

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

AGENDA
November 3, 2025
6:00 PM

- 1. CALL TO ORDER**
- 2. OPENING INVOCATION**
- 3. THE PLEDGE OF ALLEGIANCE**
- 4. COMMUNITY ANNOUNCEMENTS**
 - A. The City of Longwood will host a Concert in the Park and Food Trucks on Saturday, November 8, 2025, from 4:00 p.m. until 8:00 p.m. at Reiter Park. The concert will begin at 6:00 p.m. featuring Aaron Lightnin.**
 - B. The “Downtown Longwood Cruise-In” Car Show will be held on Saturday, November 8, 2025, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood, located off Church Avenue.**
 - C. The Longwood Movie in the Park will be held on Friday, November 14, 2025, beginning at 7:00 p.m. in Reiter Park, 311 West Warren Avenue. This is a free event and the movie will be A *Minecraft Movie*.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. Proclaiming November 9 through 15, 2025 as "Law Enforcement Records Personnel Week" in the City of Longwood.**
 - B. District #4 Nomination of the Business Person of the Month Award for November.**
- 6. BOARD APPOINTMENTS**
- 7. PUBLIC INPUT**
 - A. Public Participation.**
- 8. MAYOR AND COMMISSIONERS' REPORT**
 - A. Districts #3, #4, #5, #1 and #2.**
- 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 20, 2025, Regular Meeting.

B. Approve the Monthly Expenditures for October 2025.

C. Approve a purchase order in the amount of \$140,000 to Helping Hands Lawn Care, Inc. for Citywide Landscaping Services.

D. Approve a final change order for \$17,500.98 to Garcia Civil Contractors, LLC for South Pedestrian Corridor Project (PO #25-00219), adjusting total project cost to \$521,449.51.

11. PUBLIC HEARINGS

12. REGULAR BUSINESS

A. Discussion on the State's Proposed Property Tax Reform.

B. Read by title only and adopt Resolution No. 25-1704, approving and authorizing the Florida Department of Transportation (FDOT) State Highway Maintenance Memorandum of Agreement Contract No. AT489.

13. CITY MANAGER'S REPORT

14. CITY ATTORNEY'S REPORT

15. CITY CLERK'S REPORT

16. ADJOURN

Liane Cartagena
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:

November 17, 2025

6:00 PM

Regular Meeting

December 1, 2025

6:00 PM

Regular Meeting

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: November 3, 2025

Subject: Approve the Minutes of the October 20, 2025, Regular Meeting.

Introduction:

The City Clerk is presenting the minutes of the October 20, 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. CC10-20-2025Mins

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: November 3, 2025

Subject: Approve the Monthly Expenditures for October 2025.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$1,110,000.62 from October 1, 2025, through October 17, 2025, which includes check numbers from 169403 through 169542.

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 \$1,110,000.62.

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. October 2025 Monthly Expenditure Report (1)

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: November 3, 2025

Subject: Approve a purchase order in the amount of \$140,000 to Helping Hands Lawn Care, Inc. for Citywide Landscaping Services.

Introduction:

This agenda item requests the City Commission approval for a Purchase order in the amount of \$140,000.00 to Helping Hands Lawn Care, Inc. for continued citywide landscaping services through January 9th, 2026.

Background/Discussion:

To ensure the ongoing safety, appearance, and accessibility of City properties and rights-of-way, the City executed an Interim Mowing Maintenance Service Agreement with Helping Hands Lawn Care, Inc. on August 7, 2025, allowing services to begin immediately. An amendment to this agreement was approved on October 15, 2025, expanding the scope of mowing services to include additional areas and extending the agreement through January 9, 2026.

City staff now requests approval of a new purchase order for Fiscal Year 2025–2026 to maintain reliable citywide landscaping coverage during this transitional period. In accordance with the City’s Purchasing Policies and Procedures Manual and City Code Chapter 62, Section 62-36, any purchase, contract, or bid exceeding \$50,000 requires City Commission approval. This purchase order seeks such authorization to fund continued landscaping and mowing services.

The City is in the process of preparing a new Invitation to Bid (ITB) for Mowing and Landscape Maintenance Services. The requested purchase order with Helping Hands Lawn Care, Inc. is intended as a temporary measure to ensure uninterrupted service until a new contractor is selected and a project kickoff meeting is conducted. Once the new contract is awarded and operational, this purchase order will be phased out.

Budget Impact:

Funding for citywide landscaping services has been budgeted in the Fiscal Year 2025-2026. The purchase order will be supported by the following funding sources:

- \$109,500 from Line Item 001-3520-541-3400

Agenda Item 10C

- \$29,000 from Line Item 406-3520-541-3400
- \$1,500 from Line Item 401-4120-536-3400

Recommendation:

The City Manager and Public Works Director recommend approval for a purchase order in the amount of \$140,000.00 to Helping Hands Lawn Care, Inc. for continued citywide landscaping services and authorize the City Manager to execute any necessary documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Amendment I - Extend Helping Hands Mowing
2. Price List and Location Exhibit A

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: November 3, 2025

Subject: Approve a final change order for \$17,500.98 to Garcia Civil Contractors, LLC for South Pedestrian Corridor Project (PO #25-00219), adjusting total project cost to \$521,449.51.

Introduction:

This agenda item requests the City Commission to approve a final change order in the amount of \$17,500.98 to Garcia Civil Contractors, LLC (Purchase order No. 25-00219) for a new total project amount of \$521,449.51 related to the South Pedestrian Corridor Project.

Background/Discussion:

The goal of the South Pedestrian Project is to improve pedestrian safety along the Milwee Street and Warren Avenue corridor, which is heavily traveled by pedestrians during city events. The project includes the construction of pedestrian improvements at the South Milwee Street intersection with West Warren Avenue; a new 5' to 6' wide pedestrian sidewalk on the west side of South Milwee Street from SR 434 to West Warren Avenue and a new sidewalk on the north and south sides of West Warren Avenue from Wilma Street to Ronald Reagan Boulevard. The Project includes constructing drainage structures, modifying existing curb inlets, concrete sidewalk, handrail, ADA-compliant curb ramps and pedestrian crosswalks, asphalt paving, the installation of colored concrete and street pavers, clearing and grubbing, placing performance sod, maintaining vehicular traffic, installing signs and pavement marking.

During construction of the sidewalk and drainage improvements at the intersection of Milwee Street and Warren Avenue, multiple utility conflicts and geometry developed. In order to address these issues, changes to project components were needed. These changes are related to budgetary credits and debits. The attached Change Order summarizes these changes.

Budget Impact:

Funding has been budgeted and is currently available in the Public Facilities Capital Improvement Project line 310-3100-524-6308 and in 310-3520-541-6303.

Recommendation:

The City Manager and Public Works Director recommend the City Commission to approve a final change order for \$17,500.98 to Garcia Civil Contractors, LLC for South Pedestrian Corridor

Agenda Item 10D

Project (PO #25-00219), adjusting total project cost to \$521,449.51, and authorize the City Manager to execute associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. South Pedestrian Corridor Improvement Project - Change Order Form

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager

Date: November 3, 2025

Subject: Discussion on the State's Proposed Property Tax Reform.

Introduction:

This agenda item provides information regarding the property tax reform policies being proposed by the Florida Legislature and affords the City Commission an opportunity to have a discussion regarding the same.

Background/Discussion:

The Florida House of Representatives has recently released a set of proposed reforms aimed at property tax policies, which are expected to significantly impact both residential and commercial property owners across the state. The attached document outlines the proposals.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

This agenda item will facilitate an open discussion to gather feedback from the Commission on the Florida House property tax reform proposals and evaluate their potential impacts.

REQUESTED MOTION/ACTION:

None.

Prepared By:

William Watts, City Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Memorandum on Property Tax Relief and Reform Initiatives

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: November 3, 2025

Subject: Read by title only and adopt Resolution No. 25-1704, approving and authorizing the Florida Department of Transportation (FDOT) State Highway Maintenance Memorandum of Agreement Contract No. AT489.

Introduction:

This agenda item requests the City Commission read by title only and adopt Resolution No. 25-1704, which provides for routine maintenance of roadway features as detailed in the agreement AT489 on the State Highway System within the jurisdictional boundary. State Funding is provided through Financial Project No. 244853-1-78-04.

Background/Discussion:

In accordance with the State Highway Maintenance Memorandum of Agreement, the City of Longwood will be compensated in the amount of \$17,382.00 per quarter, equating to \$69,528.00 per year for the duration of the term. The City of Longwood will be responsible for routine maintenance activities in the right of way having limits described in Exhibit "B" and work as detailed in Exhibit "C". Generally speaking, the limits of maintenance are the sections of the two state roads, State Road 434 and U. S. Highway 17-92, that run within the limits of the City of Longwood lights. The compensation to the City will be \$69,528.00 per year for the duration of the three (3) year term. This agreement is a continuation of the maintenance the city has been performing for many years. One item to note is that the FDOT and City of Longwood Public Works department have added street sweeping of the state roadways to the maintenance work to be accomplished for added compensation. This will allow both the city and state to claim NPDES credit for the added pollutant removal from our water bodies.

Budget Impact:

This program is included in the current budget. State funding is provided through Florida Department of Transportation Financial Project No. 244853.1-78-04.

Recommendation:

The City Manager and the Public Works Director recommend the City Commission read by title and adopt Resolution No. 25-1704 and authorize the City Manager to execute any associated documents.



Agenda Item 12B

REQUESTED MOTION/ACTION:

I move to approve Item 12B as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 25-1704
2. FDOT Highway Maintenance Agreement - Contract No. AT489