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

AGENDA
November 17, 2025
6:00 PM

1. CALL TO ORDER

2. OPENING INVOCATION

3. THE PLEDGE OF ALLEGIANCE

4. COMMUNITY ANNOUNCEMENTS

A. The Senior Matinee will be held on Wednesday, November 19, 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 *Grumpy Old Men*.

B. The Longwood Arts and Crafts Festival will be held on Saturday, November 22, 2025, from 9:00 a.m. to 5:00 p.m. and Sunday, November 23, 2025, from 9:00 a.m. to 4:00 p.m. Artists and crafters will line the streets in the Historic District of Longwood located off West Church Avenue & West Warren Avenue. There will be food, beverages, and live entertainment. This is a free event and additional free parking is available at the Longwood SunRail Station Parking lots and the Orlando Health back parking lot.

5. PROCLAMATIONS / RECOGNITIONS

A. Unveiling of the FDOT signs for fallen Longwood Sergeant Karl Strohsal.

6. BOARD APPOINTMENTS

A. District # 4 nomination to the Land Planning Agency.

7. PUBLIC INPUT

A. Presentation: Empowering Longwood's Youth Through Creative Pathways and Industry Exposure" by Chantel Hampton with S.T.A.N.D. Inc. (So The Arts Never Die).

B. Public Participation.

8. MAYOR AND COMMISSIONERS' REPORT

A. Districts #4, #5, #1, #2 and #3

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 November 3, 2025, Regular Meeting.**

   B. **Approve the Monthly Expenditures for October 2025.**

   C. **Approve the Monthly Financial Report for September 2025.**

   D. **Approve a purchase order in the amount of $107,182.75 to AXON Enterprise Inc. for bundled expenses related to AXON body-worn cameras, AXON Taser 10 electronic restraint devices, and necessary related software services.**

   E. **Approval of a Financial Advisory Agreement with PFM Financial Advisors LLC as financial advisors for the Fire Station 15 project.**

   F. **Approve a modification to the Subgrant Agreement with the State of Florida Division of Emergency Management to extend the performance period for Project No. 4673-079-R (Public Facility Flood Risk Reduction – Fire Station 15) and authorize future time extensions.**

11. **PUBLIC HEARINGS**

12. **REGULAR BUSINESS**

   A. **Read by title only and adopt Resolution No. 25-1707 amending and replacing Resolution No. 15-1373 concerning the Business Person of the Month Award.**

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:	December 1, 2025	6:00 PM	Regular Meeting
	December 15, 2025	6:00 PM	Regular Meeting

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Agenda Item 6A

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

From: **Liane Cartagena, City Clerk**

Date: **November 17, 2025**

Subject: **District # 4 nomination to the Land Planning Agency.**

Introduction:
District #4 board appointment for the Land Planning Agency.

Background/Discussion:
District #4 board appointment for the Land Planning Agency. The current seat on the Land Planning Agency is held by Jessica Palmer, who has expressed a desire for reappointment and resubmitted a board application on September 2, 2025, confirming her interest. Additionally, one new application has been received from an individual interested in serving on the LPA. The application has been forwarded to District #4 Commissioner Morgan for review.

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

Recommendation:
Commissioner Morgan to make a nomination to fill the seat.

REQUESTED MOTION/ACTION:
I nominate ___ to serve on the Land Planning Agency.

Prepared By:
Liane Cartagena, City Clerk

Reviewed By:
Liane Cartagena, City Clerk

Attachments:
1. City Board Information Sheet - Palmer, Jessica

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Agenda Item 10A

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

From: **Liane Cartagena, City Clerk**

Date: **November 17, 2025**

Subject: **Approve the Minutes of the November 3, 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. 10A_CC11-03-2025Mins_Final

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Agenda Item 10B

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

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

Date: **November 17, 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 $538,477.38 from October 18, 2025, through October 31, 2025, which includes check numbers from 169543 through 169624.

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 $538,477.38.

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. Monthy Expenditures 11.2025

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Agenda Item 10C

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

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

Date: **November 17, 2025**

Subject: **Approve the Monthly Financial Report for September 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 September 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 September 30, 2025, with a comparison to the prior year as of September 30, 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 September 2025 and detailed information on the Purchasing Card expenses for the period of September 4, 2025, through October 3, 2025.

Budget Impact:

The Unaudited Monthly Financial Report reflects a modified budget and actuals for the month of September 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 September 2025.

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

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Agenda Item 10D

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

From: **David Dowda, Police Chief**

Date: **November 17, 2025**

Subject: **Approve a purchase order in the amount of $107,182.75 to AXON Enterprise Inc. for bundled expenses related to AXON body-worn cameras, AXON Taser 10 electronic restraint devices, and necessary related software services.**

Introduction:

The City Commission previously approved funds in the fiscal year 2025-2026 budget to permit the maintenance and service of the police department's AXON body-worn cameras and Taser electronic restraint devices. This agenda item requests the City Commission approve a purchase order for the expense.

Background/Discussion:

The body-worn cameras and electronic restraint devices carried by the police department's officers are critical to safe and efficient law enforcement activities. The five (5) year service contract the City of Longwood and the police department entered into with AXON Enterprise Inc. during the 2024-2025 budget year is necessary to support the use of this vital equipment. The annual expense to satisfy the second year of this contractual obligation requires a purchase order for AXON Enterprise Inc. in the amount of $107,182.75.

Budget Impact:

Funds for this purchase have been made available in the 2025-2026 Capital Projects Fund and the Police Department's 001-2600-521-5200 budget line.

Recommendation:

The City Manager and Police Chief recommend approval of the purchase of these products and services.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

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Agenda Item 10D

Prepared By:
David Dowda, Police Chief

Reviewed By:
William Watts, City Manager

Attachments:
1. AXON Invoice #INUS387625

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Agenda Item 10E

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

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

Date: **November 17, 2025**

Subject: **Approval of a Financial Advisory Agreement with PFM Financial Advisors LLC as financial advisors for the Fire Station 15 project.**

Introduction:
This agenda item requests the City Commission approval to enter into a Financial Advisory Agreement with PFM Financial Advisors LLC.

Background/Discussion:
The City is currently preparing to solicit bids for the demolition and rebuild of Fire Station 15. This project will likely require debt financing to complete. The City Manager and Financial Service Director recommend the City to retain the services of a qualified financial advisor to assist in the evaluation of potential debt financing to ensure that the debt is structured in a way that is in the City's best interest. Debt, banking and investment services are exempt from formal procurement pursuant to Section 62-36, City Code.

Budget Impact:
The cost is estimated to be $20,000, which will be added to the amount of the bond and paid back over the life of the bond.

Recommendation:
The City Manager and Director of Financial Services recommend that the Commission approve PFM as financial advisors for the Fire Station 15 project and authorize the City Manager to execute the PFM Financial Advisory Engagement Letter and any related documents.

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

Prepared By:
Dustin Woolbright, Director of Financial Services

Reviewed By:
William Watts, City Manager

Agenda Item 10E

Attachments:

1. PFM Financial Advisory Engagement Letter

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Agenda Item 10F

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

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

Date: **November 17, 2025**

Subject: **Approve a modification to the Subgrant Agreement with the State of Florida Division of Emergency Management to extend the performance period for Project No. 4673-079-R (Public Facility Flood Risk Reduction – Fire Station 15) and authorize future time extensions.**

Introduction:

Currently, the City was awarded 75% funding from the State of Florida Department of Emergency Management (FDEM) for Phase I of the Public Facility Flood Risk Reduction Project and 25% from the State of Florida Department of Commerce, Hazard Mitigation Grant Match Program. These grants were not awarded concurrently, so in order to follow the requirements of both grants, it was necessary to request a grant extension with FDEM for one year.

Background/Discussion:

On August 29, 2023, a grant application for the Flood Risk Reduction Project was submitted to FDEM for funding consideration under FEMA's Hazard Mitigation Grant Program (HMGP). The grant application was approved by FEMA in early August 2024 and adopted in December 2024 by Resolution No. 24-1684 and will cover project costs based on a 75% federal match and 25% local match to be the responsibility of the City of Longwood. Then in July 2025, the Florida Department of Commerce awarded a grant for the city to receive CDBG-DR funding to satisfy the City's required 25% local cost share under its FEMA Hazard Mitigation Grant Program (HMGP) project by adoption of Resolution No. 25-1696.

In order for this project to stay on schedule and for both funding sources to be in sync and to meet Federal requirements of both funding sources, an amendment for time is necessary for FDEM's portion of the project funding.

Budget Impact:

There is no impact to the adopted budget.

Recommendation:

The City Manager and Public Works Director recommend approval of a modification to the Subgrant Agreement with the State of Florida Division of Emergency Management to provide additional time for Project No. 4673-079-R, the Public Facility Flood Risk Reduction Project (Fire

Station 15) in addition to approving the City Manager to execute all associated documents and to approve future time extensions as necessary.

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. Modification To Subgrant Agreement Project No. 1- 4673-079-R

Historic LONGWOOD Florida

Agenda Item 12A

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

From: **Liane Cartagena, City Clerk**

Date: **November 17, 2025**

Subject: **Read by title only and adopt Resolution No. 25-1707 amending and replacing Resolution No. 15-1373 concerning the Business Person of the Month Award.**

Introduction:

This agenda item requests that the City Commission consider and approve Resolution No. 25-1707, amending and replacing Resolution No. 15-1373 (which previously amended Resolution No. 94-748). The proposed resolution renames the Business Person of the Month Award to the Business Person of the Quarter, adjusts the frequency to a quarterly schedule to align with the City's Beautification Award, and revises the nomination process to allow any City Commissioner to nominate a business or businessperson for recognition.

Background/Discussion:

The Business Person of the Month Award was first established on February 21, 1994, by Resolution No. 94-748, to recognize outstanding business owners contributing to the City of Longwood community.

On March 16, 2015, Resolution No. 15-1373 amended the program to recognize honorees every other month instead of monthly.

Staff proposes renaming the award to the Business Person of the Quarter, updating the frequency to quarterly, and revising the nomination process to allow any Commissioner to nominate, rather than following the previous district rotation system.

These changes align the award schedule with the Beautification Award, provide greater flexibility in nominations, and continue the City's tradition of recognizing exemplary contributions from local businesses.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and City Clerk recommend approval of Resolution No. 25-1707, amending Resolution No. 15-1373 to rename the Business Person of the Month Award to Business Person of the Quarter, modify its frequency to quarterly, and update the nomination process to allow any Commissioner to nominate.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 25-1707 as presented Item 12A.

Prepared By:

Liane Cartagena, City Clerk

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 94-748
2. Resolution No. 15-1373
3. Resolution No. 25-1707