

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

AGENDA
April 7, 2025
6:00 PM

1. CALL TO ORDER
2. OPENING INVOCATION
3. THE PLEDGE OF ALLEGIANCE
4. COMMUNITY ANNOUNCEMENTS
 - A. The City of Longwood will host a Food Truck Battle and Concert in the Park on Saturday, April 12, 2025, from 4:00 p.m. until 9:00 p.m. at Reiter Park. The concert will begin at 7:00 p.m. and the band is TBA.
 - B. The Senior Matinee will be held on Wednesday, April 16, 2025, from 1:30 p.m. until 3:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. This month's feature is *The Blind Side*.
 - C. The City of Longwood will play host to the 2025 Magic 107.7 Easter Egg Hunt on Saturday, April 19, 2025, from 9:30 a.m. until 12:00 p.m. The hunt will be held in the Historic District around Longwood City Hall, 175 West Warren Avenue, and will feature an egg hunt, prizes, and giveaways. Parking will be available at the SunRail Station, Downtown Longwood, and Orlando Health South Seminole Hospital back parking lot. This is a free event.
5. PROCLAMATIONS / RECOGNITIONS
 - A. Nomination of the Beautification Award - 2nd Quarter 2025.
 - B. District #5 Presentation of the Business Person of the Month Award for March 2025 to Stills Upholstery, 1206 North Ronald Reagan Boulevard, Longwood.
6. BOARD APPOINTMENTS
7. PUBLIC INPUT
 - A. Public Participation.
8. MAYOR AND COMMISSIONERS' REPORT

- A. Districts #3, #4, #5, #1 and #2
- 9. COMMISSION AND STAFF ADDITIONS OR CHANGES
 - A. ADDITIONAL ITEMS RAISED DURING MAYOR'S AND COMMISSIONERS' REPORTS
 - B. ANY ADDITIONS OR DELETIONS TO THE AGENDA
- 10. CONSENT AGENDA
 - A. Approve the Minutes of the March 17, 2025, Regular Meeting.
 - B. Approve the Monthly Expenditures for March 2025.
 - C. Approve an increase in the amount of \$18,268.13 to Garcia Civil Contractors, LLC, Purchase Order No. 25-00219 for additional construction services related to the South Pedestrian Corridor Project.
- 11. PUBLIC HEARINGS
- 12. REGULAR BUSINESS
 - A. Read by title only, set April 21, 2025, as the public hearing date, and approve the first reading of Ordinance No. 25-2266, amending Longwood City Code Chapter 2, Article I Prohibiting Unauthorized Access to Nonpublic Forums and Prohibiting Audio/Video Recording in areas other than designated public forums.
 - B. Read by title only and adopt Resolution No. 25-1689 which amends the Fiscal Year 2024/2025 budget and authorizes funding for the East Longwood Phase 2 Septic Tank Abatement Project ITB # 23-PW-ITB-008
 - C. Approve an increase in the amount of \$9,427.59 to Barnes, Ferland & Associates (BFA) Purchase Order No. 22-00599 for additional engineering construction administration services required for the East Longwood Phase II Septic Tank Abatement Project.
 - D. Approve an increase in the amount of \$415,971.23 to the Cathcart Construction Company-Florida, LLC Purchase Order No. 24-00534 for final construction services related to the East Longwood Phase II Septic Tank Abatement Project.
 - E. City Commission approval of a Professional Services Agreement between the City of Longwood and Mr. Clint Gioielli.
- 13. CITY MANAGER'S REPORT
- 14. CITY ATTORNEY'S REPORT
- 15. CITY CLERK'S REPORT

16. ADJOURN

Michelle Longo, MMC, FCRM
City Clerk

Notice: All persons are advised that if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record to include the testimony and evidence upon which the appeal is to be based (per Sec. 286.0105, Florida Statutes). Persons with disabilities needing assistance to participate in any of these meetings should contact the A.D.A. Coordinator at (407) 260-3466 at least 48 hours in advance of the meeting.

Any invocation that is offered before the official start of the Commission meeting shall be the voluntary offering of a private person, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission or the city staff, and do not necessarily represent their individual religious beliefs, nor are the views and beliefs expressed by an invocation speaker intended to suggest the City’s allegiance to or preference for any particular religion, denomination, faith, creed or belief. Persons in attendance at the City Commission meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. You may exit the City Commission Chambers and return upon completion of the opening invocation if you do not wish to participate in or witness the opening invocation.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk’s Office by calling (407) 260-3441 or emailing clerk@longwoodfl.org.

Future Meetings:	April 21, 2025	6:00 PM	Regular Meeting
	May 5, 2025	6:00 PM	Regular Meeting

Agenda Item 5A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: April 7, 2025

Subject: Nomination of the Beautification Award - 2nd Quarter 2025.

Introduction:

The City Commission is requested to nominate a business or commercial property for the Beautification Award for the second quarter of 2025. The presentation will be scheduled for April 21, 2025.

Background/Discussion:

In 2010, at the December 6th meeting, the Longwood City Commission approved the Community Beautification Award Program that recognizes a community business that improves its facilities. Staff developed guidelines, criteria, and categories to facilitate the program. The program will recognize one (1) business and property owner at a regular City Commission meeting quarterly, present the recipient with a certificate, and have the beautification sign placed at their property. The City will highlight the award winner on the website and social media platforms. The Community Beautification Award will highlight and celebrate exceptional projects and efforts by Longwood businesses and commercial properties to enhance the beauty of the business as well as the livability of the City of Longwood. The award program recognizes the efforts of businesses and property owners that improve their overall appearance through award selection criteria that consist of:

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

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

Agenda Item 5A

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

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

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

REQUESTED MOTION/ACTION:

I move to nominate _____ for the 2nd Quarter Beautification Award.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

None

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: April 7, 2025

Subject: Approve the Minutes of the March 17, 2025, Regular Meeting.

Introduction:

The City Clerk is presenting the minutes of the March 17, 2025, Regular Meeting for approval.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Approval of the minutes.

REQUESTED MOTION/ACTION:

I move to approve Item 10A as presented.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

1. CC03-17-2025Min

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: April 7, 2025

Subject: Approve the Monthly Expenditures for March 2025.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$1,385,541.80 from February 20th of 2025 through March 6th of 2025, which includes check numbers from 167911 through 168044.

Background/Discussion:

Per Section 6.10(A) of the City Charter, the City Manager must certify that there are sufficient unencumbered funds within the budgeted appropriations to cover obligations when they become due and payable.

Budget Impact:

There are sufficient unencumbered funds to cover these obligations.

Recommendation:

The City Manager and Director of Financial Services recommend approval of expenditures in the amount of \$1,385,541.80.

REQUESTED MOTION/ACTION:

I move to approve Item 10B as presented.

Prepared By:

Judith Rosado, Director of Financial Services

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Monthly Expenditures

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: April 7, 2025

Subject: Approve an increase in the amount of \$18,268.13 to Garcia Civil Contractors, LLC, Purchase Order No. 25-00219 for additional construction services related to the South Pedestrian Corridor Project.

Introduction:

This agenda item requests the City Commission approve an increase in the amount of \$18,268.13 to Garcia Civil Contractors, LLC, Purchase Order No. 25-00219, for additional construction services related to the South Pedestrian Corridor Project.

Background/Discussion:

The South Pedestrian Corridor Project aims to enhance pedestrian safety along the Milwee Street and Warren Avenue corridor, which experiences heavy foot traffic during city events. The project includes:

- Construction of pedestrian improvements at the South Milwee Street and West Warren Avenue intersection.
- Installation of a 5' to 6' wide sidewalk along the west side of South Milwee Street from SR 434 to West Warren Avenue.
- New sidewalks on both sides of West Warren Avenue from Wilma Street to N. Ronald Reagan Boulevard.
- Associated improvements such as drainage structures, curb modifications, ADA-compliant curb ramps, pedestrian crosswalks, asphalt paving, colored concrete and street pavers, signage, and landscaping.

During sidewalk construction along the west side of Milwee Street from SR 434 to Warren Avenue, utility conflicts and slope geometry issues were identified. To resolve these issues, the sidewalk's typical section was adjusted by shifting it closer to the roadway. This change provided clearance for utility conflicts and improved slope stability but required:

- Widening the sidewalk by one foot.
- Adding curb and gutter.
- Extending the project timeline by three additional days.

Agenda Item 10C

The revised sidewalk design includes an additional foot of sidewalk width, an extension of the curb and gutter, necessitating a three-day contract extension.

Budget Impact:

Funding of \$18,268.13 is budgeted and available in the Public Facilities South Pedestrian Corridor Capital Improvement Project, Line Item 310-3520-541-6322, for the 2024-2025 fiscal year.

Recommendation:

The City Manager and Public Works Director recommend City Commission approval of an increase in the amount of \$18,268.13 to Garcia Civil Contractors, LLC, and authorization for the City Manager to execute the associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Contract Modification Form - South Pedestrian Corridor Improvement Project
2. G2Y57_444681-1 - CO #01 - FDOT Engineer Analysis and Backup RFI #07

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: David Dowda, Police Chief

Date: April 7, 2025

Subject: Read by title only, set April 21, 2025, as the public hearing date, and approve the first reading of Ordinance No. 25-2266, amending Longwood City Code Chapter 2, Article I Prohibiting Unauthorized Access to Nonpublic Forums and Prohibiting Audio/Video Recording in areas other than designated public forums.

Introduction:

This agenda item requests the City Commission read by title only and set April 21, 2025 as the public hearing date, and approve the first reading of Ordinance No. 25-2266, which amends Longwood City Code, Chapter 2, Article I.

Background/Discussion:

Given the relative ease with which video and audio recordings can now be made, a phenomenon has developed in recent years in which people make video and audio recordings of public employees in public spaces under the auspices of “First Amendment auditing”. It is currently settled law that there typically is a right under the First Amendment to record the activities of public officials on public property, but like all First Amendment protections, this right is subject to reasonable time, manner and place restrictions.

The law generally allows for the use of audio and recording devices in public access areas of public buildings, but not in restricted areas that are not generally open to the public or not open to the public without escort. It is clear the First Amendment does not guarantee access to property just because it is owned by the government and restrictions on a limited public forum need only be reasonable and viewpoint neutral. There are portions of City Hall, City Hall Annex, Public Works Facility, Fire Department Administration Building and Fire Stations, Police Department Building and other public buildings which are restricted and generally not open to the public without escort. The presence of the public in such restricted areas, including for the purposes of video and audio recording, is disruptive and detrimental to the safety, welfare, and performance of the duties of City employees.

There are areas within City-owned, controlled, or leased buildings which are considered “limited public forums” as they are either limited areas open to members of the public who are engaging in legitimate public business or are primarily intended for the use of City employees in the conduct of their business but may be utilized for convening public meetings. The lobby

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of the Longwood Police Department is an example of such a limited public forum where uniformed or civilian employees interact with citizens who are there to engage in the legitimate public business of interacting with law enforcement for various purposes including, but not limited to, reporting crimes, seeking or providing information, and accessing resources. The nature of the kinds of public business for which limited public forums are open to the public often involves the disclosure and discussion of private and sensitive information, making the privacy of citizens in such spaces of paramount importance.

Given the nature of the information being shared by citizens in limited public forums, coupled with citizens' obvious and reasonable expectation of some level of privacy in such areas, it is inappropriate for another member of the public in limited public forums to video or audio record such conversations. As a result, it is appropriate to prohibit unauthorized public access to restricted, nonpublic areas and prohibit video and/or audio recording within any enclosed City-owned, controlled, or leased property not classified as a designated public forum and is necessary for protecting the safety and welfare of the citizens of Longwood.

Budget Impact:

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

Recommendation:

The City Manager and the Chief of Police recommend the City Commission approve the proposed update to the Longwood City Code, Chapter 2 Administration, Article I as presented and set April 21, 2025 as the public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 25-2266 and set April 21, 2025 as the public hearing date.

Prepared By:

David Dowda, Police Chief

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Ordinance No. 25-2266
2. Business Impact Estimate

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: April 7, 2025

Subject: Read by title only and adopt Resolution No. 25-1689 which amends the Fiscal Year 2024/2025 budget and authorizes funding for the East Longwood Phase 2 Septic Tank Abatement Project ITB # 23-PW-ITB-008

Introduction:

This agenda item requests the City Commission read by title only and adopt Resolution No. 25-1689, which amends the fiscal year 2024/2025 budget and authorizes funding for the East Longwood Phase II Septic Tank Abatement Project ITB # 23-PW-ITB-008.

Background/Discussion:

Approval of this budget amendment will allocate \$415,971.23 to Cathcart Construction for the final construction of the East Longwood Phase II Project and \$9,427.59 to Barnes, Ferland & Associates for engineering construction phase services. The City Commission initially approved the project on July 17, 2023, with a budget of approximately \$5,505,603. During construction, additional individual sewer connections, additional sewer gravity piping, additional pavement resurfacing and reconstruction work became necessary due to expanded connections and design adjustments. These modifications, reviewed and justified by BFA and City staff, ensure proper system functionality. This final change order covers the necessary adjustments to successfully complete the project.

Budget Impact:

To accommodate these additional costs, staff has identified that a transfer from the Public Utilities Fund Reserves 401-9999-599-9810 can be made. Upon approval of Resolution No. 25-1689, funding in the amount of \$425,398.82 will be allocated to the Enterprise Capital Improvement Septic Tank Abatement Phase II project line item 401-4120-536-6305. Ultimately, this work is covered by the SRF Loan WW590550 from the State DEP.

Recommendation:

The City Manager, Director of Financial Services, and Public Works Director recommend City Commission to read by title only and adopt Resolution No. 25-1689, which amends the fiscal year 2024/2025 budget and authorize the City Manager to execute associated documents.

REQUESTED MOTION/ACTION:



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I move to approve Resolution No. 25-1689 as presented.

Prepared By:

Shad Smith, Public Works Director

Judith Rosado, Director of Financial Services

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Resolution No. 25-1689
2. EXHIBIT A

Agenda Item 12C

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: April 7, 2025

Subject: Approve an increase in the amount of \$9,427.59 to Barnes, Ferland & Associates (BFA) Purchase Order No. 22-00599 for additional engineering construction administration services required for the East Longwood Phase II Septic Tank Abatement Project.

Introduction:

This agenda item requests City Commission approve an increase in the amount of \$9,427.59 to Barnes, Ferland & Associates (BFA) Purchase Order No. 22-00599 for a total of \$102,747.24, for additional professional engineering construction administration services for the East Longwood Phase II Septic Tank Abatement Project. The additional funding is necessary to support project closeout and ensure compliance with SRF requirements.

Background/Discussion:

The East Longwood Phase II Septic Tank Abatement Project has exceeded its original completion date, requiring additional coordination to finalize all closeout activities. To accommodate the extended construction schedule, additional engineering construction administration services are needed for approximately two months. The City will handle daily construction inspections in-house, while BFA will provide general construction administration support.

Scope of Additional Services:

- Attendance at one additional construction progress meeting.
- Davis-Bacon Act compliance monitoring, including payroll and fringe benefit reviews and final SRF reporting.
- Review of progressive as-built surveys and monthly progress payments for an estimated two additional months.
- General consultation, contractor coordination, and responses to RFIs (estimated two hours per week).
- Review, recommendation, and assistance with nine additional contract modifications submitted by the contractor.

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These additional services will help facilitate a smooth project closeout, ensuring all final coordination, documentation, and compliance requirements are met efficiently.

Budget Impact:

Upon approval and adoption of Resolution No. 25-1689, funding of \$9,427.59 will be available in the East Longwood Phase II Capital Improvement project budget, line item 401-4120-536-3605, for the 2024-2025 fiscal year.

Recommendation:

The City Manager and Public Works Director recommend that the City Commission approve an increase in the amount of \$9,427.59 to Barnes, Ferland & Associates (BFA) to ensure proper project closeout and compliance with SRF requirements and authorize the City Manager to execute the associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 12C as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. BFA Proposal East Longwood Phase II

Agenda Item 12D

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: April 7, 2025

Subject: Approve an increase in the amount of \$415,971.23 to the Cathcart Construction Company-Florida, LLC Purchase Order No. 24-00534 for final construction services related to the East Longwood Phase II Septic Tank Abatement Project.

Introduction:

This agenda item requests the City Commission approve an increase in the amount of \$415,971.23 to Cathcart Construction Company-Florida, LLC, for Purchase Order No. 24-00534, for a new total project amount of \$5,921,574.23 related to the East Longwood Phase II Septic Tank Abatement Project.

Background/Discussion:

On July 17, 2023, the City Commission approved a construction agreement for the East Longwood Phase II Septic Tank Abatement Project (ITB #23-PW-ITB-008) with an initial project budget of approximately \$5,505,603. As the project progressed, additional sewer line installations, asphalt, and pavement work became necessary due to expanded connections and design adjustments as directed by staff. These modifications were necessary to ensure the proper functionality of the sewer system and to address unforeseen issues during construction. All changes were reviewed by Barnes, Ferland & Associates (BFA) and supporting City staff, and have been justified. This final change order accounts for the necessary adjustments, including final overages and underruns, to complete the project successfully. The justification for the requested adjustments includes the following necessary modifications to address conflicts and improve system functionality:

- Due to citizen requests and convenience of adding new connections at this time 7 new residences were added on Georgia Ave and Warren Ave.
- 19 additional Septic tanks were abandoned.
- Approximately an additional 1200 LF of roadway was resurfaced and reconstructed.
- Conflict at CB-2 Structure / New MH #84 / 18" RCP Relocation / New Lateral: The CB-2 structure's dimensions did not fit the available space in the field, creating a conflict that required the reconstruction of part of the structure's walls and modifications to piping connections for proper integration.

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- New MH #84 & Modification to MH #81: To improve sewer flow towards East Oleander Street, a new manhole (MH-84) was added to the design. This required relocating MH-81 by 30 feet east and adjusting its top ring elevation to align with the asphalt paving.
- 18" RCP Removal and Replacement on Warren Ave: The existing 18" RCP at Station 15+85 conflicted with the new 8" sewer pipe, necessitating the relocation of the 18" RCP to ensure proper alignment and avoid interference.
- Townhomes Detour at Magnolia Ave: A temporary entrance was created to maintain access to the townhomes while construction work was being performed. This detour connected Magnolia Ave and Grant St., ensuring continued accessibility for residents and service vehicles during the construction period.
- Credo & Orange Ave Manhole Conflict: Due to an existing storm structure conflict, the design for the new 8-inch sewer line along Credo St. had to be modified. Adjustments to Manhole #19 and the removal of 45 linear feet of previously installed sewer pipe were required to accommodate the new layout.
- Relaying Gravity Sewer from MH-26 to MH-28: The updated sewer line design on Credo St. required modifications to the previously installed sewer line on Pasadena Ave. This included reinstalling sewer pipes and service laterals at new elevations between Manholes #26 and #28, and relocating Manhole #28 to ensure proper connection from Credo St. to the Pasadena Ave. sewer system.
- Lift Station Valve Vault Improvement: Relocation of the pressure gauge assemblies was required to optimize monitoring efficiency and simplify maintenance procedures.

Budget Impact:

To cover the additional costs, staff recommends a transfer from the Public Utilities Fund Reserves (Account 401-9999-599-9810). Upon approval of Resolution No. 25-1689, \$415,971.23 will be allocated to the Public Utilities Capital Improvement Septic Tank Abatement Phase II project (Account 401-4120-536-6305). Project funding sources include reimbursable grants from SJRWMD Cost Share of \$984,086.00, FDEP (NF094) of \$661,100.00, and SRF WW590550 at \$4,452,708.00.

Recommendation:

The City Manager and Public Works Director recommend approval of a final change order in the amount of \$415,971.23 to Cathcart Construction Company-Florida, LLC for Purchase Order No. 24-00534, related to the East Longwood Phase II Septic Tank Abatement Project. Additionally, they recommend authorizing the City Manager to execute all related documents necessary for this change order.

REQUESTED MOTION/ACTION:

I move to approve Item 12D as presented.



Agenda Item 12D

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. East Longwood Phase 2 Project

Agenda Item 12E

To: The Honorable Mayor and City Commissioners

From: Daniel W. Langley, City Attorney

Date: April 7, 2025

Subject: City Commission approval of a Professional Services Agreement between the City of Longwood and Mr. Clint Gioielli.

Introduction:

This agenda item requests City Commission consideration for the approval of a professional services agreement with the retiring City Manager.

Background/Discussion:

With City Manager Clint Gioielli's retirement on April 19, 2025, it has been requested that the Commission appoint an Acting City Manager during the recruitment process for a permanent City Manager.

To ensure the citizens, staff and commission continue to receive the same professional service from the City during the transition, it is recommended the City enter into a professional services agreement with Mr. Gioielli. This proposed agreement provides up to 15 hours per week to advise and consult with the Acting City Manager and/ or new City Manager by providing assistance, documentation, information and advice to the City related to matters managed by Mr. Gioielli during his service as the City Manager. The agreement proposes Mr. Gioielli work as an independent contractor for \$6,000 per month for six months.

Budget Impact:

Funding is available in the current budget due to the vacancy of the City Manager position.

Recommendation:

The City Attorney recommends approval of the professional services agreement between the City of Longwood and Mr. Clint Gioielli

REQUESTED MOTION/ACTION:

I move to approve the proposed professional services agreement between the City of Longwood and Mr. Clint Gioielli

Prepared By:

Daniel W. Langley, City Attorney



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Reviewed By:

Attachments:

1. Professional Services Agreement - Clint Gioielli