery Residences and Other Persons with Disabilities; providing for purpose, application, review, appeal, and enforcement procedures; providing for annual recertification; providing for inclusion in the Code of Ordinances; providing for conflicts; providing for severability; and providing an effective date.**

C. NON-ROUTINE ITEMS:

1. **None**

7. INFORMATIONAL REPORTS:

The following reports are provided to the Commission in accordance with the Charter/Ordinances. No action required.

- A. None**

8. CITY ATTORNEY ITEMS:

9. CITY MANAGER ITEMS:

10. ROLL CALL:

11. **ADJOURN:
PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.**

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they 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." The City of Leesburg does not provide this verbatim record.