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

AGENDA
September 15, 2025
6:00 P.M.

1. **CALL TO ORDER**

2. **OPENING INVOCATION**

3. **THE PLEDGE OF ALLEGIANCE**

4. **COMMUNITY ANNOUNCEMENTS**
   - **A.** **The Senior Matinee will be held on Wednesday, September 17, 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 *Top Gun Maverick.***

5. **PROCLAMATIONS / RECOGNITIONS**
   - **A.** **District #3 Presentation of the Business Person of the Month Award for September 2025 to Jeff Taylor, Owner of Paddy's Pub.**

   - **B.** **Nomination of the Beautification Award.**

   - **C.** **Proclaiming September 17 through September 23, 2025, as "Constitution Week" in the City of Longwood.**

   - **D.** **Proclaiming September as "Ovarian Cancer Awareness Month" in the City of Longwood.**

11. **PUBLIC HEARINGS (PART I)**
    - **A.** **Read by title only and adopt Ordinance No. 25-2271, which fixes the tentative rate of ad valorem taxation for the fiscal year commencing October 1, 2025, and ending September 30, 2026.**

      The final tax rate being proposed for fiscal year 2025/2026 is 5.5000 per $1,000 of non-exempt assessed valuation. Said rate is 6.82% higher than the rolled-back rate of 5.1489 per $1,000 of non-exempt assessed valuation as computed by Florida Statute 200.065.

B. Read by title only and adopt Ordinance No. 25-2272, which adopts tentative revenues, expenditures, and fund balances for the City's fiscal year budget commencing October 1, 2025, and ending September 30, 2026.

12. REGULAR BUSINESS (PART I)

A. City Clerk Final Candidate Selection

6. BOARD APPOINTMENTS

7. PUBLIC INPUT

A. Public Participation.

8. MAYOR AND COMMISSIONERS' REPORT
Districts #5, #1, #2, #3 and #4.

9. 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 September 4, 2025, Special Meeting.

B. Approve the Minutes of the September 4, 2025, Regular Meeting.

C. Approve the Monthly Expenditures for August 2025.

D. Approve the Monthly Financial Report for July 2025.

E. Approve a donation in the amount of $1,000 to the Boys and Girls Club of Central Florida from the Federal Law Enforcement Confiscation Fund.

F. Approve an increase in the amount of $12,763 to purchase order No. 25-01115 for the City's Water Plant Facilities Plan.

G. Approve an increase in the amount of $11,000 to purchase order No. 25-00227 for Citywide Mowing and Landscaping Services.

H. Approve an increase in the amount of $11,439.45 to purchase order No. 25-01229 for the Orange Avenue Sidewalk Project.

11. PUBLIC HEARINGS (PART II)

C. **Read by title only and adopt Ordinance No. 25-2273, approving the extension of the Non-Exclusive Franchises for the Collection of Commercial Solid Waste and/or Recovered Materials for an additional twelve (12) months.**

D. **Read by title only and adopt Ordinance No. 25-2274, which grants an exclusive franchise to Waste Pro of Florida Inc., approves a seven-year term contract, including a four-year renewal term, and sets customer rates.**

E. **Read by title only and adopt Resolution No. 25-1701, adopting a Five-Year Capital Improvement Program for the Fiscal Years 2026, 2027, 2028, 2029, and 2030 pursuant to the requirements of Section 6.07 of the City Charter.**

12. REGULAR BUSINESS (PART II)

B. **Appointment of Acting Financial Services Director Dustin Woolbright as the Financial Services Director.**

C. **Public Emergency Medical Transportation Letter of Agreement**

13. CITY MANAGER'S REPORT

14. CITY ATTORNEY'S REPORT

15. CITY CLERK'S REPORT

16. ADJOURN

Liane Cartagena
Acting 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:	October 6, 2025	6:00 p.m.	Regular Meeting
	October 20, 2025	6:00 p.m.	Regular Meeting

Historic LONGWOOD Florida

Agenda Item 5B

To: **The Honorable Mayor and City Commissioners**

From: **Liane Cartagena, Interim City Clerk**

Date: **September 15, 2025**

Subject: **Nomination of the Beautification Award.**

Introduction:
The City Commission is requested to nominate a business or commercial property for the Beautification Award for the fourth quarter of 2025. The presentation will be scheduled for October 6, 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 quarterly City Commission meeting, 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 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 4th Quarter Beautification Award.

Prepared By:
Liane Cartagena, Interim City Clerk

Reviewed By:
Liane Cartagena, Interim City Clerk

Attachments:
None

Historic LONGWOOD Florida

Agenda Item 10A

To: **The Honorable Mayor and City Commissioners**

From: **Liane Cartagena, Interim City Clerk**

Date: **September 15, 2025**

Subject: **Approve the Minutes of the September 4, 2025, Special Meeting.**

Introduction:

The Acting City Clerk is presenting the minutes of the September 4, 2025, Special 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:

Liane Cartagena, Interim City Clerk

Attachments:

1. CC09-04-2025SM_Min

Historic LONGWOOD Florida

Agenda Item 10B

To: **The Honorable Mayor and City Commissioners**

From: **Liane Cartagena, Interim City Clerk**

Date: **September 15, 2025**

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

Introduction:
The Acting City Clerk is presenting the minutes of the September 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 10B as presented.

Prepared By:
Liane Cartagena, Interim City Clerk

Reviewed By:
Liane Cartagena, Interim City Clerk

Attachments:
1. CC09-04-2025Min

Historic LONGWOOD Florida

Agenda Item 10C

To: **The Honorable Mayor and City Commissioners**

From: **Dustin Woolbright, Acting Director of Financial Services**

Date: **September 15, 2025**

Subject: **Approve the Monthly Expenditures for August 2025.**

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of $694,304.85 from August 6, 2025, through August 14, 2025, which includes check numbers from 169008 through 169111.

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 Interim Financial Services Director recommend approval of expenditures in the amount of $694,304.85.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:

Dustin Woolbright, Acting Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. Monthy Expenditures

Historic LONGWOOD Florida

Agenda Item 10D

To: **The Honorable Mayor and City Commissioners**

From: **Dustin Woolbright, Acting Director of Financial Services**

Date: **September 15, 2025**

Subject: **Approve the Monthly Financial Report for July 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 requirements 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 July 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 July 31, 2025, with a comparison to the prior year as of July 31, 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 July 2025 and detailed information on the Purchasing Card expenses for the period of July 4, 2025, through August 3, 2025.

Budget Impact:

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

Recommendation:

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

Historic LONGWOOD Florida

Agenda Item 10D

REQUESTED MOTION/ACTION:
I move to approve Item 10D as presented.

Prepared By:
Dustin Woolbright, Acting Director of Financial Services

Reviewed By:
William Watts, City Manager

Attachments:
1. Unaudited Financial Report July 2025
2. Budget Transfer Report July 2025
3. Purchasing Card Expense July 2025

Agenda Item 10E

To: **The Honorable Mayor and City Commissioners**

From: **David Dowda, Police Chief**

Date: **September 15, 2025**

Subject: **Approve a donation in the amount of $1,000 to the Boys and Girls Club of Central Florida from the Federal Law Enforcement Confiscation Fund.**

Introduction:
This agenda item requests the City Commission approve a donation of $1000.00 to the Boys and Girls Clubs of Central Florida from the Police Department's Federal Law Enforcement Confiscation Fund.

Background/Discussion:
The Boys and Girls Clubs of Central Florida are comprised of 40 clubs in 6 counties, including local clubs in Sanford, Oviedo, and Altamonte Springs, and they serve children who need them the most. The clubs are located in neighborhoods that, on average, rank in the 12th percentile for household income and the 71st percentile for incarceration rates. The families who access the club pay either nothing or a nominal fee for their children to attend. Providing the club members with academic support, extracurricular opportunities and positive adult role models, the Boys and Girls Clubs aim to break the cycle of poverty for future generations. The youth involved are provided guidance in character, education, citizenship, personal fitness, and provide essential skills for a productive life. Both nationally and here in our community, participation in Boys and Girls Clubs' educational and enrichment programming has long been associated with higher levels of school attendance, academic performance, higher grades, and decreased incidents of criminal activity, delinquency, and risky behaviors.

Budget Impact:
Funds are available in the Police Department's Federal Law Enforcement Confiscation Fund.

Recommendation:
The City Manager and the Chief of Police recommend approval of this donation.

REQUESTED MOTION/ACTION:
I move to approve Item 10E as presented.

Historic LONGWOOD Florida

Agenda Item 10E

Prepared By:
David Dowda, Police Chief

Reviewed By:
William Watts, City Manager

Attachments:
1. Boys and Girls Club of Central Florida Annual Report

Historic LONGWOOD Florida

Agenda Item 10F

To: **The Honorable Mayor and City Commissioners**

From: **Shad Smith, Public Works Director**

Date: **September 15, 2025**

Subject: **Approve an increase in the amount of $12,763 to purchase order No. 25-01115 for the City's Water Plant Facilities Plan.**

Introduction:

This agenda item requests the City Commission approve an increase to purchase order No. 25-01115 to cover additional professional engineering services related to the City's Water Plant Facilities Plan.

Background/Discussion:

On June 16, 2025, the City Commission approved a $92,450 purchase order to CPH Consulting, LLC for the preparation of the City's Drinking Water Plant Facilities Plan. CPH has submitted Amendment No. 1 to expand the scope to include professional engineering services to assess Water Plants No. 1 and No. 2 for opportunities to extend their service life and maintain eligibility for funding through the FDEP State Revolving Fund (SRF) and related grant programs.

Upon an initial field evaluation, CPH determined that the analysis required was more extensive than originally anticipated and exceeded their technical expertise, so it was necessary to add an electrical engineer to analyze and report on the existing plants. The amendment includes evaluations of electrical systems, generators, and control systems, as well as preparation of all documentation required for SRF funding applications. Services will be provided under the City's existing Master Agreement with CPH (RFQ #0825022), valid through May 26, 2026.

Budget Impact:

Funding in the amount of $12,763 has been budgeted and is available for the current 2024–2025 fiscal year under the Capital Improvement Water Plant Replacement project (Line Item 401-4120-536-6324). This proposed increase of $12,763 will bring the total purchase order amount to $105,213.

Recommendation:

The City Manager and Public Works Director recommend approving a $12,763 increase to CPH Purchase Order No. 25-00227 to provide professional engineering services to evaluate electrical, generator, and control systems at both facilities.

Agenda Item 10F

REQUESTED MOTION/ACTION:
I move to approve Item 10F as presented.

Prepared By:
Shad Smith, Public Works Director

Reviewed By:
William Watts, City Manager

Attachments:
1. Amendment No. 1 for Professional Engineering Scope of Services

Historic LONGWOOD Florida

Agenda Item 10G

To: **The Honorable Mayor and City Commissioners**

From: **Shad Smith, Public Works Director**

Date: **September 15, 2025**

Subject: **Approve an increase in the amount of $11,000 to purchase order No. 25-00227 for Citywide Mowing and Landscaping Services.**

Introduction:
This agenda item requests the City Commission approve an increase to purchase order No. 25-00227 for mowing and landscaping services.

Background/Discussion:
The City of Longwood previously issued a purchase order of $49,900 for citywide landscaping and mowing services under the City's current Mowing and Landscaping Services Agreement (ITB #02032022), valid through September 30, 2025. A change order was approved on March 17, 2025, in the amount of $66,000. We had anticipated transitioning to a new vendor; however, the competitive bidding process did not conclude in time. To ensure continuity of services and maintain city standards, additional funding in the amount of $11,000 is requested under the current contract, bringing the total purchase order to $126,900. This adjustment will provide sufficient funding to maintain uninterrupted landscaping and mowing for the duration of fiscal year 2024-2025. GroundTek is currently only maintaining the portion of the original contract which includes Reiter Park, city-owned buildings and select other parks around the city. Due to resource manpower the remainder of the city is being maintained by another vendor until the new contract is awarded.

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: $10,000
Line Item 406-3520-541-3400: $1,000

Recommendation:
The City Manager and Public Works Director recommend approving an $11,000 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.

Historic LONGWOOD Florida

Agenda Item 10G

REQUESTED MOTION/ACTION:
I move to approve Item 10G as presented.

Prepared By:
Shad Smith, Public Works Director

Reviewed By:
William Watts, City Manager

Attachments:
None

Agenda Item 10H

To: **The Honorable Mayor and City Commissioners**

From: **Shad Smith, Public Works Director**

Date: **September 15, 2025**

Subject: **Approve an increase in the amount of $11,439.45 to purchase order No. 25-01229 for the Orange Avenue Sidewalk Project.**

Introduction:

This agenda item requests City Commission approval of a change order in the amount of $11,439.45 to Huffman, Inc. dba Nuwave Concrete to complete construction services related to the Orange Avenue Sidewalk Project.

Background/Discussion:

On July 21, 2025, the City Commission approved Purchase Order #25-01229 to Huffman, Inc. dba Nuwave Concrete in the amount of $155,058.73 for construction associated with the City's sidewalk improvement projects. This project aims to enhance pedestrian infrastructure along key routes leading to Longwood Elementary School, with a focus on improving safety, accessibility, and connectivity for students and community members. The project will construct new sidewalks, upgrade or replace existing ones, and install ADA-compliant curb ramps to ensure full accessibility and compliance with the Americans with Disabilities Act (ADA). These improvements will support community development by increasing walkability and promoting safer routes to school while utilizing an Urban County Partnership Program Community Development Block Grant (CDBG) in cooperation with Seminole County Community Development via federal funding through HUD.

As part of this effort, the Orange Avenue Sidewalk Project will construct new sidewalk infrastructure along Orange Avenue from Credo Street to Highland Street, directly benefiting local residents and families traveling to and from Longwood Elementary. This project will be completed using a piggyback agreement through Seminole County Invitation for Bid IFB-604269-22/LNF, ensuring cost efficiency and compliance with procurement standards.

During construction, it was determined that the subcontractor originally designated to install the detectable warning truncated domes was not registered as an approved contractor for federal funding. As a result, Huffman, Inc. dba Nuwave Concrete was requested to perform the installation of the ADA-required detectable warning truncated domes.

This adjustment is necessary to ensure the integrity and effectiveness of the final product. The cost impacts are detailed in the attached contract modification.

Historic LONGWOOD Florida

Agenda Item 10H

Budget Impact:
This change order is funded as follows:

$11,439.45 is budgeted and available in the FY 2024–2025 Capital Improvement Budget, under:
310-3520-541-6314: Longdale Sidewalks

Adequate funding is available in this account to support this change order.

Upon successful completion of the project, the City will be eligible for full reimbursement of these costs through the Urban County Partnership Program (CDBG) Grant, not to exceed $185,000.

Recommendation:
The City Manager and Public Works Director recommend approval of a change order increase of $11,439.45, for a revised total contract amount of $166,439.45, related to the Orange Avenue Sidewalk Project and authorize the City Manager to execute all related documents.

REQUESTED MOTION/ACTION:
I move to approve Item 10H as presented.

Prepared By:
Shad Smith, Public Works Director

Reviewed By:
William Watts, City Manager

Attachments:
1. Contract Modification Form - Orange Ave. Sidewalk

Historic LONGWOOD Florida

Agenda Item 11A

To: **The Honorable Mayor and City Commissioners**

From: **Dustin Woolbright, Acting Director of Financial Services**

Date: **September 15, 2025**

Subject: **Read by title only and adopt Ordinance No. 25-2271, which fixes the tentative rate of ad valorem taxation for the fiscal year commencing October 1, 2025, and ending September 30, 2026.**

The final tax rate being proposed for fiscal year 2025/2026 is 5.5000 per $1,000 of non-exempt assessed valuation. Said rate is 6.82% higher than the rolled-back rate of 5.149 per $1,000 of non-exempt assessed valuation as computed by Florida Statute 200.065.

Introduction:

This agenda item recommends the City Commission read by title only and adopt Ordinance No. 25-2271, which fixes the final rate of ad valorem taxation for the fiscal year commencing October 1, 2025, and ending September 30, 2026.

Background/Discussion:

Every fiscal year the City must establish and adopt a tentative rate of ad valorem taxation to fund the delivery of City services to its citizens. The City must also compute the rolled-back rate per Florida Statute 200.065 and announce the percent increase or decrease relative to the fixed rate of taxation established by the City Commission.

The tax rate being proposed for Fiscal Year 2025/2026 is 5.5000 per $1,000 of non-exempt assessed valuation. Said rate is 6.82% higher than the rolled-back rate of 5.1489 per $1,000 of non-exempt assessed valuation as computed by F.S. 200.065.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Acting Director of Financial Services recommend the adoption of Ordinance No. 25-2271, which fixes the tentative rate of ad valorem taxation for the fiscal year commencing October 1, 2025, and ending September 30, 2026.

Historic
LONGWOOD
Florida

Agenda Item 11A

REQUESTED MOTION/ACTION:
I move to adopt Ordinance No. 25-2271, which fixes the final rate of ad valorem taxation for the fiscal year commending October 1, 2025, and ending September 30, 2026.

Prepared By:
Dustin Woolbright, Acting Director of Financial Services

Reviewed By:
William Watts, City Manager

Attachments:
1. Ordinance No. 25-2271

Historic LONGWOOD Florida

Agenda Item 11B

To: **The Honorable Mayor and City Commissioners**

From: **Dustin Woolbright, Acting Director of Financial Services**

Date: **September 15, 2025**

Subject: **Read by title only and adopt Ordinance No. 25-2272, which adopts tentative revenues, expenditures, and fund balances for the City's fiscal year budget commencing October 1, 2025, and ending September 30, 2026.**

Introduction:

This agenda item recommends the City Commission read by title only and adopt Ordinance No. 25-2272, which adopts tentative revenues, expenditures, and fund balances for the City's fiscal year budget commencing October 1, 2025, and ending September 30, 2026.

Background/Discussion:

Every fiscal year, the City must establish and adopt a tentative annual budget for the ensuing fiscal year. Said budget shall contain estimated revenues, proposed expenditures, proposed capital expenditures, and anticipated net surplus for the ensuing fiscal year. Ordinance No. 25-2272, along with the attached budget, complies with Florida law and the City's Charter.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Acting Director of Financial Services recommend the City Commission read by title only and adopt Ordinance No. 25-2272, which adopts tentative revenues, expenditures, and fund balances for the City's fiscal year budget commencing October 1, 2025, and ending September 30, 2026, with the requested change to the City Clerk's pay structure.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 25-2272, which adopts final revenues, expenditures and fund balances for the City's fiscal year budget commencing October 1, 2025, and ending September 30, 2026.

Prepared By:

Dustin Woolbright, Acting Director of Financial Services

Historic LONGWOOD Florida

Agenda Item 11B

Reviewed By:
William Watts, City Manager

Attachments:
1. Ordinance No. 25-2272
2. Final Proposed Budget Book 2025/2026

Historic LONGWOOD Florida

Agenda Item 11C

To: **The Honorable Mayor and City Commissioners**

From: **Liane Cartagena, Interim City Clerk**

Date: **September 15, 2025**

Subject: **Read by title only and adopt Ordinance No. 25-2273, approving the extension of the Non-Exclusive Franchises for the Collection of Commercial Solid Waste and/or Recovered Materials for an additional twelve (12) months.**

Introduction:

This agenda item requests the City Commission read by title only and adopt Ordinance No. 25-2273.

There is an immediate and continuing need for the collection and disposal of garbage, industrial waste, refuse, rubbish, trash, and other solid waste materials from organizations, firms, or entities within the City of Longwood. The City Commission adopted the Non-Exclusive Franchise Ordinances for each of the Franchisees on September 17, 2007. The terms of this respective Ordinance provide that on October 1st, the Franchise will be automatically extended for an additional twelve (12) months, expiring September 30th upon approval of the Commission.

Background/Discussion:

Container Rental Company, Inc.; JJ's Waste & Recycling; Orlando Waste Paper Company, Inc.; Waste Connections of Florida, Inc.; Republic Services of Florida, Limited Partnership; Waste Management Inc. of Florida DBA Orlando Hauling; and Waste Pro of Florida, Inc.; have met the terms and conditions of their Franchises. This Ordinance is being brought before the Commission for approval of the extension of the Non-Exclusive Franchises for the Collection of Commercial Solid Waste and/or Recovered materials for an additional twelve (12) months. Also included is the provision that the City shall have the right to terminate the non-exclusive franchises granted herein upon thirty (30) days' written notice.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The Acting City Clerk and City Manager recommend the City Commission to adopt Ordinance No. 25-2273.

Historic LONGWOOD Florida

Agenda Item 11C

REQUESTED MOTION/ACTION:
I move to adopt Ordinance No. 25-2273 as presented.

Prepared By:
Liane Cartagena, Interim City Clerk

Reviewed By:
William Watts, City Manager

Attachments:
1. Ordinance No. 25-2273

Historic LONGWOOD Florida

Agenda Item 11D

To: **The Honorable Mayor and City Commissioners**

From: **William Watts, City Manager, Daniel W. Langley, City Attorney**

Date: **September 15, 2025**

Subject: **Read by title only and adopt Ordinance No. 25-2274, which grants an exclusive franchise to Waste Pro of Florida Inc., approves a seven-year term contract, including a four-year renewal term, and sets customer rates.**

Introduction:

This agenda item requests the City Commission read by title only and adopt Ordinance No. 25-2274, which grants an exclusive franchise to Waste Pro of Florida Inc. approves a seven-year term contract, including a four-year renewal term, and sets customer rates.

Background/Discussion:

The City of Longwood previously granted an exclusive franchise to Waste Pro of Florida, Inc. for residential solid waste and recycling collection services within the City. The current franchise term expires on September 30, 2025.

Under Article VIII, Section 2 of the Florida Constitution; Sections 166.021 and 180.14, Florida Statutes; and Chapter 403, Part IV, Florida Statutes, municipalities may grant private companies the privilege or franchise for the collection and disposal of solid waste and recyclable materials for such terms and conditions as deemed in the City's best interest.

Section 3.10 of the Longwood City Charter requires that any franchise be granted by ordinance. Section 62-36 of the Longwood City Code exempts solid waste and recycling contracts from the City's competitive procurement requirements.

At the direction of the City Commission, staff worked with Waste Pro to negotiate terms and pricing designed to meet the community's service needs in a fair and fiscally responsible manner. While the proposed contract reflects several changes compared to the current agreement, staff believe it provides a balanced and sustainable approach.

Key proposed changes include:

Residential yard waste collection: Limit changed from unlimited to six (6) cubic yards.
Administrative cost: Increased from $1.25 to $2.50 per unit.
Rate adjustments: For FY 2025–2026, the total rate (including administrative costs) increases from $25.88 to $30.68 per unit.

Future adjustments: For FY 2026–2027 and FY 2027–2028, rates will include a CPI-based adjustment plus an additional $2.00 per unit charge.

Budget Impact:

If approved, this request would have no significant impact on the proposed budget since it is a pass-through cost and the $2.50 administrative monthly fee charged for each residence for staff time, not included in the rates above, remains unchanged.

Recommendation:

The City Manager requests the City Commission adopt Ordinance No. 25-2274.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 25-2274 as presented.

Prepared By:

William Watts, City Manager
Daniel W. Langley, City Attorney

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 25-2274
2. Waste Pro, Inc. Contract

Historic LONGWOOD Florida

Agenda Item 11E

To: **The Honorable Mayor and City Commissioners**

From: **Dustin Woolbright, Acting Director of Financial Services**

Date: **September 15, 2025**

Subject: **Read by title only and adopt Resolution No. 25-1701, adopting a Five-Year Capital Improvement Program for the Fiscal Years 2026, 2027, 2028, 2029, and 2030 pursuant to the requirements of Section 6.07 of the City Charter.**

Introduction:

This agenda item recommends the City Commission read by title only and adopt Resolution No. 25-1701 adopting a Five-Year Capital Improvement Program for the Fiscal Years 2026, 2027, 2028, 2029 and 2030.

Background/Discussion:

Pursuant to Section 6.07 of the Longwood City Charter, the City Commission is required to publish a summary of the capital program in one or more newspapers of general circulation in the City and adopt said capital program on or before the last day of the current fiscal year. Resolution No. 25-1701, along with the attached summary, complies with Section 6.07 of the Longwood City Charter.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Interim Director of Financial Services recommend approval of Resolution No. 25-1701 which adopts a Five-Year Capital Improvement Program for the Fiscal Years 2026, 2027, 2028, 2029 and 2030.

REQUESTED MOTION/ACTION:

I move to adopt Resolution No. 25-1701 as presented.

Prepared By:

Dustin Woolbright, Acting Director of Financial Services

Reviewed By:

William Watts, City Manager

Historic LONGWOOD Florida

Agenda Item 11E

Attachments:

1. Resolution No. 25-1701
2. Exhibit A - Five Year Capital Improvement Program 2026-2030

Historic LONGWOOD Florida

Agenda Item 12A

To: **The Honorable Mayor and City Commissioners**

From: **Magdala Ridore, Human Resources Director**

Date: **September 15, 2025**

Subject: **City Clerk Final Candidate Selection**

Introduction:
This agenda item requests City Commission discussion and action regarding the selection of a final candidate for the City Clerk position.

Background/Discussion:
As part of the ongoing recruitment process for the City Clerk position, a total of 170 applications were received and reviewed by the City Commission. Applications were grouped into three review categories:

1. Applicants with Florida-based Clerk related experience
2. Applicants meeting minimum qualifications
3. All other applicants

During the September 4, 2025, Special Meeting, the Commission selected a shortlist of six (6) candidates for one-on-one interviews:

- John Brock
- Madelyn Bui
- Cassandra Killgore
- Erin O'Donnell
- Bonnie Zlotnik
- Liane Cartagena

These interviews were conducted on Tuesday, September 9, 2025, and coordinated by the Human Resources Department.

Today's meeting provides the opportunity for the City Commission to deliberate on the finalists and select the candidate best suited to serve as the next City Clerk.

As part of the selection process, each Commissioner will be provided a Candidate Evaluation Sheet to independently rank the six finalists. HR will collect and tally the rankings. The

Commission may then narrow the pool to the top three candidates for final deliberation and make a selection from that group.

Salary Range Explanation:
While the City Commission agreed to advertise the salary range for the City Clerk position up to the midpoint of the approved pay band ($107,610.11 – $141,605.00 annually), the FY24–25 adopted Pay Plan establishes a broader full range of $107,610.11 – $175,600.48 annually.

Since the selected candidate's start date is anticipated to occur after October 1, 2025, the newly adopted pay plan will be applicable.
Effective October 1, 2025, the City's Pay Plan will reflect the following:

- Minimum: $110,300.37
- Maximum: Pay to be established by the City Commission

Budget Impact:
The City Clerk position is a regular full-time position included in the FY 2025–2026 budget.

- Annual Salary Budgeted: $128,845
- Benefits Budgeted: $37,107
- Total Budgeted Compensation: $166,014

Final salary placement for the selected candidate will be determined by the City Commission based on qualifications and experience, consistent with the adopted pay plan.

Recommendation:
The Human Resources Director recommends that the City Commission deliberate on the finalists and take action to select the final candidate for appointment as City Clerk. Final candidate appointment shall be contingent upon successful completion of a pre-employment screening conducted by the Human Resources Department, including but not limited to reference checks, background screening, and verification of qualifications.

REQUESTED MOTION/ACTION:
I move to approve the selection of _______ as a finalist for the position of City Clerk for the City of Longwood, direct the City Attorney to work with said finalist to prepare an employment agreement, and place the issue of the appointment of the City Clerk and approval of the related employment agreement on the October 6, 2025, Regular Meeting for Commission consideration; contingent upon successful pre-employment screening conducted by the Human Resources Department.

Historic LONGWOOD Florida

Agenda Item 12A

Prepared By:
Magdala Ridore, Human Resources Director

Reviewed By:
William Watts, City Manager

Attachments:
None

Historic LONGWOOD Florida

Agenda Item 12B

To: **The Honorable Mayor and City Commissioners**

From: **William Watts, City Manager, Magdala Ridore, Human Resources Director**

Date: **September 15, 2025**

Subject: **Appointment of Acting Financial Services Director Dustin Woolbright as the Financial Services Director.**

Introduction:

This agenda item requests the City Commission to confirm the appointment of Acting Financial Services Director Dustin Woolbright as the Financial Services Director.

Background/Discussion:

Pursuant to section 5.01(b) of the City Charter, all departments under the direction and supervision of the City Manager shall be administered by a Department Head appointed by and subject to the direction and supervision of the City Manager, pursuant to the personnel policies and rules of the City of Longwood, Florida. All such appointments shall be subject to confirmation by the City Commission at the first regular or special commission meeting following the appointment.

Dustin Woolbright began his employment with the City of Longwood in August 2025 as the Finance Operations and Budget Manager. Prior to joining the City, he served as Accounting Coordinator for the Town of Orange Park in North Florida, a position he held since 2015.

Dustin is a Certified Public Accountant with more than ten years of experience in municipal finance and internal auditing. His background includes managing audits, budgets, investments, and finance operations. He is highly skilled in leading teams, ensuring compliance with GASB standards, and supporting organizational strategic planning.

With an M.B.A. from the University of Florida, his CPA credentials, extensive municipal government experience, and his strong performance as Budget Manager and now Acting Finance Director, Dustin brings the expertise and leadership required for this role.

Budget Impact:

There is no budgetary impact since the funds for the position are included in the current FY24-25 and proposed FY25-26 budgets.

Historic LONGWOOD Florida

Agenda Item 12B

Recommendation:
The City Manager requests the City Commission confirm the appointment of Acting Financial Services Director Dustin Woolbright as the Financial Services Director, effective September 29, 2025.

REQUESTED MOTION/ACTION:
I move to confirm the appointment of Acting Financial Services Director Dustin Woolbright as the Financial Services Director.

Prepared By:
William Watts, City Manager

Reviewed By:
William Watts, City Manager

Attachments:
1. Dustin Woolbright Resume

Agenda Item 12C

To: **The Honorable Mayor and City Commissioners**

From: **Troy Feist, Fire Chief**

Date: **September 15, 2025**

Subject: **Public Emergency Medical Transportation Letter of Agreement**

Introduction:

This agenda item requests the City Commission approve the Public Emergency Transportation Letter of Agreement.

Background/Discussion:

The Fire Department provides treatment and emergency transport throughout Longwood and other areas within Seminole County. A portion of the patients that we provide service to utilize Medicaid to fund their medical needs. The agreement attached will allow the City of Longwood to receive additional revenues from the Federal Government to offset the costs of care beyond what is currently allocated.

Budget Impact:

The City will provide an Inter-government Transfer not to exceed $128,344.16 to draw down the federal funds allocated for Longwood. The City will then receive payment in the fall of approximately $300,009.73.

Recommendation:

The City Manager, Acting Director of Financial Services, and Fire Chief recommend approval of the Public Emergency Medical Transportation Letter of Agreement.

REQUESTED MOTION/ACTION:

I move to approve the Public Emergency Medical Transportation Letter of Agreement.

Prepared By:

Troy Feist, Fire Chief

Reviewed By:

William Watts, City Manager

Historic LONGWOOD Florida

Agenda Item 12C

Attachments:

1. Public Emergency Transportation Letter of Agreement
2. IGT_Provider_Questionnaire Executed
3. Year 7 SFY 2025-26 PEMT MCO Projections