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

AGENDA
October 6, 2025
6:00 PM

1. CALL TO ORDER

2. OPENING INVOCATION

3. THE PLEDGE OF ALLEGIANCE

4. COMMUNITY ANNOUNCEMENTS

A. National Night Out will be held on Tuesday, October 7, 2025, from 5:30 p.m. until 8:00 p.m. at Candyland Sports Complex, 599 Longdale Avenue. This is a free event.

B. The City of Longwood will host a "Halloween Dance Party" on Friday, October 10, 2025, from 6:30 p.m. until 8:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. Tickets are $8.00 and there will be a costume contest, light refreshments, candy, and dancing.

C. The "Downtown Longwood Cruise-In" Car Show will be held on Saturday, October 11, 2025, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood, located off Church Avenue.

D. The Senior Matinee will be held on Wednesday, October 15, 2025, from 1:30 p.m. to 3:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. This month's feature is *Senior Moment*.

E. The City of Longwood will host "Truck or Treat" on Saturday, October 18, 2025, from 3:00 p.m. until 6:00 p.m., at Reiter Park, 311 Warren Avenue. There will be trick or treating, activities for children and a costume contest. This is a free event.

5. PROCLAMATIONS / RECOGNITIONS

A. Presentation of the Beautification Award to Brian Roy for the restorations completed at 211 and 221 West Warren Avenue, Longwood.

6. BOARD APPOINTMENTS

A. District #2 Nomination to the Parks & Recreation Advisory Board.

B. District #5 Nomination to the Parks & Recreation Advisory Board.

7. PUBLIC INPUT

A. Public Participation.

B. Presentation by Seminole County on the launch of a new micro-transit service.

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 September 15, 2025, Regular Meeting.

B. Approve the Monthly Expenditures for September 2025.

C. Approve a purchase order in the amount of $52,000 to Bound Tree Medical, LLC for the purchase of pharmaceuticals and medical supplies.

D. Approve a purchase order in the amount of $60,000 to Emergency Vehicle Repair, Inc. for maintenance and repairs to Fire Department emergency vehicles.

E. Approve a purchase order in the amount of $130,000 to Hydra Service Inc., as provider of ABS pumps, parts, maintenance and repairs to the City Lift Stations.

F. Approve a purchase order in the amount of $66,935.28 to Hydra Services, Inc. for the purchase of an Atlas Copco Portable Diesel Bypass Pump.

G. Approve a purchase order in the amount of $72,620 to CDWG, Inc. for the City's Microsoft Enterprise Agreement.

11. PUBLIC HEARINGS

12. REGULAR BUSINESS

A. Discuss and consider the appointment of Leanie Cartagena as City Clerk and approval of an Employment Agreement for City Clerk.

B. Discussion and input regarding potential locations for the Lewis House.

C. Read by title only and adopt Resolution No. 25-1695 authorizing the execution of Amendment No. 4 to the Clean Water State Revolving Fund Loan 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 20, 2025	6:00 PM	Regular Meeting
	November 3, 2025	6:00 PM	Regular Meeting

Historic LONGWOOD Florida

Agenda Item 6A

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

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

Date: **October 6, 2025**

Subject: **District #2 Nomination to the Parks & Recreation Advisory Board.**

Introduction:
District #2 board appointment for the Parks & Recreation Advisory Board.

Background/Discussion:
District #2 board appointment for the Parks & Recreation Advisory Board. Member Toschlog resigned via email on September 20, 2025. There are three board applications on file that have interest in serving on this board. The applications were sent to District #2 Commissioner Tony Boni for review.

Budget Impact:
This item has no anticipated impact on the budget.

Recommendation:
Commissioner Boni to make a nomination to fill the vacant seat.

REQUESTED MOTION/ACTION:
I nominate _____ to serve on the Parks & Recreation Advisory Board.

Prepared By:
Liane Cartagena, Interim City Clerk

Reviewed By:
Liane Cartagena, Interim City Clerk

Attachments:
1. Info Sheet

Historic LONGWOOD Florida

Agenda Item 6B

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

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

Date: **October 6, 2025**

Subject: **District #5 Nomination to the Parks & Recreation Advisory Board.**

Introduction:
District #5 board appointment for the Parks & Recreation Advisory Board.

Background/Discussion:
District #5 board appointment for the Parks & Recreation Advisory Board. We received a board application from Member Coad, who advised that she desires reappointment. There are also three board applications on file that have interest in serving on this board. The applications were sent to District #5 Mayor Brian D. Sackett for review.

Budget Impact:
This item has no anticipated impact on the budget.

Recommendation:
Mayor Sackett to make a nomination to fill the vacant seat.

REQUESTED MOTION/ACTION:
I nominate _____ to serve on the Parks & Recreation Advisory Board.

Prepared By:
Liane Cartagena, Interim City Clerk

Reviewed By:
Liane Cartagena, Interim City Clerk

Attachments:
1. Info Sheet - Judi Coad

Historic LONGWOOD Florida

Agenda Item 10A

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

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

Date: **October 6, 2025**

Subject: **Approve the Minutes of the September 15, 2025, Regular Meeting.**

Introduction:
The Acting City Clerk is presenting the minutes of the September 15, 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:
Liane Cartagena, Interim City Clerk

Attachments:
1. CC09-15-2025Min

Historic LONGWOOD Florida

Agenda Item 10B

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

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

Date: **October 6, 2025**

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

Introduction:
This agenda item requests the City Commission approve the total payment of processed bills in the amount of $887,844.86 from September 1, 2025, through September 20, 2025, which includes check numbers from 169202 through 169344.

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 $887,844.86.

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

Prepared By:
Dustin Woolbright, Director of Financial Services

Reviewed By:
William Watts, City Manager

Attachments:
1. September 2025 Monthly Expenditure Report

Historic LONGWOOD Florida

Agenda Item 10C

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

From: **Troy Feist, Fire Chief**

Date: **October 6, 2025**

Subject: **Approve a purchase order in the amount of $52,000 to Bound Tree Medical, LLC for the purchase of pharmaceuticals and medical supplies.**

Introduction:
This agenda item requests the City Commission approve a purchase order in the amount of $52,000 to Bound Tree Medical, LLC for the purchase of pharmaceuticals and medical supplies.

Background/Discussion:
The Fire Department provides emergency medical services for the citizens of Longwood and the surrounding area. Medical supplies and pharmaceuticals are required to provide these services. Bound Tree Medical, LLC has been selected through a competitive bidding process to provide these supplies for Seminole County. We desire to piggyback the Seminole County contract to purchase medical supplies and pharmaceuticals during this fiscal year.

Budget Impact:
Adequate funding is currently available within the Operating Supplies account line 001-2800-522-5200 to support this request.

Recommendation:
The City Manager, Finance Director and Fire Chief recommend approval of a purchase order in the amount of $52,000 for Bound Tree Medical, LLC.

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

Prepared By:
Troy Feist, Fire Chief

Reviewed By:
William Watts, City Manager

Attachments:

1. Bound Tree EMS Supplies Contract
2. Bound Tree Pharmaceuticals Contract

Historic LONGWOOD Florida

Agenda Item 10D

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

From: **Troy Feist, Fire Chief**

Date: **October 6, 2025**

Subject: **Approve a purchase order in the amount of $60,000 to Emergency Vehicle Repair, Inc. for maintenance and repairs to Fire Department emergency vehicles.**

Introduction:
This agenda item requests the City Commission to approve a purchase order for Emergency Vehicle Repair, Inc. in the amount of $60,000.00.

Background/Discussion:
The Fire Department provides emergency services for the citizens of Longwood and the surrounding area utilizing a diverse fleet of emergency vehicles. After a competitive bidding process, Emergency Vehicle Repair, Inc. has been selected to provide preventative maintenance and repairs to emergency vehicles operated by the Fire Department during fiscal year 2025-2026.

Budget Impact:
Adequate funding is currently available within the Vehicle Maintenance account line 001-2800-522-4610 to support this request.

Recommendation:
The City Manager, Finance Director and Fire Chief recommend approval of a purchase order in the amount of $60,000 for Emergency Vehicle Repair, Inc.

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

Prepared By:
Troy Feist, Fire Chief

Reviewed By:
William Watts, City Manager

Agenda Item 10D

Attachments:

1. Price Schedule

Historic LONGWOOD Florida

Agenda Item 10E

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

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

Date: **October 6, 2025**

Subject: **Approve a purchase order in the amount of $130,000 to Hydra Service Inc., as provider of ABS pumps, parts, maintenance and repairs to the City Lift Stations.**

Introduction:

This agenda item requests the City Commission to approve a purchase order in the amount of $130,000 to Hydra Service, Inc., to provide pumps, parts, maintenance and repairs related to the City's pumps and lift stations.

Background/Discussion:

The City operates approximately 46 lift stations and multiple bypass pumps, which are crucial for maintaining the reliability of its wastewater infrastructure. Regular maintenance and repairs are required to ensure their continued operation. This purchase order will cover the cost of lift station pumps, parts, maintenance and repairs, utilizing pricing based on the current piggyback agreement with Volusia County, which is valid through December 6, 2027.

Budget Impact:

Funding in the amount of $130,000 has been budgeted and is available in the 2025–2026 fiscal year under the Public Utilities Enterprise R&R Fund, Line Item 402-4120-536-4600.

Recommendation:

The City Manager and Public Works Director recommend approval of a purchase order in the amount of $130,000.00 to Hydra Service, Inc., and request authorization for the City Manager to execute any associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10E as presented.

Prepared By:

Jammie Tackett, Utilities Division Manager

Reviewed By:

William Watts, City Manager

Historic LONGWOOD Florida

Agenda Item 10E

Attachments:

1. Hydra Service(s) Executed Agreement

Historic LONGWOOD Florida

Agenda Item 10F

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

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

Date: **October 6, 2025**

Subject: **Approve a purchase order in the amount of $66,935.28 to Hydra Services, Inc. for the purchase of an Atlas Copco Portable Diesel Bypass Pump.**

Introduction:

This agenda item requests City Commission approval of a purchase order in the amount of $66,935.28 to Hydra Services, Inc. for the purchase of a 6” Atlas Copco PAS 100 HFS T4F KD trailer-mounted, diesel-driven, self-priming bypass portable pump.

Background/Discussion:

The Stormwater Division requires a reliable and mobile bypass pumping solution to support ongoing maintenance and emergency operations for the City’s stormwater systems and facilities, including those prone to flooding. The selected Atlas Copco PAS 100 HFS T4F KD is a trailer-mounted, diesel-driven, self-priming bypass pump capable of handling challenging field conditions and providing critical support during system repairs, lift station bypasses, and flood mitigation, as well as supporting City facilities prone to flooding.

Hydra Services, Inc., a recognized supplier of this model, has quoted a total cost of $66,935.28 utilizing pricing based on the Sourcewell agreement ID#: 162849.

Budget Impact:

Funding for this purchase has been budgeted in the 2025-2026 fiscal year and is available in the Stormwater Capital Equipment Fund, Line Item 406-3520-541-6400.

Recommendation:

The City Manager and Public Works Director recommend approval of a purchase order in the amount of $66,935.28 to Hydra Services, Inc. for the purchase of the Atlas Copco PAS 100 HFS T4F KD trailer-mounted, diesel-driven, self-priming bypass pump, and authorize the City Manager to execute any associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10F as presented.

Historic LONGWOOD Florida

Agenda Item 10F

Prepared By:
Jammie Tackett, Utilities Division Manager

Reviewed By:
William Watts, City Manager

Attachments:
1. Hydra Service Quote No. 25021-4DJ Atlas 6" Bypass Pump

Historic LONGWOOD Florida

Agenda Item 10G

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

From: **Craig Dunn, IT Director**

Date: **October 6, 2025**

Subject: **Approve a purchase order in the amount of $72,620 to CDWG, Inc. for the City's Microsoft Enterprise Agreement.**

Introduction:

This agenda item requests the City Commission approve a purchase order in the amount of $72,620 to CDWG for the City's Microsoft Enterprise Agreement and authorize the City Manager to sign the Microsoft Enterprise Agreement Renewal.

Background/Discussion:

The City of Longwood currently maintains a Microsoft Enterprise Agreement (EA), which provides licensing for essential Microsoft software products and cloud services used across all City departments. This agreement ensures that the City has access to the most up-to-date versions of Microsoft Windows, Office productivity applications, server licenses, and other enterprise-level tools that support daily operations, public safety, financial systems, and administrative functions.

The Microsoft EA offers the City the following key benefits:

- Cost Predictability: The agreement provides a consistent annual payment structure, allowing the City to budget technology expenses more effectively over a three-year term.
- License Compliance: The EA ensures that the City is fully compliant with Microsoft's software licensing requirements, minimizing legal and financial risks.
- Technology Currency: The agreement includes rights to the latest versions of Microsoft products, ensuring the City has access to current and secure technology solutions.
- Enterprise Support and Flexibility: The EA provides access to Microsoft's enterprise-level support services, as well as the ability to adjust license counts based on staffing and technology needs during the term of the agreement.

The City's current EA is set to expire on October 31, 2025. In coordination with the City's Information Technology Department and in consultation with the CDWG, staff has reviewed the renewal proposal. The renewal will continue to provide licensing for core desktop and server software, as well as access to Microsoft 365 cloud services that are critical for collaboration, cybersecurity, and operational continuity.

The renewal is structured as a three-year agreement with fixed annual payments. This approach ensures continuity of service, maintains compliance, and avoids higher costs associated with purchasing individual licenses outside an enterprise agreement.

Budget Impact:
Funds are available in the fiscal year 2025-2026 General Fund/Information Technology Department budget in account line 001-1640-513-3400/contractual services.

Recommendation:
The City Manager and Information Technology Director recommends approval of a purchase order to CDWG Inc. in the amount of $72,620 and authorize the City Manager to sign the Microsoft Enterprise Agreement Renewal.

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

Prepared By:
Craig Dunn, IT Director

Reviewed By:
William Watts, City Manager

Attachments:
1. EA Renewal Quote
2. Microsoft Enterprise Agreement Renewal

Historic LONGWOOD Florida

Agenda Item 12A

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

From: **Daniel W. Langley, City Attorney**

Date: **October 6, 2025**

Subject: **Discuss and consider the appointment of Leanie Cartagena as City Clerk and approval of an Employment Agreement for City Clerk.**

Introduction:

This agenda item requests the City Commission to discuss and consider the appointment of Leanie Cartagena as City Clerk and approval of Employment Agreement for City Clerk.

Background/Discussion:

During the regular Commission meeting held on September 15, 2025, the City Commission directed the City Attorney to work with Acting City Clerk, Leanie Cartagena to have an employment agreement prepared and presented to the City Commission at the October 6, 2025, City Commission regular meeting for potential approval with the anticipated appointment of Leanie Cartagena as City Clerk.

In accordance with Section 4.03, City Charter, the Commission is to appoint a City Clerk for an indefinite term and fix his or her compensation. A proposed employment agreement with Leanie Cartagena to serve as City Clerk is included with this agenda item for City Commission review, discussion and consideration. Leanie Cartagena is requesting an initial salary of $112,506.38 and the benefits and severance for without cause termination as stated in the proposed employment agreement.

Budget Impact:

The salary and benefits as stated in the Employment Agreement will impact the budget.

Recommendation:

City Commission approve the appointment of Leanie Cartagena as City Clerk and approve her employment agreement as presented.

REQUESTED MOTION/ACTION:

I move to appoint Leanie Cartagena as City Clerk effective October 7, 2025, and approve her employment agreement as presented.

Historic LONGWOOD Florida

Agenda Item 12A

Prepared By:
Daniel W. Langley, City Attorney

Reviewed By:
William Watts, City Manager

Attachments:
1. Employment Agreement for City Clerk between the City of Longwood and Leanie Cartagena.

Historic
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Agenda Item 12B

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

From: **Chris Kintner, Community Development Director**

Date: **October 6, 2025**

Subject: **Discussion and input regarding potential locations for the Lewis House.**

Introduction:
This item requests that the City Commission discuss and provide input on potential locations for the Lewis House following a staff presentation.

Background/Discussion:
Following Commission direction at the September 4th meeting, City staff evaluated locations in Reiter Park and the Clocktower Park for their suitability as a home for the Lewis House.

Staff sought the input of the Longwood Historic Society and Brian Roy in preparing this document. The Longwood Historic Society provided a detailed response, including information they feel should be included in the scope of the RFP/Bid for the project as well as their preferred location: the current Fire Station 15 property. Mr. Roy expressed some concerns about the proposed Fire Station locations, which are included as part of the presentation. Staff did inquire whether Mr. Roy had a preferred location of his own, but as of the preparation of this agenda item, we have not received a response.

Staff requests that the Commission identify a preferred location and at least one backup for staff to move forward with. The next step would be to identify the most advantageous way of competitively bidding on the project, and after selecting a contractor, the primary site (and, if necessary, the backup sites) can be evaluated for geotechnical issues, utility issues, and other potential unknowns.

Budget Impact:
There is no anticipated budget impact with this item as no direct spending is authorized. Should the project move towards competitive bidding, a purchase order for the project would need to be approved by the Commission.

Recommendation:
Staff recommends that the City Commission provide direction regarding the location of the Lewis House.

Agenda Item 12B

REQUESTED MOTION/ACTION:
I move to select [Primary Location] and [Backup Location(s)] as sites for the Lewis House.

Prepared By:
Chris Kintner, Community Development Director

Reviewed By:
William Watts, City Manager

Attachments:
1. Lewis House Location Presentation
2. JD & NJ Lewis House Recommendations

Historic LONGWOOD Florida

Agenda Item 12C

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

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

Date: **October 6, 2025**

Subject: **Read by title only and adopt Resolution No. 25-1695 authorizing the execution of Amendment No. 4 to the Clean Water State Revolving Fund Loan Agreement.**

Introduction:

This agenda item requests the City Commission to read by title and adopt Resolution No. 25-1695 authorizing the execution of Amendment No. 4 to the Clean Water State Revolving Fund Loan Agreement with the Florida Department of Environmental Protection for the East Longwood Phase II Septic Tank Abatement and Wastewater System Improvement and Expansion Project.

Background/Discussion:

In 2022, the City entered into a Clean Water State Revolving Fund Loan Agreement (WW590550) to finance the East Longwood Phase II Septic Tank Abatement and Wastewater System Improvement and Expansion Project, authorized under Ordinance 22-2233. The project provided for the design, permitting, and construction necessary to remove septic tanks and connect properties to the City's wastewater system.

With the project now completed, Amendment No. 4 trues up the final loan numbers by revising the semiannual loan payment amount and making other administrative adjustments required under the agreement. Approval of this amendment ensures the loan is properly reconciled and keeps the City in compliance with State Revolving Fund requirements.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Public Works Director recommend that the Commission read by title and adopt Resolution No. 25-1695, authorizing the execution of Amendment No. 4 to the Clean Water State Revolving Fund Loan Agreement with the Florida Department of Environmental Protection for the East Longwood Phase II Septic Tank Abatement and Wastewater System Improvement and Expansion Project, and authorize the City Manager to execute the associated documents.

Historic LONGWOOD Florida

Agenda Item 12C

<u>REQUESTED MOTION/ACTION:</u>
I move to approve Item 12C as presented.

<u>Prepared By:</u>
Jammie Tackett, Utilities Division Manager

<u>Reviewed By:</u>
William Watts, City Manager

<u>Attachments:</u>
1. Resolution No. 25-1695
2. Exhibit "A"