

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

AGENDA
August 4, 2025
6:00 PM

- 1. CALL TO ORDER**
- 2. OPENING INVOCATION**
- 3. THE PLEDGE OF ALLEGIANCE**
- 4. COMMUNITY ANNOUNCEMENTS**
 - A. The “Downtown Longwood Cruise-In” Car Show will be held on Saturday, August 9, 2025, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. Presentation of the Beautification Award to Evergreen Dentistry, 500 East State Road 434, Longwood.**
 - B. Nominations for the Annual Key to the City Award.**
- 6. BOARD APPOINTMENTS**
 - A. District #2 Nomination to the Land Planning Agency.**
 - B. City Commission nomination of a resident to the Board of Trustees for the City of Longwood Police Officers’ and Firefighters’ Pension Trust Fund.**
- 7. PUBLIC INPUT**
 - A. Public Participation.**
- 8. MAYOR AND COMMISSIONERS’ REPORT**
 - A. Districts #2, #3, #4, #5 and #1**
- 9. COMMISSION AND STAFF ADDITIONS OR CHANGES**
 - A. ADDITIONAL ITEMS RAISED DURING MAYOR'S AND COMMISSIONERS' REPORTS**
 - B. ANY ADDITIONS OR DELETIONS TO THE AGENDA**

10. CONSENT AGENDA

- A. Approve the Minutes of the July 21, 2025, Work Session, and July 21, 2025, Regular Meeting.**
- B. Approve the Monthly Expenditures for July 2025.**
- C. Approve an increase in the amount of \$20,000 to purchase order No. 25-00073 for Emergency Vehicle Repair, Inc.**

11. PUBLIC HEARINGS

12. REGULAR BUSINESS

- A. Discussion on Interim City Clerk.**
- B. Read by title only, set August 18, 2025, as the public hearing date and approve the first reading of Ordinance No. 25-2270 approving a Citizen Participation Plan.**
- C. Read by title only and adopt Resolution No. 25-1699, authorizing the City of Longwood to enter into a Grant Agreement and its amendments thereto with the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS) for the Skylark Drainage Rehabilitation Project at 800 and 804 Raven Avenue.**
- D. Read by title only and adopt Resolution No. 25-1700, which amends the Fiscal Year 2024-2025 budget and authorizes funding for the State Road 434 Corridor Landscaping/Hardscaping Improvement Project.**
- E. Approval to award a construction agreement and approve a purchase order in the amount of \$679,581.26 to Earthscapes Unlimited for the State Road 434 Median Landscape Improvements from Rangeline Road to Roberts Street Project (ITB #PW-LS-SR434).**

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:	August 18, 2025	6:00 PM	Regular Meeting
	September 4, 2025	6:00 PM	Regular Meeting

Agenda Item 6A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: August 4, 2025

Subject: District #2 Nomination to the Land Planning Agency.

Introduction:

District #2 board appointment for the Land Planning Agency.

Background/Discussion:

District #2 board appointment for the Land Planning Agency. I was informed that the current board member has passed away and there is a vacant seat on the board. There was one board application on file with an interest in serving on this board.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Commissioner Boni to make a nomination to fill the seat.

REQUESTED MOTION/ACTION:

I nominate ____ to serve on the Land Planning Agency.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

1. Information Sheet

Agenda Item 6B

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: August 4, 2025

Subject: City Commission nomination of a resident to the Board of Trustees for the City of Longwood Police Officers' and Firefighters' Pension Trust Fund.

Introduction:

City Commission appointment for the Pension Trust Fund for Firefighters and Police Officers.

Background/Discussion:

City Commission appointment for the Pension Trust Fund for Firefighters and Police Officers. I was informed that the current board member, Justin Lerro, wants to be reappointed. There are no other board applications on file with an interest in serving on this board.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

City Commission to make a nomination to fill the seat.

REQUESTED MOTION/ACTION:

I nominate ____ to serve on the Pension Trust Fund for Firefighters and Police Officers.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

1. Information Sheet

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: August 4, 2025

Subject: Approve the Minutes of the July 21, 2025, Work Session, and July 21, 2025, Regular Meeting.

Introduction:

The City Clerk is presenting the minutes of the July 21, 2025, Work Session and July 21, 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 10 A as presented.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Attachments:

1. CC07-21-2025Min_WS
2. CC07-21-2025Min

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager

Date: August 4, 2025

Subject: Approve the Monthly Expenditures for July 2025.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$1,144,044.68 from July 3, 2025, through July 17, 2025, which includes check numbers from 168795 through 168896.

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 recommends approval of expenditures in the amount of \$1,144,044.68.

REQUESTED MOTION/ACTION:

I move to approve Item 10B as presented.

Prepared By:

William Watts, City Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Monthly Expenditures July 2025

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Troy Feist, Fire Chief

Date: August 4, 2025

Subject: Approve an increase in the amount of \$20,000 to purchase order No. 25-00073 for Emergency Vehicle Repair, Inc.

Introduction:

This agenda item requests the City Commission approve an increase to purchase order 25-00073 for Emergency Vehicle Repair, Inc.

Background/Discussion:

A purchase order was originally created for Emergency Vehicle Repair, Inc. for \$60,000.00 to provide preventative maintenance and repairs to emergency vehicles operated by the fire department during fiscal year 2024-25. The PO 25-00073 will need to be increased to \$80,000.00 to continue preventative maintenance services and necessary repairs for the remainder of this fiscal year.

Budget Impact:

No budget impact as funding is currently available within the Vehicle Maintenance account line 001-2800-522-4610 to support this request.

Recommendation:

The City Manager and Fire Chief recommend approval of a purchase order increase of \$20,000.00 for Emergency Vehicle Repair, Inc.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:

Troy Feist, Fire Chief

Reviewed By:

William Watts, City Manager

Attachments:



Agenda Item 10C

1. Change Order Request Form

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Magdala Ridore, Human Resources Director

Date: August 4, 2025

Subject: Discussion on Interim City Clerk.

Introduction:

This agenda item is presented for the City Commission's discussion and consideration of list of staff members nominated to serve as Interim City Clerk in support of the transition following the retirement of the current City Clerk.

Background/Discussion:

City Clerk Michelle Longo announced her retirement, with an effective date of August 13, 2025. During the July 21, 2025, Commission meeting, the Commission directed staff to identify internal interest in temporarily filling the position while recruitment for a permanent City Clerk is underway.

An email was distributed to the City's leadership team requesting nominations for individuals they believe would be a good fit for the interim role. The following individuals were recommended and have expressed interest in serving:

- Liane Cartagena, Community & Media Relations Manager
- Richard Paris, Special Assessment & Cemetery Maintenance Coordinator
- Molly Ralston, Human Resources Program Manager

Should the Commission decide not to fill the interim role with internal staff, another option to consider is engaging a consulting firm or other professional organization that provides interim municipal clerk services to assist with the transition. For example, the Florida Association of City Clerks (FACC) offers a "Clerks in Transit" service, which allows experienced municipal clerks who are interested in serving in a temporary capacity to post their resumes for consideration by local governments seeking interim clerk support.

Budget Impact:

To be determined based on whether the interim role is filled internally or through contracted services. If filled internally, the impact is expected to be minimal. If an external consultant is retained, a temporary services agreement and associated funding would be required. Access to

Agenda Item 12A

resumes posted through the Florida Association of City Clerks (FACC) “Clerks in Transit” service is free of charge.

Recommendation:

Staff recommends the Commission consider and select an individual from the list above for the Interim City Clerk role or provide direction on exploring external consulting options to support the transition.

REQUESTED MOTION/ACTION:

I move to approve [insert internal candidate name] for consideration for the Interim City Clerk role, authorize the City Attorney to work with the selected candidate to draft an Interim City Clerk employment agreement, and set an agenda item for the consideration and approval of Interim City Clerk appointment and associated employment agreement for the next Commission meeting;

Or

Provide direction to staff to explore external options for interim clerk services.

Prepared By:

Magdala Ridore, Human Resources Director

Reviewed By:

William Watts, City Manager

Attachments:

None

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: August 4, 2025

Subject: Read by title only, set August 18, 2025, as the public hearing date and approve the first reading of Ordinance No. 25-2270 approving a Citizen Participation Plan.

Introduction:

This agenda item requests the City Commission to read Ordinance No. 25-2270 by title only, approve the first reading, and set August 18, 2025, as the public hearing date for final consideration.

Background/Discussion:

The purpose of this ordinance is to formally adopt the City of Longwood Citizen Participation Plan, which is required as a condition of receiving federal housing and community development funding through the U.S. Department of Housing and Urban Development (HUD). The plan conforms to the requirements set forth in 24 CFR 91.105 and is designed to ensure meaningful participation from all residents, with special emphasis on low- and moderate-income citizens who live in areas where HUD-funded Community Planning and Development (CPD) activities will take place.

The Citizen Participation Plan outlines how the City will involve citizens in an advisory role throughout the planning, implementation, and assessment of CDBG-eligible projects and related programs. Adoption of this ordinance ensures compliance with federal regulations and promotes transparency, equity, and public involvement in local government decisions that impact community development and quality of life.

Budget Impact:

None

Recommendation:

The City Manager and Public Works Director recommend the City Commission approve Ordinance No. 25-2270 and set August 18, 2025, as the public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 25-2270 and set August 18, 2025 as the public hearing date.



Agenda Item 12B

Prepared By:

Jammie Tackett, Administrative Office Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 25-2270
2. Citizen Participation Plan

Agenda Item 12C

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: August 4, 2025

Subject: Read by title only and adopt Resolution No. 25-1699, authorizing the City of Longwood to enter into a Grant Agreement and its amendments thereto with the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS) for the Skylark Drainage Rehabilitation Project at 800 and 804 Raven Avenue.

Introduction:

This agenda item requests the City Commission to read by title and adopt Resolution No. 25-1699, which authorizes the City of Longwood to enter into a Grant Agreement and its amendments thereto with the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS) and approves an amendment for additional funding amount of \$194,037.75 to fund the Skylark Drainage Rehabilitation Project at 800 and 804 Raven Avenue. In addition, this item seeks approval for future time extensions, as may be required during the course of project execution, and authorizes the City Manager to execute necessary documents.

Background/Discussion:

The City has already been awarded \$193,462.25 in grant funding from the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS). An additional \$194,037.75 in funding has now been provided, bringing the total NRCS grant award to \$387,500 for the rehabilitation of the Skylark Subdivision Drainage System.

The Raven Avenue Outfall consists of a 60-inch concrete pipe that discharges into a channel. To prevent erosion of the channel slopes by the discharging water, the slopes were protected on the east, west and northwest side of the pipe with a modular block retaining wall system for the first 30 to 45 feet of the channel. Thereafter, the channel was natural, and the slopes were generally protected by local vegetation. However, Hurricane Ian, which affected Central Florida on September 28, 2022, significantly damaged the outfall. The volume of water discharged from the pipe caused by heavy rainfall during the hurricane caused the west and northwest retaining walls to fail. In addition to the wall failure, the flow of the water displaced a majority of the large concrete rubble rip-rap. The volume and high velocity of the water significantly eroded the channel embankment soils adjacent to and across from the discharge pipe.

Agenda Item 12C

The project was awarded to Gregori Construction as the lowest responsive bidder, with a contract amount of \$516,516.00.

Budget Impact:

Funding for the Skylark Drainage Rehabilitation Project has been budgeted and is available in the Public Facilities Capital Improvement Fund (Line Item 310-3520-541-6326) in the amount of \$481,000, and in the Stormwater Fund (Line Item 406-3520-541-6318) in the amount of \$200,000 for the FY 2024–2025.

This additional \$194,037.75 in grant funding will increase the total NRCS reimbursement from \$193,462.25 to \$387,500, reducing the City's net cost for the project.

Recommendation:

The City Manager and Public Works Director recommend that the City Commission read by title and adopt Resolution No. 25-1699, authorizing the City of Longwood to enter into a grant agreement and any necessary amendments with the U.S. Department of Agriculture Natural Resources Conservation Service, and authorize the City Manager to execute all associated documents and approve future time extensions as needed.

REQUESTED MOTION/ACTION:

I move to adopt Resolution No. 25-1699 as presented.

Prepared By:

Jammie Tackett, Administrative Office Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 25-1699
2. NRCS Raven Avenue Outfall Original Grant Agreement
3. NRCS Amendment 2 – Additional Technical Assistance Funding
4. NRCS Addendum 5 – Additional Construction Funding

Agenda Item 12D

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: August 4, 2025

Subject: Read by title only and adopt Resolution No. 25-1700, which amends the Fiscal Year 2024-2025 budget and authorizes funding for the State Road 434 Corridor Landscaping/Hardscaping Improvement Project.

Introduction:

This agenda item requests the City Commission to read by title only and adopt Resolution No. 25-1700, which amends the Fiscal Year 2024-2025 budget and authorizes funding for the State Road 434 Corridor Landscaping/Hardscaping Improvement Project.

Background/Discussion:

On May 7, 2025, the City of Longwood opened ITB-PW-LS-SR434 for the S.R. 434 Median Landscape Improvements from Rangeline Road to Roberts Street. The lowest responsive and responsible bidder was Earthscapes Unlimited. However, in order to fund the contract, a budget amendment in the amount of \$229,581.26 is needed. To address this shortfall, staff recommends a budget amendment ensuring sufficient funding is available to proceed with the initial phase of work.

Budget Impact:

This budget amendment will fund the shortfall by allocating the necessary \$229,581.26 to the Capital Improvement Corridor Landscaping/Hardscaping project (Line Item 310-3100-524-6318) from the Public Facilities Fund Reserves (Line Item 310-9999-599-9810).

Recommendation:

The City Manager and Public Works Director recommend the City Commission approve Resolution No. 25-1700, amending the adopted Fiscal Year 2024–2025 budget, authorizing the Interim Finance Director to record the changes in anticipated revenues and appropriations for expenditures as provided in Exhibit A and authorizing the City Manager to execute associated documents.

REQUESTED MOTION/ACTION:

I move to adopt Resolution No. 25-1700 as presented.

Prepared By:



Agenda Item 12D

Jammie Tackett, Administrative Office Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 25-1700
2. Exhibit A

Agenda Item 12E

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: August 4, 2025

Subject: Approval to award a construction agreement and approve a purchase order in the amount of \$679,581.26 to Earthscapes Unlimited for the State Road 434 Median Landscape Improvements from Rangeline Road to Roberts Street Project (ITB #PW-LS-SR434).

Introduction:

This agenda item requests approval to award a construction agreement for the State Road 434 Median Landscape Improvements from Rangeline Road to Roberts Street (ITB #PW-LS-SR434) to Earthscapes Unlimited, the lowest responsive bidder, for the amount of \$679,581.26. This action includes approval of a purchase order and authorizes the City Manager to execute associated documents.

Background/Discussion:

On May 7, 2025, the City of Longwood opened IFB-PW—LS-SR434 for the State Road 434 Median Landscape Improvements from Rangeline Road to Roberts Street. All bid documents received have been reviewed by supporting City staff and of the two (2) bids received, both bids were determined responsive:

- Earthscapes Unlimited. - \$862,930.86
- Arazoza Brothers - \$1,124,193.00

The City of Longwood is undertaking the repair and improvement of the State Road 434 medians from Rangeline Road to Roberts Road. The existing irrigation system will be repaired and new landscaping installed. A majority of the existing landscape is to be removed, except for most of the Crêpe Myrtle trees.

Budget Impact:

Funding in the amount of \$450,000 was previously approved in FY24-25 under the Public Facilities Capital Improvement Project (Line Item 310-3100-524-6318). The total bid amount for the project is \$862,930.86, resulting in an initial funding gap of \$412,930.86. However, \$183,349.60 of that total reflects future annual maintenance costs scheduled for FY26-27 and FY27-28 and is not required for the initial landscaping and irrigation installation. Therefore, the

Agenda Item 12E

actual shortfall for FY24-25 is \$229,581.26.

To address this shortfall, staff recommends a budget amendment from the Public Facilities Reserves Fund (Line Item 310-9999-599-9810). Upon approval of Resolution No. 25-1700, an additional \$229,581.26 will be allocated to the Capital Improvement Corridor Landscaping/Hardscaping project (Line Item 310-3100-524-6318), ensuring adequate funding for the initial phase of work.

Recommendation:

The City Manager and Public Works Director recommend the City Commission to approve and award a construction agreement for the State Road 434 Median Landscape Improvements from Rangeline Road to Roberts Street Project, authorize the issuance of a purchase order to Earthscapes Unlimited in the amount of \$679,581.26, and authorize the City Manager to execute associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 12D as presented.

Prepared By:

Jammie Tackett, Administrative Office Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. SR 434 Median Landscape Improvements ITB PW-LS-SR434 Bid Tabulation
2. ITB #PW-LS-SR43 Construction Contract