

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

AGENDA
October 20, 2025
6:00 PM

- 1. CALL TO ORDER**
- 2. OPENING INVOCATION**
- 3. THE PLEDGE OF ALLEGIANCE**
- 4. COMMUNITY ANNOUNCEMENTS**
 - A. The Longwood Historic Society will host its eighth annual “Monster Dash 5K” on Saturday, October 25, 2025, from 7:00 a.m. to 10:00 a.m. in the Historic District of Longwood located off Church Avenue. All proceeds will go to benefit historic preservation in Longwood. Prizes will be awarded for the best Halloween costumes. You can register online at www.longwoodmonsterdash.com.**
 - B. The City of Longwood will host a “Dogtoberfest” on Saturday, November 1, 2025, from 11:00 a.m. until 3:00 p.m. in the Historic District of Longwood around City Hall. There will be dog vendors, live entertainment, dog activities, a dog costume contest, and food and beverages for purchase.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. Recognition of Participants in the Longwood Police Department PARTNERS Program**
 - B. Proclaiming October 20 through October 26, 2025, as "Florida City Government Week" in the City of Longwood.**
- 6. BOARD APPOINTMENTS**
 - A. District #2 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 October 6, 2025, Regular Meeting.**
- B. Approve the Monthly Expenditures for September 2025.**
- C. Approve the Monthly Financial Report for August 2025.**

11. PUBLIC HEARINGS

12. REGULAR BUSINESS

13. CITY MANAGER'S REPORT

14. CITY ATTORNEY'S REPORT

15. CITY CLERK'S REPORT

16. ADJOURN

Liane Cartagena
City Clerk

Notice: All people 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:	November 3, 2025	6:00 PM	Regular Meeting
	November 17, 2025	6:00 PM	Regular Meeting

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: October 20, 2025

Subject: Approve the Minutes of the October 6, 2025, Regular Meeting.

Introduction:

The City Clerk is presenting the minutes of the October 6, 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, City Clerk

Reviewed By:

Liane Cartagena, City Clerk

Attachments:

1. CC10-06-2025Mins

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: October 20, 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 \$378,341.72 from September 21, 2025, through September 30, 2025, which includes check numbers from 169345 through 169402.

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 Financial Services Director recommend approval of expenditures in the amount of \$378,341.72.

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. Monthly Expenditure Report - September 2025

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: October 20, 2025

Subject: Approve the Monthly Financial Report for August 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 August 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 August 31, 2025, with a comparison to the prior year as of August 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 August 2025 and detailed information on the Purchasing Card expenses for the period of August 5, 2025, through September 4, 2025.

Budget Impact:

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

Recommendation:

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

Agenda Item 10C

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:

Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

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