

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

AGENDA
August 18, 2025
6:00 PM

- 1. CALL TO ORDER**
- 2. OPENING INVOCATION**
- 3. THE PLEDGE OF ALLEGIANCE**
- 4. COMMUNITY ANNOUNCEMENTS**
 - A. The Senior Matinee will be held on Wednesday, August 20, 2025, from 1:30 p.m. until 3:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. The movie will be Head of State.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. Presentation of the 2025 Key to the City Award to Rachel Jones.**
 - B. Presentation of the 2025 Key to the City Award to Commissioner Tony Boni.**
 - C. District #3 Nomination of the Business Person of the Month Award for September.**
- 6. BOARD APPOINTMENTS**
 - A. District #2 Nomination to the Land Planning Agency.**
- 7. PUBLIC INPUT**
 - A. Presentation: Karen Bush, with Our Legacy, would like to thank the City of Longwood for their support when they host their annual 5k/8k Run for Organ Donation at Lyman High School.**
 - B. 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 August 4, 2025, Regular Meeting.**
- B. Approve the Monthly Expenditures for July 2025.**
- C. Approve the Monthly Financial Report for June 2025.**
- D. Approve an increase in the amount of \$112,000 to the purchase order with Helping Hands Lawn Care, Inc. for continued citywide landscaping services.**
- E. Approve an increase in the amount of \$50,000 to purchase order No. 25-01120 with Hydra Services, Inc. for Lift Station Repairs and Rehabilitation.**

11. PUBLIC HEARINGS

- A. Read by title only and adopt Ordinance No. 25-2270 approving a Citizen Participation Plan.**

12. REGULAR BUSINESS

- A. City Commission to approve the appointment of Longwood Community & Media Relations Manager, Liane Cartagena as Acting City Clerk and approve the Acting City Clerk Agreement effective August 14, 2025.**
- B. City Commission discussion and approval of the recruitment schedule for the City Clerk position.**
- C. Read by title only and adopt Resolution No. 25-1702, adopting the annual non-ad Valorem assessment rolls for various wastewater, road paving, and neighborhood beautification assessments for the 2025 tax rolls.**
- D. Read by title only and adopt Resolution No. 25-1703, amending the Fiscal Year 2024-2025 budget and authorizing a budget amendment providing funding for the Sandalwood Park Pipe Rehabilitation Project.**
- E. Approve a purchase order in the amount of \$94,073.34 to Atlantic Pipe Services (APS) for the Sandalwood Park Pipe Rehabilitation Project.**
- F. Appointment of Special Magistrate for Trespass Warning Appeals issued pursuant to Ordinance 25-2266, codified as Section 2-2, City of Longwood Code of Ordinance.**

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:	September 4, 2025	6:00 PM	Regular Meeting
	September 15, 2025	6:00 PM	Regular Meeting