

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

AGENDA
March 17, 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, March 19, 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 *La Dolce Villa*.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. Nomination of the Beautification Award - 2nd Quarter 2025.**
- 6. BOARD APPOINTMENTS**
 - A. District #3 (At Large) Nomination to the Parks & Recreation Advisory Board.**
- 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 March 3, 2025, Regular Meeting.**

- B. Approve the Monthly Expenditures for February 2025.**
- C. Approve the Monthly Financial Report for January 2025.**
- D. Approve the purchase of two (2) police department vehicles for patrol officers.**
- E. Approval of the purchase of three (3) police department vehicles for Citizens on Patrol.**
- F. Approve an increase in the amount of \$66,000 to the Aero GroundTek Purchase Order No. 25-00227, for citywide mowing and landscaping services for the current fiscal year.**

11. PUBLIC HEARINGS

12. REGULAR BUSINESS

- A. City Commission discussion and approve the process for the City Manager recruitment.**
- B. City Commission to approve the appointment of Longwood Deputy Fire Chief William Watts as Acting City Manager and approve the Acting City Manager Agreement effective April 20, 2025.**

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 7, 2025	6:00 PM	Regular Meeting
	April 21, 2025	6:00 PM	Regular Meeting

Agenda Item 5A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: March 17, 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 7, 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

Agenda Item 5A

presented every quarter. Categories for consideration include businesses, commercial properties, medical, religious, and non-profit organizations for the Community Beautification 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 6A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: March 17, 2025

Subject: District #3 (At Large) Nomination to the Parks & Recreation Advisory Board.

Introduction:

District #3 (At Large) board appointment for the Parks & Recreation Advisory Board.

Background/Discussion:

District #3 (At Large) board appointment for the Parks & Recreation Advisory Board. I was informed by Member William Overbeek that he does not wish to serve another term on the Board. His final meeting was 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:

Mayor McMillan 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 10A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: March 17, 2025

Subject: Approve the Minutes of the March 3, 2025, Regular Meeting.

Introduction:

The City Clerk is presenting the minutes of the March 3, 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. CC03-03-2025Min

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: March 17, 2025

Subject: Approve the Monthly Expenditures for February 2025.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$424,616.39 from February 6th of 2025 through February 13th of 2025, which includes check numbers from 167801 through 167910.

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 \$424,616.39.

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: Judith Rosado, Director of Financial Services

Date: March 17, 2025

Subject: Approve the Monthly Financial Report for January 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 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 January 2025.

In addition to the monthly financial reports, included on this agenda are the budget transfer report for the month of January, and detailed information about the Purchasing Card expenses for the period of January 5, 2025, through February 4, 2025.

Budget Impact:

The Unaudited Monthly Financial Report reflects a modified budget and actuals for the month of January 2025.

Recommendation:

The City Manager and the Director of Financial Services recommend approval of the Unaudited Financial Reports as of January 2025.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:



Agenda Item 10C

Judith Rosado, Director of Financial Services

Reviewed By:

Clint Gioielli, City Manager

Attachments:

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

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: David Dowda, Police Chief

Date: March 17, 2025

Subject: Approve the purchase of two (2) police department vehicles for patrol officers.

Introduction:

This agenda item requests the City Commission approve this specific purchase of two (2) vehicles for use by the police department's patrol officers. The City Commission previously approved funds in the current budget to permit the purchase of vehicles for the police department.

Background/Discussion:

The Chief of Police has identified the need to trade-in two (2) aging and deteriorating police department vehicles. The trade-in value of the two (2) used police vehicles is \$41,000.00 as reflected in the attached quote. The transaction will include the purchase of two (2) 2025 Chevrolet 1500 trucks with a per-unit cost of \$53,940.00. The total cost of the two (2) vehicles is \$107,880.00; however, the value of the trade-ins will reduce the amount of the necessary purchase order. The approval of this purchase will require a purchase order for Step One Automotive Group in the amount of \$66,800.00. Step One Automotive Group is a named vendor on the Florida Department of Management Services State Term Contract 25100000-23-STC.

Budget Impact:

Funds for this purchase have been made available in the Capital Projects Fund.

Recommendation:

The City Manager and Chief of Police recommend approval of the purchase of the vehicles.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

David Dowda, Police Chief

Reviewed By:



Agenda Item 10D

Clint Gioielli, City Manager

Attachments:

1. 03-03-25 PDb - Step One Automotive Group quote two (2) Chevrolet 1500 trucks
2. 03-03-25 PD1c - Attachment - Florida State Contract for Step One Automotive

Agenda Item 10E

To: The Honorable Mayor and City Commissioners

From: David Dowda, Police Chief

Date: March 17, 2025

Subject: Approval of the purchase of three (3) police department vehicles for Citizens on Patrol.

Introduction:

This agenda item requests the City Commission approve the purchase of three (3) Ford Maverick trucks for use by the police department's Citizens On Patrol members.

Background/Discussion:

The chief of police has identified the need to expand the department's vehicle pool assigned to the Citizen On Patrol (COP) program. There are currently 16 COP members, and 6 additional members are being trained to join the program. The department has only 4 vehicles equipped for use by the COP program, and this limits their ability to assist. These members have become essential to facilitating City of Longwood events and assisting our police officers. The value of the COP program is growing more crucial each year as the city's population grows and the number and size of events increase. The additional vehicles are necessary to the success of the COP program and the police department's mission. The transaction will include the purchase of three (3) Ford Mavericks with a per-unit cost of \$28,625.50 for one truck and \$28,470.50 for each of the other two trucks as reflected in the attached Mullinax Ford quote. The total cost of the three (3) trucks will be \$85,566.50. Proposals were also obtained from Brandon Ford and Autonation Ford, but Prestige Ford was the lowest responsive and responsible bidder.

Budget Impact:

Funds for this purchase have been made available in the Police Impact Fund.

Recommendation:

The City Manager and Chief of Police recommend approval of the purchase of the vehicles.

REQUESTED MOTION/ACTION:

I move to approve Item 10E as presented.

Prepared By:

David Dowda, Police Chief



Agenda Item 10E

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Proposals for the purchase of 2025 Ford Maverick trucks

Agenda Item 10F

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: March 17, 2025

Subject: Approve an increase in the amount of \$66,000 to the Aero GroundTek Purchase Order No. 25-00227, for citywide mowing and landscaping services for the current fiscal year.

Introduction:

This agenda item requests the City Commission to approve an increase in the amount of \$66,000 to the Aero GroundTek Purchase Order No. 25-00227, for citywide mowing and landscaping services for the current fiscal year.

Background/Discussion:

The City of Longwood previously issued a purchase order of \$49,900 for citywide landscaping and mowing services utilizing the City's current Mowing and Landscaping Services Agreement ITB # 02032022 valid through September 30, 2025. The proposed increase of \$66,000 will bring the total purchase order amount to \$115,900. This adjustment ensures adequate funding to maintain uninterrupted landscaping and mowing services while staff works to finalize the competitive rebidding process and secure a new contract.

Budget Impact:

Funding for citywide mowing and landscaping services has been budgeted and is available for the 2024-2025 fiscal year under the following Other Contractual Services line items:

Line Item 001-3520-541-3400: \$42,000

Line Item 406-3520-541-3400: \$21,000

Line Item 401-4120-536-3400: \$3,000

Recommendation:

The City Manager and Public Works Director recommend approving a \$66,000 increase to Aero GroundTek Purchase Order No. 25-00227 to provide citywide mowing and landscaping services for the remainder of the 2024-2025 fiscal year. This increase is within the existing budget allocation.

REQUESTED MOTION/ACTION:

I move to approve Item 10F as presented.



Agenda Item 10F

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

Clint Gioielli, City Manager

Attachments:

None

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Magdala Ridore, Human Resources Director

Date: March 17, 2025

Subject: City Commission discussion and approve the process for the City Manager recruitment.

Introduction:

This agenda item seeks City Commission discussion and direction on the City Manager recruitment process, including timeline, selection criteria and compensation.

Background/Discussion:

Due to the recent announcement of City Manager Clint Gioielli's anticipated retirement effective April 19, 2025 and in compliance with the City Charter, a recruitment for a City Manager is warranted.

City Charter Section 4.04 – Appointment of City Manager; qualifications; compensation.

The City Commission shall appoint a City Manager for an indefinite term and fix his or her compensation. The City Manager shall be appointed on the basis of executive and administrative qualifications which qualifications will be set forth more fully in an ordinance.

(a) All candidates for City Manager shall be screened by a committee consisting of members from either/or the Florida City and County Managers Association or International City Managers Association. This committee shall be appointed by the City Commission for that purpose. Such committee shall be responsible to recommend candidates for such appointment. If no satisfactory candidate is selected by the City Commission, then the committee shall select new candidates for the Commission's review. In the event no appointment has been made within ninety (90) days, a new committee will be formed.

Proposed City Manager Recruitment Plan:

- The City will conduct a recruitment search and receive applications through the City's Applicant Tracking System
- The position will be advertised on recruitment publications, websites, social media, state municipal league sites and various job boards for 30 days
- City of Longwood Human Resources will complete the initial screening for minimum qualifications

Agenda Item 12A

- A Screening Committee consisting of Senior Advisors from the International City Managers Association (ICMA) will be established
- The Screening Committee will complete initial review of applicants and categorize candidates for the City Commission based solely on objective qualifications
- The City Commission will review committee recommendations and conduct one on one interviews of the candidates
- The Commission will host a reception event for the commission's candidates to informally meet with the commissioners, city staff and the community
- The Commission will conduct final interviews as a group in a public meeting
- A recruitment firm or third party will complete an extensive background check on the finalist.
- The City Commission will make a candidate selection, negotiate terms of an agreement and appoint a new City Manager

This proposed plan can be modified by adding elements or removing proposed steps. It can also be adjusted at this meeting prior to approval or in the future based on the needs of the City and the desire of the Commission.

Director Ridore and City Manager Gioielli met with Ken Parker of ICMA. He has committed himself and his organization to assisting the City by providing a committee from the ICMA to review and make candidate recommendations. The proposed recruitment plan is based on input provided by Mr. Parker.

Staff requests the Commission to review the proposed job description (see attached) to confirm the position properly reflects the duties and expectations of the Commission for this role. Additionally, the Commission is requested to review and consider a recruitment advertisement for the position, making certain it too is an appropriate reflection of the Commission's expectations. Staff was still finalizing the proposed advertisement at the time this agenda item was submitted. When ready for consideration, the proposed advertisement will be emailed to the Commission prior to the Commission Meeting allowing enough time for a proper review. Additionally, the advertisement will also be handed out for the record at the meeting.

Budget Impact:

The recruitment plan costs include the job advertisement on various publications, sites and bulletins, the comprehensive background check, potential travel expenses to include lodging for candidates, potential relocation expenses and potential incidental (meals stipend, toll road expense, etc.). Funds are available in the City Manager's Operating budget in line item 1200; salaries.

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Recommendation:

The City Manager and Director Magdala Ridore recommend approval of the proposed job description and advertisement and direct staff to proceed on April 1, 2025 with the proposed recruitment plan.

REQUESTED MOTION/ACTION:

I move to approve the proposed job description and advertisement and direct staff to proceed on April 1, 2025 with the proposed recruitment plan.

Prepared By:

Magdala Ridore, Human Resources Director

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. City Manager Job Description

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Clint Gioielli, City Manager

Date: March 17, 2025

Subject: City Commission to approve the appointment of Longwood Deputy Fire Chief William Watts as Acting City Manager and approve the Acting City Manager Agreement effective April 20, 2025.

Introduction:

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

Background/Discussion:

Due to the approaching City Manager vacancy on April 20, 2025, it is necessary for the Commission to appoint an Acting City Manager during the recruitment process for a permanent City Manager. City Charter Section 4.06- Temporary/ Acting City Manager, listed below, outlines the process for the appointment of an Acting City Manager.

Section 4.06. - Temporary/acting City Manager.

(1) *Temporary City Manager.* The City Commission shall designate who shall act as temporary City Manager during temporary absences.

(a) The term temporary absence shall be construed to mean vacation; out-of-town official business, holidays, and weekends; and being temporarily incapacitated by illness of not more than sixty (60) days.

(2) *Acting City Manager.* In the event it is necessary to hire a new City Manager, the City Commission shall appoint a qualified acting City Manager for a period not to exceed one hundred and twenty (120) days, except as indicated below.

(a) In the event an incumbent City Manager becomes incapacitated by reason of illness or serious injury, the City Commission may delay the appointment of a permanent City Manager for a period not to exceed three hundred (300) days. The three hundred (300) days shall commence with the termination of all vacation and sick leave of the incumbent.

After careful consideration and based on the needs of the City, staff recommends the appointment of City of Longwood Deputy Fire Chief William Watts to the Acting City Manager position effective April 20, 2025. Chief Watt's executive leadership experience, education, reputation with the department directors and staff and commitment to the City, Commissioners, community and staff make him a solid choice for this role.

Agenda Item 12B

Chief Watt's resume is attached.

A proposed Acting City Manager agreement is attached. It has been reviewed by the City Attorney.

Chief Watts transitional preparations will start immediately should this recommendation be approved by the commission.

Budget Impact:

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

Recommendation:

The City Manager recommends approval of the proposed Memorandum of Agreement for Acting City Manager which appoints Chief William Watts as the Acting City Manager starting on April 20, 2025.

REQUESTED MOTION/ACTION:

I move to approve the proposed Memorandum of Agreement for Acting City Manager which appoints Chief William Watts as the Acting City Manager starting on April 20, 2025.

Prepared By:

Clint Gioielli, City Manager

Reviewed By:

Attachments:

1. Acting City Manager Agreement
2. Resume- Chief Watts