



**City Commission
Agenda
City Hall Commission Chambers
300 W. Plant Street
Winter Garden, Florida**

Special Meeting

February 25, 2025

6:00 PM

Call to Order

Determination of a Quorum

Opening Invocation and Pledge of Allegiance

1. Approval of Minutes

A. Minutes

2. Presentation

3. First Reading and Public Hearing of Proposed Ordinance

4. Second Reading and Public Hearing of Proposed Ordinance

5. Regular Business

6. Agenda Training Example Section

A. Agenda Training Item Example.

7. Matters From Public

(Limited to 3 minutes per speaker)

8. Matters From City Attorney

A. Kurt Ardaman

9. Matters From City Manager

Jon C. Williams

10. Matters From Mayor and Commissioners

11. Adjourn

NOTICES:

In accordance with Florida Statutes 286.0105, if any person decides to appeal any decision made by said body with respect to any matter considered at such meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Winter

Garden does not prepare or provide such record.

Any opening 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 City Commission or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the City Commission meeting are invited to stand during the opening invocation and to stand and recite the 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 or to participate in the Pledge of Allegiance. You may remain seated within the City Commission Chambers or exit the City Commission Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance. (Reference Resolutions 15-04 and 16-02)

Pursuant to Florida Statutes 282.601, 286.603, and the Americans with Disabilities Act (ADA), the City of Winter Garden makes every effort to ensure that those with disabilities have access to electronic information provided to the public, except when compliance with those sections impose an undue burden on the agency. In the event of difficulty accessing this publicly provided information, please contact the City Clerk's Office at (407) 656-4111, Ext. 2297, for assistance.



Those needing assistance to participate in any of these proceedings should contact the City Clerk's Office at least 48 hours in advance of the meeting (407) 656-4111 Ext 2297.



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained at the meeting from the Information Technology Department (407) 656-4111 Ext. 5455.



Agenda Section:	TBD
Item:	xx
Report Date:	xx/xx/xx
Meeting Date:	xx/xx/xx

Commented [TS1]: They need to choose from Special Business, Consent, Public Hearings or Business

Commented [TS2]: People keep putting this back but it is not necessary. If there is a change to the agenda, we need to go back and change the actual report. Let's eliminate this with the new process.

REQUEST FOR COUNCIL CONSIDERATION – EXECUTIVE SUMMARY

ITEM DESCRIPTION: <Title of your Item from the Agenda Here>	
DEPARTMENT HEAD'S APPROVAL: _____	CITY MANAGER'S APPROVAL: _____

Action Requested: ☐ Public Hearing ☐ Motion ☐ Discussion ☐ Informational

Form of Action: ☐ Resolution ☐ Ordinance ☐ Contract/Agmmt ☐ N/A ☒ Other

Votes Needed: ☐ 3 votes ☐ 4 votes ☐ 5 votes ☐ N/A

Commented [TS3]: If they are choosing Resolution here, their item description needs to include the word "resolution ". Is there a way to make this automatic or trigger a pop-up reminder or something?

Commented [TS4]: If they are choosing ordinance here, their item description needs to include the word "ordinance." It also needs to be followed by a resolution authorizing publication of the approved ordinance by title and summary. Is there a way to automate this or have pop-up reminders etc?

Summary Statement:	▪ <Include a summary statement and any other pertinent background for Council>
Recommendation(s):	▪ <Include a staff recommendation to Council>
Applicable Deadlines:	▪ <Is there a deadline for Council action?>
Community Impact:	▪ <Include a statement if appropriate, such as: ○ A summary of community engagement activities/outcomes ○ Diversity, equity, inclusion, and belonging impacts such as disproportionate burdens, additional community conversations, and potential or recommended mitigations ○ Describe how execution of plans/policies impact (or may impact) residents, businesses, and/or visitors ○ Resources: • Community Engagement Guide • Equitable Decision-Making Guide
Legislative History:	▪ <What past action(s) has the New Brighton City Council taken?>
Strategic Priority:	☐ Sustainable & Reliable Infrastructure ☐ Operational Effectiveness ☐ Environment & Sustainability ☐ Diversity, Equity, & Inclusion ☐ Livable Community ☐ N/A
Financial Impact:	Is there a financial consideration? ☐ No ☐ Yes: \$ _____ Financing Sources: ☐ Budgeted ☐ Budget Modification

		☐ New Revenue	☐ Use of Reserves	☐ Other
Attachments:	1.	<Add title>		

Commented [TS5]: If everything is automated and connected, maybe this does not need to be in the report in case those attachments change.

<Your Name>
<Your Title>