

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

AGENDA
March 3, 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, March 8, 2025, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood, located off Church Avenue.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. District #5 Nomination of the Business Person of the Month Award for March 2025.**
- 6. BOARD APPOINTMENTS**
 - A. District #1 Nomination to the Parks & Recreation Advisory Board.**
 - B. District #5 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 #1, #2, #3, #4 and #5**
- 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 February 17, 2025, Regular Meeting.**
- B. Approve the Monthly Expenditures for January 2025.**

11. PUBLIC HEARINGS

12. REGULAR BUSINESS

- A. Read by title only and adopt Resolution No. 25-1688, which amends the fiscal year 2024/2025 budget and authorizes funds to cover purchase orders which rolled from the fiscal year 2023/2024 for Capital Improvement Plan (CIP) Projects or grants and make other necessary adjustments to the budget.**

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:	March 17, 2025	6:00 PM	Regular Meeting
	April 7, 2025	6:00 PM	Regular Meeting

Agenda Item 5A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: March 3, 2025

Subject: District #5 Nomination of the Business Person of the Month Award for March 2025.

Introduction:

District #5 Deputy Mayor Sackett to nominate a Business Person of the Month Award for March 2025.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Deputy Mayor Sackett to nominate a recipient for the Business Person of the Month Award for March 2025.

REQUESTED MOTION/ACTION:

I move to nominate _____ for the Business Person of the Month Award for March 2025.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

None

Agenda Item 6A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: March 3, 2025

Subject: District #1 Nomination to the Parks & Recreation Advisory Board.

Introduction:

District #1 board appointment for the Parks & Recreation Advisory Board.

Background/Discussion:

District #1 board appointment for the Parks & Recreation Advisory Board. I was informed by Member David Putz that he does not wish to serve another term on the Board. His final meeting will be on Tuesday, March 4, 2025. 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 Shoemaker to make a nomination to fill the seat.

REQUESTED MOTION/ACTION:

I nominate _____ to serve on the Parks & Recreation Advisory Board.

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: March 3, 2025

Subject: District #5 Nomination to the Land Planning Agency.

Introduction:

District #5 board appointment for the Land Planning Agency.

Background/Discussion:

District #5 board appointment for the Land Planning Agency. I was informed by Member JoAnne Rebello that she does not wish to serve another term on the Board. There are no board applications on file with an interest in serving on this board.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Deputy Mayor Sackett to make a nomination to fill the vacant 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 10A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: March 3, 2025

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

Introduction:

The City Clerk is presenting the minutes of the February 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. CC02-17-2025Min

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: March 3, 2025

Subject: Approve the Monthly Expenditures for January 2025.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$704,225.43 from January 22nd of 2025 through January 31st of 2025, which includes check numbers from 167695 through 167799.

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 \$704,225.43.

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 12A

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: March 3, 2025

Subject: Read by title only and adopt Resolution No. 25-1688, which amends the fiscal year 2024/2025 budget and authorizes funds to cover purchase orders which rolled from the fiscal year 2023/2024 for Capital Improvement Plan (CIP) Projects or grants and make other necessary adjustments to the budget.

Introduction:

This agenda item requests the City Commission read by title only and adopt Resolution No. 25-1688, which amends the fiscal year 2024/2025 budget and authorizes funds to cover purchase orders which rolled from the fiscal year 2023/2024 for CIP Projects or grants and to true up fund balances and make other necessary adjustments to the budget.

Background/Discussion:

Section 5 of Ordinance No. 24-2259 provides for amendments of the 2024/2025 budget and a resolution is necessary to amend the fiscal year 2024/2025 Budget. This budget amendment will increase the Citywide Fiscal Year 2024/2025 Budget associated with CIP and purchase order (PO) rollover encumbrances, rebudget, and will also true up fund balance budget estimates to more current fund balance projections provided in Exhibit "C".

Budget Impact:

This budget amendment includes \$2,779,658.53 for purchase order rollover, \$1,071,668 carry forward (re-budget) for an overall budget increase in FY2024/2025 of \$3,851,326.53. These adjustments are itemized in Exhibit "A" and Exhibit "B" attached.

Recommendation:

The City Manager and Director of Financial Services recommend approval of Resolution No. 25-1688.

REQUESTED MOTION/ACTION:

I move to adopt Resolution No. 25-1688 as presented.

Prepared By:

Judith Rosado, Director of Financial Services



Agenda Item 12A

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Resolution No. 25-1688
2. Exhibit "A", "B" and "C"