

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

AGENDA
April 6, 2026
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 Community Health Fair on Saturday, April 11, 2026, from 10:30 a.m. until 1:30 p.m. at the Longwood Community Building. Citizens of all ages are welcome to join this event featuring vendors, raffle prizes, bingo, and fun, family-friendly activities.
 - B. The City of Longwood will host a Food Truck Battle and Concert in the Park on Saturday, April 11, 2026, from 4:00 p.m. until 9:00 p.m. at Reiter Park. The concert will begin at 6:30 p.m. and the band is *The Caribbean Crew*.
 - C. The "Downtown Longwood Cruise-In" Car Show will be held on Saturday, April 11, 2026, 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, April 15, 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 *Wicked: For Good*.
5. **PROCLAMATIONS / RECOGNITIONS**
 - A. A Proclamation celebrating the 50th Anniversary of Woodlands Elementary School.
 - B. Proclaiming the month of April as "Fair Housing Month" in the City of Longwood.
 - C. Proclaiming the month of April as "Water Conservation Month" in the City of Longwood.
 - D. Presentation of the Beautification Award of the second quarter of 2026 to Jack in the Box at 815 West State Road 434.
6. **BOARD APPOINTMENTS**
7. **PUBLIC INPUT**

- A. **Public Participation.**
 - B. **Presentation by Matthew Ori, Senior Consultant, and Robert Ori, Executive Vice President at Raftelis Financial Consultants, Inc. on the Status of Utility Rates.**
- 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. **Approval of the March 16, 2026, Regular Meeting Minutes.**
 - B. **Approve the Monthly Expenditures for March 2026.**
 - C. **Approval of \$3000.00 donation to the Scouting America Central Florida Council from the State Law Enforcement Confiscation Fund in accordance with Florida Statute 932.**
 - D. **Approval of a purchase order for \$51,112.60 to MES Service Company, LLC for the purchase of air packs.**
- 11. PUBLIC HEARINGS**
- A. **APPLICANT WITHDRAWAL - Minor Conditional Use Permit (CUP 01-26) to allow a private school (House of Academia) in a Neighborhood Commercial (NC) zoning at 465 West Warren Avenue.**
 - B. **Read by title only and adopt Ordinance No. 26-2279, allowing Special Education Schools in the Industrial Core zoning district.**
 - C. **Read by title only and adopt Ordinance No. 26-2280, amending the Land Development Code and City Code of Ordinances to authorize, where permitted by law, publication of required advertisements and public notices on a publicly accessible website, in lieu of publication in a newspaper of general circulation.**
 - D. **Read by title only, set April 20, 2026, as the second public hearing date, and approve the first reading of Ordinance No. 26-2281, amending section 6.10b of the City Charter to revise debt authorization thresholds and voting requirements.**
- 12. REGULAR BUSINESS**

- A. Read by title only and adopt Resolution No. 26-1716, which amends the FY 2025/2026 budget and authorizes purchase order rollovers for FY 2024/2025 Capital Improvement Plan (CIP) projects, grants, and other necessary adjustments.**

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:	April 8, 2026	1:00 PM	Workshop Meeting
	April 20, 2026	6:00 PM	Regular Meeting
	May 4, 2026	6:00 PM	Regular Meeting

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: April 6, 2026

Subject: Approval of the March 16, 2026, Regular Meeting Minutes.

Introduction:

The City Clerk is presenting the minutes of the March 16, 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 March 16, 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. CC03-16-2026Mins

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: April 6, 2026

Subject: Approve the Monthly Expenditures for March 2026.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$261,151.37 from March 1 of 2026 through March 14 of 2026, which includes check numbers from 170323 through 170354.

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 Service Director recommend the approval of expenditures in the amount of \$261,151.37.

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: David Dowda, Police Chief

Date: April 6, 2026

Subject: Approval of \$3000.00 donation to the Scouting America Central Florida Council 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 \$3,000.00 to Scouting America Central Florida Council from the State Law Enforcement Confiscation Fund.

Background/Discussion:

More than 23,000 young boys and girls are enrolled in the Central Florida scouting programs, including over 2,300 here in Seminole County. All of these young people participate in skill-building and character development activities, including completing challenge courses, building shelters, and collecting food as a community service. The scouting program provides guidance in character, education, citizenship, personal fitness, leadership training, and essential productive life skills. This contribution will support the participation of 6 scouts in the program for one year.

Budget Impact:

Funds are available under the State Law Enforcement Confiscation Fund.

Recommendation:

The City Manager and the Police Chief recommend approval of this donation.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:

David Dowda, Police Chief

Reviewed By:

William Watts, City Manager



Agenda Item 10C

Attachments:

1. 2026 Scouting America Eagle Dinner Sponsorship Brochure

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: Troy Feist, Fire Chief

Date: April 6, 2026

Subject: Approval of a purchase order for \$51,112.60 to MES Service Company, LLC for the purchase of air packs.

Introduction:

This agenda item requests the City Commission to approve a purchase order for MES Service Company, LLC, in the amount of \$51,112.60.

Background/Discussion:

The Fire Department is requesting the replacement of five (5) self-contained breathing apparatus (SCBA), commonly referred to as air packs, as several units are approaching or have exceeded their manufacturer warranty period. As these units age, repair costs are expected to increase, and long-term reliability may be impacted.

Additionally, the department is currently operating multiple models of SCBA, which creates compatibility challenges and limits access to certain safety features. Standardizing equipment will improve operational efficiency, safety, and training consistency.

To minimize the financial impact, the replacement of these units has been strategically planned and distributed across multiple budget years.

Budget Impact:

Adequate funding was made available via a budget transfer to account line 001-2800-522-5200.

Recommendation:

The City Manager, Finance Director, and Fire Chief recommend approval of a purchase order in the amount of \$51,112.60 to MES Service Company, LLC.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

Troy Feist, Fire Chief



Agenda Item 10D

Reviewed By:

William Watts, City Manager

Attachments:

1. MES Air-Pak Quote 2026
2. MES Contract - 2025



Agenda Item 11A

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: April 6, 2026

Subject: APPLICANT WITHDRAWAL - Minor Conditional Use Permit (CUP 01-26) to allow a private school (House of Academia) in a Neighborhood Commercial (NC) zoning at 465 West Warren Avenue.

Introduction:

The applicant for 465 West Warren Avenue has requested to withdraw their conditional use permit application entirely.

Background/Discussion:

Budget Impact:

Recommendation:

REQUESTED MOTION/ACTION:

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

Attachments:

None

Agenda Item 11B

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: April 6, 2026

Subject: Read by title only and adopt Ordinance No. 26-2279, allowing Special Education Schools in the Industrial Core zoning district.

Introduction:

This agenda item requests that the City Commission conduct a second public hearing to adopt Ordinance 26-2279, an ordinance allowing Special Education Schools in the Industrial Core zoning district.

Background/Discussion:

- At the January 19th City Commission meeting, One School of the Arts & Sciences made a request of the City Commission to re-zone property at 477 Commerce Way to accommodate a school.
- 477 Commerce Way is located in the Florida Central Commerce Park area and carries the Industrial Core zoning.
- Industrial Core does not have schools as an allowable use. This is in part due to an effort by the City Commission to address an issue where the City received numerous requests for uses that do not pay property taxes (specific to this instance, religious institutions and schools) for warehouse space in the City's main industrial area. As the industrial area is the City's most stable source of ad valorem tax revenue and the most concentrated area of businesses, and as religious institutions and schools do not pay taxes, the increase in non-taxable properties the City faced in 2011 threatened to impact that stability.
- In between the February 2nd meeting and the LPA meeting, representatives from One School indicated they would be leasing the building on favorable terms and would not own the building outright. To the extent that this remains the situation, the parcel would not be fully exempt from property taxes.
- After discussion at the February 2nd City Commission meeting, staff was directed to bring forward an ordinance that would change the table of allowable uses to allow special education schools in the Industrial Core district.
- In consideration of the issues above, staff has incorporated language that would limit the impact of this ordinance on other properties, including a sunset provision for April 2027.

Agenda Item 11B

- Staff has held a Pre-Development meeting with the applicant to discuss the suitability of the building and site for the use of a school. The building will need an upgraded fire safety and sprinkler system which will require building permits, and Public Works has reviewed a preliminary traffic circulation plan that seems workable to all parties.
- Staff has proposed a clarifying change to the supplemental standard language ensuring that the distance requirement applies only to special education schools within the industrial core district.

Budget Impact:

The most recent data on the Seminole County Property Appraiser's website indicates that 477 Commerce Way would pay \$12,632.65 in taxes to the City of Longwood based on its valuation. One School has indicated that they would be leasing the office building and thus the parcel would not be exempt from paying property taxes to the extent that this arrangement remains.

One School has also indicated that they intend to pay the business tax for a school, even though non-profit schools are exempt from paying business taxes. The annual business tax for a school over 50 students is a total of \$160.

Recommendation:

The City Manager and Community Development Director recommend that the City Commission adopt Ordinance No. 26-2279, allowing Special Education Schools in the Industrial Core zoning district.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 26-2279.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 26-2279

Agenda Item 11C

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: April 6, 2026

Subject: Read by title only and adopt Ordinance No. 26-2280, amending the Land Development Code and City Code of Ordinances to authorize, where permitted by law, publication of required advertisements and public notices on a publicly accessible website, in lieu of publication in a newspaper of general circulation.

Introduction:

This item requests consideration to amend certain sections of the City Code of Ordinances and the Land Development Code to authorize publication of required advertisements and public notices on a publicly accessible website in accordance with section 50.0311, Florida statutes, and City Resolution 26-1710.

Background/Discussion:

The City Commission adopted Resolution 26-1710 authorizing the City to utilize Seminole County’s publicly accessible website for online publication of legal notices pursuant to section 50.0311, Florida Statutes, where permitted by law.

Florida Statute 50.0311 authorizes municipalities to publish legally required advertisements and public notices on a publicly accessible website, instead of publication in a newspaper of general circulation, when the statutory conditions are satisfied.

Various provisions of the City Code of Ordinances and the Land Development Code currently require publication in a newspaper of general circulation. Certain of those publication requirements are imposed by local ordinance (rather than mandated by state or federal law) and may be amended to authorize online publication consistent with section 50.0311, Florida Statutes.

The proposed ordinance authorizes online publication only where and to the extent permitted by state law and only when the City’s use of online publication complies with section 50.0311, Florida Statutes.

Agenda Item 11C

Budget Impact:

The proposed amendments are expected to reduce annual expenditures related to newspaper publication of legally required advertisements and public notices.

Recommendation:

The City Manager and City Clerk recommend the City Commission adopt Ordinance No. 26-2280, amending the Land Development Code and City Code of Ordinances.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 26-2280.

Prepared By:

Liane Cartagena, City Clerk
Daniel W. Langley, City Attorney

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 26-2280
2. Resolution No. 26-1710

Agenda Item 11D

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager, Dustin Woolbright, Director of Financial Services

Date: April 6, 2026

Subject: Read by title only, set April 20, 2026, as the second public hearing date, and approve the first reading of Ordinance No. 26-2281, amending section 6.10b of the City Charter to revise debt authorization thresholds and voting requirements.

Introduction:

This agenda item presents for Commission consideration an Ordinance proposing an amendment to Section 6.10(b) of the City Charter related to debt issuance thresholds and voter approval requirements. The proposed amendment, if approved by the Commission, will be placed on the November 3, 2026, ballot for voter referendum.

Background/Discussion:

At a previous Commission meeting, staff-initiated a discussion regarding the City's long-term capital funding needs, estimated at approximately \$150 million over the next 10 years for critical infrastructure projects, including replacement of two fire stations, new police headquarters, and refurbishment and replacement of water treatment facilities. The Commission provided policy direction to evaluate potential Charter amendments to update outdated debt thresholds and improve the City's ability to finance major capital improvements.

During that discussion:

- A proposal to update the current debt thresholds, originally established in 2014, to account for inflation—recommending new thresholds of \$5 million and \$30 million.
- Continued discussion on balancing financial flexibility with voter oversight, including consideration of when referenda should be required for large debt issuances.
- Exploration of structuring a potential general obligation bond referendum to fund multiple projects, possibly in phased “tranches,” to better align borrowing with project timelines.
- Concerns regarding taxpayer impact, timing, and the importance of securing voter support for any proposed funding approach.

Agenda Item 11D

Staff was directed to return with the proposed Charter amendment language and further analysis. The attached ordinance formally proposes amendments to Section 6.10(b) of the City Charter to revise debt authorization thresholds and voting requirements.

Key elements of the proposed amendment include:

- Establishing tiered approval thresholds for City debt:
 1. Up to \$5 million – approval by at least three (3) commissioners
 2. Between \$5 million and \$30 million – approval by at least four (4) commissioners
 3. Above \$30 million – requires Commission approval and voter referendum
- Providing for automatic annual inflation adjustments beginning October 1, 2027, based on CPI
- Submitting the amendment to voters at the November 3, 2026, election, including a ballot question addressing revised thresholds and referendum requirements for higher levels of debt.
- The intent of the amendment is to modernize the Charter, provide flexibility for financing major capital projects, and ensure appropriate levels of Commission and voter oversight.

Budget Impact:

There is no direct fiscal impact associated with approval of this ordinance. However, adoption of the Charter amendment (subject to voter approval) will impact the City's future financing capacity and may facilitate issuance of debt for planned capital improvements. Future debt issuances may have tax implications, which would be presented to voters as part of any referendum process.

Recommendation:

The City Manager recommends the approval of Ordinance No. 26-2281 on the first reading and set April 20, 2026, as the second public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 26-2281 on the first reading and set April 20, 2026, as the second public hearing date.



Agenda Item 11D

Prepared By:

William Watts, City Manager
Daniel W. Langley, City Attorney

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 26-2281

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: April 6, 2026

Subject: Read by title only and adopt Resolution No. 26-1716, which amends the FY 2025/2026 budget and authorizes purchase order rollovers for FY 2024/2025 Capital Improvement Plan (CIP) projects, grants, and other necessary adjustments.

Introduction:

This agenda item requests the adoption of Resolution No. 26-1716, amending the fiscal year 2025-2026 budget, authorizing funds to cover purchase orders that were rolled over from fiscal year 2024-2025 for CIP Projects and grants, adjusting fund balances, and ensuring other necessary adjustments to the budget.

Background/Discussion:

Section 5 of Ordinance No. 25-2272 provides for amendments to the 2025/2026 budget and a Resolution to amend the fiscal year 2025/2026 Budget. This budget amendment will increase the Citywide Fiscal Year 2025/2026 Budget associated with Capital Improvement Projects (CIP) and Purchase Order (PO) rollover encumbrances, re-budget, and true up fund balance budget estimates to more current fund balance projections provided in Exhibit "C."

Budget Impact:

This budget amendment includes \$2,531,586.88 for purchase order rollover, \$5,877,558.25 carry forward (re-budget) for an overall budget increase in FY2025/2026 of \$8,409,145.13. These adjustments are itemized in Exhibit "A" and Exhibit "B" attached.

Recommendation:

The City Manager and Director of Financial Services recommend approval of Resolution No. 26-1716.

REQUESTED MOTION/ACTION:

I move to adopt Resolution No. 26-1716 as presented.

Prepared By:

Dustin Woolbright, Director of Financial Services



Agenda Item 12A

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 26-1716
2. Exhibit A
3. Exhibit B
4. Exhibit C