

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

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, Interim City Clerk

Date: August 18, 2025

Subject: Approve the Minutes of the August 4, 2025, Regular Meeting.

Introduction:

The City Clerk is presenting the minutes of the August 4, 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:

Liane Cartagena, Interim City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

1. CC08-04-2025Min

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Dustin Wollbright, Finance Operations & Budget Manager

Date: August 18, 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 \$250,126.73 from July 24, 2025, through July 30, 2025, which includes check numbers from 168897 through 169007.

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 Finance Operations & Budget Manager recommend approval of expenditures in the amount of \$250,126.73.

REQUESTED MOTION/ACTION:

I move to approve Item 10B as presented.

Prepared By:

Dustin Wollbright, Finance Operations & Budget Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Monthly Expenditures

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Dustin Wollbright, Finance Operations & Budget Manager

Date: August 18, 2025

Subject: Approve the Monthly Financial Report for June 2025.

Introduction:

Pursuant to the Longwood City Code of Ordinance Section 2-182 the City Manager is to provide monthly financial reports to the City Commission. This Unaudited Monthly/Quarterly Financial Report meets the requirement as set forth in the Code of Ordinances.

Background/Discussion:

Monthly Financial Reports are required to be submitted to the City Commission during the second meeting of each month in accordance with Section 2-182 of the City Code of Ordinances.

The Commission is currently provided with a monthly financial report for approval at the second meeting of each month in accordance with Section 2-182 of the City Code of Ordinances. This item is a report of the budgeted financial activity for the month of June 2025. Also, the financial statements are provided to the Commission with year-to-date revenues and expenditures for the General Fund, Special Revenue Funds, and Enterprise Funds for the second quarter as of June 30, 2025, with a comparison to the prior year as of June 30, 2025, and the percentage of variances.

In addition to the monthly and quarterly financial reports, included on this agenda are the budget transfer report for the month of June 2025 and detailed information on the Purchasing Card expenses for the period of June 4, 2025, through July 3, 2025.

Budget Impact:

The Unaudited Monthly Financial Report reflects a modified budget and actuals for the month of June and Financial Statements for the third quarter of the year.

Recommendation:

The City Manager and the Finance Operations & Budget Manager recommend approval of the Unaudited Financial Reports as of June 2025.

Agenda Item 10C

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:

Dustin Wollbright, Finance Operations & Budget Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Unaudited Financial Report June 2025
2. Budget Transfer Report June 2025
3. Purchasing Card Expense June 2025

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: August 18, 2025

Subject: Approve an increase in the amount of \$112,000 to the purchase order with Helping Hands Lawn Care, Inc. for continued citywide landscaping services.

Introduction:

This agenda item requests the City Commission approve an emergency change order in the amount of \$112,000 to the purchase order with Helping Hands Lawn Care, Inc. for continued citywide landscaping services.

Background/Discussion:

Due to ongoing staffing challenges faced by the City's current landscaping vendor, exacerbated by extreme heat and increased seasonal demand, landscaping services across public areas have become inconsistent. To ensure the continued safety, appearance, and accessibility of City properties and rights-of-way, the City executed an interim mowing maintenance service agreement with Helping Hands Lawn Care, Inc. on August 7, 2025, allowing services to begin immediately. An initial purchase order was issued under this agreement for an amount not to exceed the City Manager's purchasing authority of \$50,000.

Staff is now requesting an emergency change order to increase the existing purchase order to maintain reliable citywide landscaping coverage during this transitional period. In accordance with the City's Purchasing Policies and Procedures Manual and City Code Chapter 62, Section 62-36, any purchase, contract, or bid where the City would pay compensation in excess of \$50,000 must be approved by the City Commission. This change order requests that the City Commission exercise its authority to approve the increase in funding for continued landscaping services.

The City recently issued an Invitation to Bid for ITB-PW-MLMS-2025-0-2025/W for Mowing and Landscape Maintenance Services, which opened on July 10, 2025, and closed on August 11, 2025. The submitted bids are currently under review. This emergency purchase order with Helping Hands Lawn Care, Inc. is intended as a temporary measure to ensure continuity of services until a new contractor is selected and a project kickoff meeting is held. Once the new maintenance and mowing contract is awarded and initiated, this emergency purchase order will be phased out.

Agenda Item 10D

Budget Impact:

Funding for citywide landscaping services has been budgeted in the Fiscal Year 2024-2025. The emergency increase will be supported by the following funding sources:

- \$80,000 from Line Item 001-3520-541-3400
- \$30,000 from Line Item 406-3520-541-3400
- \$2,000 from Line Item 401-4120-536-3400

Recommendation:

The City Manager and Public Works Director recommend approval of an emergency change order increase in the amount of \$112,000 to the purchase order with Helping Hands Lawn Care, Inc. for continued citywide landscaping services and authorized the City Manager to execute any necessary documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

Jammie Tackett, Administrative Office Manager

Reviewed By:

William Watts, City Manager

Attachments:

None

Agenda Item 10E

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: August 18, 2025

Subject: 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.

Introduction:

This agenda item requests the City Commission approve an increase to purchase order No. 25-01120 with Hydra Services, Inc. of \$50,000 for the purchase of ABS pumps, parts, and repair services related to the maintenance and rehabilitation of City-operated lift stations.

Background/Discussion:

The City of Longwood operates approximately 43 lift stations and multiple bypass pumps, all of which are essential to the proper functioning of the City's wastewater infrastructure. These systems require ongoing maintenance, timely repairs, and periodic upgrades to ensure uninterrupted service and compliance with regulatory standards.

Hydra Services, Inc. provides ABS pumps, parts, and repair services utilized in the rehabilitation of the City's lift stations. The requested increase of \$50,000 to purchase order No. 25-01120 will support continued maintenance needs and emergency repairs as they arise. Pricing is based on the current piggyback agreement with Volusia County, which is valid through December 6, 2027.

Budget Impact:

Funding for this increase has been budgeted and is available in the Fiscal Year 2024-2025 Enterprise Capital Improvement Project, under Line Item 401-4120-536-6316.

Recommendation:

The City Manager and Public Works Director recommend that the City Commission approve a \$50,000 increase to purchase order No. 25-01120 with Hydra Services, Inc. for the continued purchase of ABS pumps, parts, and repair services necessary for the ongoing maintenance and rehabilitation of the City's lift stations.

REQUESTED MOTION/ACTION:

I move to approve Item 10E as presented.



Agenda Item 10E

Prepared By:

Jammie Tackett, Administrative Office Manager

Reviewed By:

William Watts, City Manager

Attachments:

None

Agenda Item 11A

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: August 18, 2025

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

Introduction:

This agenda item requests the City Commission to read by title only and adopt Ordinance No. 25-2270, which approves a Citizen Participation Plan.

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:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Public Works Director recommend the City Commission approve Ordinance No. 25-2270.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 25-2270 as presented.



Agenda Item 11A

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

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

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Magdala Ridore, Human Resources Director

Date: August 18, 2025

Subject: 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.

Introduction:

This agenda item requests City Commission consideration for the appointment of an Acting City Clerk.

Background/Discussion:

Due to the anticipated vacancy in the City Clerk position effective August 13, 2025, and based on the directions received from the City Commission during the August 4, 2025, meeting, staff have worked with Attorney Dan Langley to draft an agreement appointing Liane Cartagena as Acting City Clerk. This interim appointment is necessary to ensure the continuity of operations with the Clerk's Office.

Budget Impact:

If approved, Liane Cartagena will receive out of classification pay consistent with 6.09 - Salary Adjustments in the City policy.

Recommendation:

The recommendation is to approve the proposed Memorandum of Agreement for Acting City Clerk which appoints Liane Cartagena as the Acting City Clerk starting on August 14, 2025.

REQUESTED MOTION/ACTION:

I move to approve the proposed Memorandum of Agreement for Acting City Clerk which appoints Liane Cartagena as the Acting City Clerk starting on August 14, 2025.

Prepared By:

Magdala Ridore, Human Resources Director

Reviewed By:

William Watts, City Manager



Agenda Item 12A

Attachments:

1. Acting City Clerk Memo of Agreement

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Magdala Ridore, Human Resources Director

Date: August 18, 2025

Subject: City Commission discussion and approval of the recruitment schedule for the City Clerk position.

Introduction:

This agenda item requests City Commission review, discussion, and approval of the proposed recruitment schedule for filling the vacant City Clerk position.

Background/Discussion:

Due to the anticipated retirement of the current City Clerk, the position has been publicly advertised. In alignment with Commission direction, the Human Resources Department has developed a structured timeline and schedule to support an efficient and transparent recruitment and selection process.

Below is the proposed recruitment schedule:

- City Clerk Job Posting Closes: August 23, 2025, at 11:59 PM (Eastern)
- HR Forwards Applications to City Commission: August 27, 2025
- Special Meeting to Discuss & Select Candidates for Interview: September 4, 2025 (3:00 PM – 4:00 PM)
- One-on-One Commissioner Interviews with Candidates: September 9, 10, or 11 (9:00 AM – 2:30 PM)
- Special Meeting for Candidate Selection: September 15, 2025, 3:00 PM – 4:00 PM
- Candidate Appointment/Confirmation: October 6, 2025, Regular Commission Meeting

Note: One-on-one interview schedules are subject to adjustment based on individual Commissioner availability and candidate coordination.

Human Resources recommends that the City Commission narrow the applicant pool to five candidates for one-on-one interviews to support a focused and efficient process.

Budget Impact:

This item has no anticipated impact on the budget.

Agenda Item 12B

Recommendation:

The Human Resources Director recommends that the City Commission review and approve the proposed recruitment timeline and authorize staff to proceed with coordinating the selection process as outlined.

REQUESTED MOTION/ACTION:

I move to approve the proposed recruitment schedule for the City Clerk position as presented, and authorize staff to coordinate all associated meetings and interviews, and agree to conduct one-on-one interviews with candidates on or around September 9, 2025, with flexibility to adjust as necessary based on availability.

Prepared By:

Magdala Ridore, Human Resources Director

Reviewed By:

William Watts, City Manager

Attachments:

None

Agenda Item 12C

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager

Date: August 18, 2025

Subject: 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.

Introduction:

This agenda item recommends the City Commission read by title only and adopt Resolution No. 25-1702, which confirms the annual non-ad valorem rolls for various wastewater, road, and neighborhood beautification assessments for the 2025 tax rolls.

Background/Discussion:

Each year the City is required to approve the annual non-ad valorem assessment rolls for the various wastewater, road, and neighborhood beautification assessments prior to providing them to the Seminole County Tax collector by September 15, 2025, for placement on the November 2025 property tax bill. Resolution No. 25-1702 establishes the current assessment rates for the annual assessment rolls for the various wastewater, road, and neighborhood beautification assessments. All the assessment rates remain unchanged from the prior year.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Finance Operations & Budget Manager recommend approval of Resolution No. 25-1702 adopting the annual non-ad valorem rolls for the various wastewater, road, and neighborhood beautification assessments for the 2025 tax rolls.

REQUESTED MOTION/ACTION:

I move to adopt Resolution No. 25-1702 as presented.

Prepared By:

William Watts, City Manager

Reviewed By:

William Watts, City Manager



Agenda Item 12C

Attachments:

1. Resolution No. 25-1702

Agenda Item 12D

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: August 18, 2025

Subject: 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.

Introduction:

This agenda item requests the City Commission to read by title only and adopt Resolution No. 25-1703, amending the adopted Fiscal Year 2024–2025 budget, and authorizing the Finance Operations & Budget Manager to record the changes in anticipated revenues and appropriations for expenditures as provided in Exhibit A.

Background/Discussion:

As part of the City’s preparation for the grant-funded basketball court project at Sandalwood Park, a collapsed storm drain pipe was identified beneath the existing court. This issue has made the area a priority for repair, as addressing the damaged infrastructure is necessary before construction of the new court can begin. This budget amendment will provide for the additional funding needed to complete this project.

The total cost for the proposed services is \$94,073.34, with \$84,824.00 currently available under the Capital Improvement Pipe Lining Project, Line Item 406-3520-541-6315. To cover the shortfall and include a contingency for potential change orders, staff is proposing a \$15,000 budget amendment.

Budget Impact:

This budget amendment will fund the shortfall by allocating the necessary \$15,000 to the Stormwater Capital Improvement Pipe Lining Project (Line Item 406-3520-541-6315) from the Stormwater Capital Improvement Project (Line Item 406-3520-541-6308).

Recommendation:

The City Manager and Public Works Director recommend the City Commission to read by title only and adopt Resolution No. 25-1703, amending the adopted Fiscal Year 2024–2025 budget, authorizing the Finance Operations & Budget Manager to record the changes in anticipated revenues and appropriations for expenditures as provided in Exhibit A., and authorize the City Manager to execute associated documents.

Agenda Item 12D

REQUESTED MOTION/ACTION:

I move to adopt Resolution No. 25-1703 as presented.

Prepared By:

Jammie Tackett, Administrative Office Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 25-1703
2. Exhibit A

Agenda Item 12E

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: August 18, 2025

Subject: Approve a purchase order in the amount of \$94,073.34 to Atlantic Pipe Services (APS) for the Sandalwood Park Pipe Rehabilitation Project.

Introduction:

This agenda item requests City Commission approval to issue a purchase order in the amount of \$94,073.34 to Atlantic Pipe Services (APS) for the Sandalwood Park Pipe Rehabilitation Project.

Background/Discussion:

As part of the City's preparation for the grant-funded basketball court project at Sandalwood Park, a collapsed storm drain pipe was identified beneath the existing court. This issue has made the area a priority for repair, as addressing the damaged infrastructure is necessary before construction of the new court can begin.

Atlantic Pipe Services (APS) submitted two (2) proposals for the required rehabilitation work, which includes cleaning, inspection, surface preparation, and pipe restoration using industry-standard methods and materials. One proposal utilizes the St. Johns County Master Contract No. 21-MCC-ATL-13188, and the other references the Village Center Community Development District Contract No. RFP#24P-007. Proposal No. 7707 is based on the St. Johns County contract, as it includes line items for the rehabilitation of a manhole including replacement frame and cover, items that are not included in the Village Center CDD contract. The total cost of the proposed services is \$94,073.34 and will be procured through a piggyback purchasing method.

Budget Impact:

\$84,824.00 is currently available under the Capital Improvement Pipe Lining Project, Line Item 406-3520-541-6315. To cover the shortfall and provide a contingency for potential change orders, staff proposed a \$15,000 budget amendment, pending adoption of Resolution No. 25-1703. This will help ensure adequate funding and avoid the need for a future amendment due to unforeseen costs.

Agenda Item 12E

Recommendation:

The City Manager and Public Works Director recommend approval of a purchase order in the amount of \$94,073.34 to Atlantic Pipe Services (APS) for the Sandalwood Park Pipe Rehabilitation Project and authorize the City Manager to execute all necessary documents.

REQUESTED MOTION/ACTION:

I move to approve Item 12G as presented.

Prepared By:

Jammie Tackett, Administrative Office Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Atlantic Pipe Services Proposal No. 7707
2. Atlantic Pipe Services Proposal No. 7815

Agenda Item 12F

To: The Honorable Mayor and City Commissioners

From: Daniel W. Langley, City Attorney

Date: August 18, 2025

Subject: 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.

Introduction:

This agenda item requests that the City Commission approve the appointment of Amy Goodblatt as special magistrate to hear appeals of trespass warnings issued pursuant to Ordinance 25-2266, codified as Section 2-2, City of Longwood Code of Ordinance.

Background/Discussion:

On April 21, 2025, the City Commission adopted Ordinance 25-2266, creating a new Section 2-2, City of Longwood Code of Ordinances. Section 2-2, City Code provides for the issuance of trespass warnings to people violating the public property restrictions of Section 2-2, including audio or video recording in certain enclosed areas of city buildings that are not public forums. Persons issued a trespass warning have the right to appeal such trespass warnings to a special magistrate appointed by the City. There is a need for the City Commission to appoint a special magistrate to hear trespass warning appeals.

Attorney Amy Goodblatt currently serves as the City's code enforcement special magistrate. Ms. Goodblatt is willing to serve as the City's special magistrate to hear trespass warning appeals pursuant to the same pay schedule that she receives for code enforcement cases.

Budget Impact:

The impact will be compensation paid to Amy Goodblatt on an as-needed basis to hear appeals.

Recommendation:

The City Manager and City Attorney recommend the appointment of Amy Goodblatt as the City's special magistrate to hear appeals of trespass warnings issued pursuant to Ordinance 25-2266.

Agenda Item 12F

REQUESTED MOTION/ACTION:

I move to approve the appointment of Amy Goodblatt as the special magistrate to hear appeals of trespass warnings issued pursuant to Ordinance 25-2266.

Prepared By:

Daniel W. Langley, City Attorney

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 25-2266