

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

AGENDA
February 16, 2026
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, February 18, 2026, from 1:30 p.m. until 3:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. This month's feature is *Valentine's Day*.**
 - B. **The Longwood Movie in the Park will be held on Friday, February 20, 2026, beginning at 7:00 p.m. in Reiter Park, 311 West Warren Avenue. This is a free event and the movie will be *Shrek*.**
5. **PROCLAMATIONS / RECOGNITIONS**
 - A. **District #1 Nomination of the Business Person of the Month Award for March 2026.**
 - B. **Proclaiming February 22 through 28, 2026 as "National Engineers Week" in the City of Longwood.**
6. **BOARD APPOINTMENTS**
 - A. **City Commission nomination of a resident to the Board of Trustees for the City of Longwood Police Officers' and Firefighters' Pension Trust Fund.**
7. **PUBLIC INPUT**
 - A. **Public Participation.**
 - B. **The Florida City/County Managers Association (FCCMA) recognizes the City of Longwood for 40 Years as a Council Manager form of government.**
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. **Approval of the February 2, 2026, Regular Meeting Minutes.**
 - B. **Approve the Monthly Expenditures for January 2026.**
 - C. **Approve the Monthly Financial Report for December 2025.**
 - D. **Approval of a donation to SafeHouse of Seminole from the State Law Enforcement Confiscation Fund in accordance with Florida Statute 932.**
 - E. **Approval of Award and Authorization to Enter into Agreement with Champion Services of Florida LLC., for ITB #CD 26-003 CE - 451 Building Demolition and 455 Building Repairs.**
 - F. **Approval of Citywide Mowing and Landscaping Services Agreements under ITB #PW 26-001CE between Rotolo Consultants, Inc. and Premier Lawn Maintenance and the City of Longwood.**
11. **PUBLIC HEARINGS**
12. **REGULAR BUSINESS**
 - A. **Discussion of Proposed Charter Amendment to Modify Debt Restriction Thresholds**
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:	March 2, 2026	6:00 PM	Regular Meeting
	March 16, 2026	6:00 PM	Regular Meeting

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: February 16, 2026

Subject: Approval of the February 2, 2026, Regular Meeting Minutes.

Introduction:

The City Clerk is presenting the minutes of the February 2, 2026, Regular Meeting for approval.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Clerk recommends the approval of the February 2, 2026, Regular Meeting 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. CC02-02-2026Mins

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: February 16, 2026

Subject: Approve the Monthly Expenditures for January 2026.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$1,458,902.61 from January 1, 2026, through January 31, 2026, which includes check numbers from 169910 through 170135.

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 \$1,458,902.61.

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 Expenditures

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: February 16, 2026

Subject: Approve the Monthly Financial Report for December 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 December 2025.

In addition to the monthly and quarterly financial reports, included on this agenda are the budget transfer report for the month of December 2025 and detailed information on the Purchasing Card expenses for the period of December 5, 2025, through January 4, 2026.

Budget Impact:

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

Recommendation:

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

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.



Agenda Item 10C

Prepared By:

Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. Purchasing Card Expense Report
2. Unaudited Financial Report as of December 2025
3. Budget Transfer Report December 2025

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: David Dowda, Police Chief

Date: February 16, 2026

Subject: Approval of a donation to SafeHouse of Seminole from the State Law Enforcement Confiscation Fund in accordance with Florida Statute 932.

Introduction:

This agenda item requests the City Commission approve a donation of \$500.00 to SafeHouse of Seminole from the State Law Enforcement Confiscation Fund.

Background/Discussion:

The Longwood Police Department's administration values and appreciates the resources SafeHouse of Seminole provides domestic violence victims and the members of the police department. SafeHouse is a valued partner to the Seminole County law enforcement community.

The premier services and programs the organization provides to victims of domestic violence in Seminole County are invaluable. Police department personnel work collaboratively with SafeHouse staff, and in doing so, the Longwood Police Department is better equipped with the necessary information, training, and resources to assist unfortunate victims and families affected by domestic violence.

The members of the Longwood Police Department are eager to support SafeHouse of Seminole with this donation and ensure the continuation of the services benefiting the victims of domestic violence in Longwood and throughout Seminole County.

Budget Impact:

Funding is available in the State Law Enforcement Confiscation Fund.

Recommendation:

The City Manager and Chief of Police recommend the City Commission approve the donation to SafeHouse of Seminole.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.



Agenda Item 10D

Prepared By:

David Dowda, Police Chief

Reviewed By:

William Watts, City Manager

Attachments:

1. Safehouse of Seminole Donation Request

Agenda Item 10E

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: February 16, 2026

Subject: Approval of Award and Authorization to Enter into Agreement with Champion Services of Florida LLC., for ITB #CD 26-003 CE - 451 Building Demolition and 455 Building Repairs.

Introduction:

This agenda item requests City Commission approval to enter into an agreement with Champion Services of Florida LLC., as the contractor for the demolition of the 451 Building and repair of the 455 building pursuant to ITB #CD 26-003 CE, and authorize the City Manager to execute the agreement and any related documents and purchase orders to implement the project.

Background/Discussion:

The bid opening for ITB CD 26-003 CE – 451 Building Demolition and 455 Building Repairs was publicly conducted on January 8, 2026. A total of one electronic bid was received from the following company: Champion Services of Florida LLC. For the amount of \$182,288.17.

The complete demolition of the existing improvements at 451 W. Warren Avenue is necessary to construct the replacement of Fire Station 15. The work associated with this item accounts for the demolition of the building, paving, landscaping and associated accessories at the address 451 W. Warren Ave. (451 Building) and to remove a 2nd story building bridge and perform building repairs and for the address 451 W. Warren Ave. (455 Building), pursuant to ITB #CD 26-003 CE.

The bid includes \$18,910.80 for repairs to Building 455 and \$163,377.37 for demolition of Building 451, which equates to approximately \$12.86 per square foot based on the building size. Additionally, per the NESHAP Asbestos Demolition Survey/Lead Based Paint Testing Report by Tierra, Inc. no asbestos or lead was identified in the structure that would necessitate abatement.

After careful review and consideration, City staff determined Champion to be a responsive and responsible bidder in accordance with the ITB requirements.

The Public Works Department reviewed the pricing and confirmed it to be fair and reasonable.

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The Fire Department conducted reference checks and reviewed the appropriate documents and found them all acceptable.

Budget Impact:

Funding for this service is included in the current year budget under the CIP- Fire Station 15 Capital Funds line (Line Item 320-2800-522-6301) for the current fiscal year 2025-2026.

Recommendation:

The City Manager and Public Works Director recommend that the City Commission approve to enter into an agreement with Champion Services of Florida LLC., as the contractor for the demolition of the 451 building and repair of the 455 building pursuant to ITB #CD 26-003 CE, and authorize the City Manager to execute the agreement and any related documents and purchase orders to implement the project.

REQUESTED MOTION/ACTION:

I move to approve Item 10E as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. ITB CD 26-003 CE 451 Demolition and 455 Repair

Agenda Item 10F

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: February 16, 2026

Subject: Approval of Citywide Mowing and Landscaping Services Agreements under ITB #PW 26-001CE between Rotolo Consultants, Inc. and Premier Lawn Maintenance and the City of Longwood.

Introduction:

This agenda item requests City Commission approval to enter into an agreement between the City of Longwood and Rotolo Consultants, Inc. and Premier Lawn Maintenance as the contractors, for Citywide Mowing and Landscaping Services pursuant to ITB #PW 26-001CE, and authorize the City Manager to execute the agreement and any related documents and purchase orders to implement the work.

Background/Discussion:

This agenda item requests City Commission approval to enter into an agreement between the City of Longwood and Rotolo Consultants, Inc. as the contractor for Part Ia, Part II and Part III; and Premier Lawn Maintenance as the contractor for Part Ib, pursuant to ITB #PW 26-001CE for Citywide Mowing and Landscaping Services.

The bid opening for ITB CD 26-001 CE – City of Longwood Mowing and Landscape Maintenance Services was publicly conducted on December 22, 2025. A total of six electronic bids were received from the following firms: ESB Light, Rotolo Consultants, Inc., Turfscape Enterprises, Premier Lawn Maintenance, Helping Hand Lawn Care, Inc. (HHLC, Inc.), and Thriving Lawn & Landscape.

After careful review and consideration, City staff determined Rotolo Consultants, Inc. to be the lowest responsive and responsible bidder in accordance with the ITB requirements for Parts Ia, II, and III. Premier Lawn Maintenance was determined to be the lowest responsive and responsible bidder in accordance with the ITB requirements for Part Ib.

The Public Works Department reviewed all submitted pricing and confirmed the rates to be fair and reasonable. The bid tabulation results are as follows:

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Contract Parts	Award Recommended	Bid Totals
Part Ia – Mowing of City Property (City Roadway ROW Only)	ROTOLO CONSULTANTS, INC.	\$ 150,845.48
Part Ib – Mowing of City Property (Parks, City Facilities, Stormwater Areas, and Utility Sites)	PREMIRE LAWN MAINTENANCE	\$ 237,450.10
Part II – Special Assessments Areas	ROTOLO CONSULTANTS, INC.	\$ 28,021.75
Part III – Major Roadways (State and County Roadway ROW)	ROTOLO CONSULTANTS, INC.	\$ 121,406.40

Budget Impact:

Funding for this service is included in the budget under the Other Contractual Service funds (Line Items 001-3520-541-3400, 401-4120-536-3400, 406-3520-541-3400) for the current fiscal year 2025-2026. The total yearly cost for these services is \$509,701.98, with a breakdown for 001 line at \$418,001.68, the 401 line \$12,611.00 and the 406 line \$79,089.30 annually. These totals will be adjusted for the prorated amount for the remainder of the year upon the execution and start of the contract.

Recommendation:

The City Manager and Public Works Director recommend that the City Commission approve entering into an agreement between the City of Longwood and Rotolo Consultants, Inc. and Premier Lawn Maintenance as the contractors, for Citywide Mowing and Landscaping Services pursuant to ITB #PW 26-001CE, and authorize the City Manager to execute the agreement and any related documents and purchase orders to implement the work.

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. ITB # PW 26-001 CE - Mowing and Landscape Maintenance Services
2. Bid Tabulation for ITB # PW 26-001 CE - Mowing and Landscape Maintenance Services

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager

Date: February 16, 2026

Subject: Discussion of Proposed Charter Amendment to Modify Debt Restriction Thresholds

Introduction:

This agenda item requests direction from the City Commission regarding a proposed amendment to the City of Longwood Charter to revise Section 6.10(b), Debt Restrictions. If directed, staff would work with the City Attorney to draft an Ordinance proposing a Charter amendment for consideration at a future City Commission meeting.

Background/Discussion:

At the February 2, 2026 City Commission meeting, the City Commission directed staff to project a reasonable debt for anticipated public safety capital improvement projects by evaluating future construction costs and related infrastructure needs.

In response, staff analyzed current market conditions for public safety facility construction and applied a conservative planning estimate of \$1,000 per square foot for police and fire facilities. This estimate reflects current/future construction pricing, regulatory requirements, and long-term operational needs typical of public safety buildings.

In addition to public safety facilities, staff evaluated major utility infrastructure needs associated with public safety and public health, including the projected construction of a new water treatment plant and the refurbishment and modernization of an existing water treatment facility.

Based on these assumptions and projected scopes, staff has determined that a public safety debt of \$150,000,000.00 would provide sufficient capacity to plan, finance, and deliver these critical capital improvement projects while maintaining fiscal responsibility and long-term flexibility for the City. This proposed debt is intended as a planning and authorization threshold and does not, by itself, authorize the issuance of debt.

The City Commission has also expressed interest in evaluating whether the Charter's existing debt limits remain appropriate given increased construction costs, regulatory requirements, and the expanding scale of municipal capital projects since the thresholds were last amended in 2014.

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Section 10.01 of the City Charter authorizes the City Commission to initiate Charter amendments by Ordinance and submit proposed amendments to the voters at a general or special election, as required by Florida law.

Proposed Changes to Debt Restrictions

Staff is seeking policy direction on proposed revisions to Section 6.10(b), Debt Restrictions, of the City Charter. If authorized by the City Commission, this language would be incorporated into a draft Ordinance prepared by the City Attorney and presented at a future meeting:

Debt Restrictions:

- The City may incur debt in an amount up to \$3,000,000.00 for a capital improvement project or for the acquisition of a real estate interest or other asset upon approval by the City Commission with at least three (3) City Commissioners voting in favor.
- The City may incur debt in an amount exceeding \$3,000,000.00 and up to and including \$15,000,000.00 for a capital improvement project or for the acquisition of a real estate interest or other asset upon approval by the City Commission with at least four (4) City Commissioners voting in favor.
- The City may incur debt in an amount exceeding \$15,000,000.00 for a capital improvement project or for the acquisition of a real estate interest or other asset only if approved by the City Commission with at least three (3) City Commissioners voting in favor and authorized by the voters at a duly held referendum.
- Provided, however, with the unanimous approval of all present City Commissioners, the referendum requirement for the issuance of debt exceeding \$15,000,000.00 may be waived for a public safety capital improvement project, provided that the total aggregate debt issued for such public safety capital improvement projects does not exceed \$150,000,000.00 over a ten (10) year timeframe. For purposes of this subsection, a public safety capital improvement project includes fire station improvements, police department improvements, and wastewater or potable water treatment plant improvements.

Additional Discussion Item – General Obligation Bond Referendum:

As an additional point of discussion, the City Commission may wish to consider whether a General Obligation (G.O.) Bond referendum could serve as a potential funding mechanism for some or all of the identified public safety capital improvement projects.

- A General Obligation Bond, if approved by voters, would allow the City to finance long-term public safety and utility infrastructure projects through ad valorem taxation at favorable interest rates, spreading costs over the useful life of the facilities. This

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approach provides a transparent funding mechanism, ensures direct voter participation, and may reduce overall borrowing costs compared to other financing options.

Discussion of a G.O. Bond referendum at this stage is conceptual only and intended to provide the City Commission with a full range of policy options as it considers future funding strategies for public safety facilities and critical water infrastructure.

Budget Impact:

This item is for discussion and policy direction only and does not authorize the issuance of any debt. There is no immediate budgetary impact associated with authorizing staff to work with the City Attorney to draft a proposed Charter amendment.

Recommendation:

The City Manager requests authorization for staff to work with the City Attorney to draft an Ordinance proposing an amendment to the City of Longwood Charter to revise Section 6.10(b), Debt Restrictions, including consideration of a public safety debt ceiling and potential funding mechanisms such as a General Obligation Bond referendum, and bring the Ordinance to a future City Commission meeting for consideration.

REQUESTED MOTION/ACTION:

I move to authorize staff to work with the City Attorney to draft an Ordinance proposing a Charter amendment to revise the City's debt restriction thresholds for consideration at a future City Commission meeting.

Prepared By:

William Watts, City Manager
Dustin Woolbright, Director of Financial Services
Daniel W. Langley, City Attorney

Reviewed By:

William Watts, City Manager

Attachments:

None