

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

AGENDA
April 20, 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 “Walk for Autism Awareness & Inclusion” on Saturday, April 25, 2026, from 11:00 a.m. until 2:00 p.m. at Reiter Park.**
 - B. The City of Longwood will host the “Longwood Luau,” a Hawaiian-themed party, on Saturday, May 2, 2026, from 4:00 p.m. until 8:00 p.m. at Reiter Park.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. District #2 Nomination of the Business Person of the Month Award for May 2026.**
- 6. BOARD APPOINTMENTS**
- 7. PUBLIC INPUT**
 - A. Public Participation.**
 - B. Presentation by Gwen Mahabir, Hometown Health Program Manager, and Lindsey Fisher, Health Marketing Manager, with Florida Municipal Insurance Trust (FMIT) to recognize the City of Longwood as a 2025 Hometown Health Award Recipient.**
- 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. Approval of the April 6, 2026, Regular Meeting Minutes.**
- B. Approval of the April 8, 2026, Work Session Meeting Minutes.**
- C. Approve the Monthly Expenditures for March 2026.**
- D. Approve the Monthly Financial Report for February 2026.**

11. PUBLIC HEARINGS

- A. Read by title only and adopt Ordinance No. 26-2281, amending section 6.10b of the City Charter to revise debt authorization thresholds and voting requirements.**

12. REGULAR BUSINESS

- A. Approval of a purchase order for \$70,998.00 to Wannemacher Jensen Architects for value engineering of the plans for Fire Station #15.**

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:	May 4, 2026	6:00 PM	Regular Meeting
	May 18, 2026	6:00 PM	Regular Meeting

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: April 20, 2026

Subject: Approval of the April 6, 2026, Regular Meeting Minutes.

Introduction:

The City Clerk is presenting the minutes of the April 6, 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 April 6, 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. CC04-06-2026Mins



Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: April 20, 2026

Subject: Approval of the April 8, 2026, Work Session Meeting Minutes.

Introduction:

The City Clerk is presenting the minutes of the April 8, 2026, Work Session Meeting Minutes for approval.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Clerk recommends the approval of April 8, 2026, Work Session Meeting Minutes.

REQUESTED MOTION/ACTION:

I move to approve Item 10B as presented.

Prepared By:

Liane Cartagena, City Clerk

Reviewed By:

Liane Cartagena, City Clerk

Attachments:

1. CC04-08-2026MinsWS

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: April 20, 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 \$453,661.02 from March 15, 2026 through March 31, 2026, which includes check numbers from 170355 through 170503.

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 \$453,661.02.

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. Monthly Expenditures

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: April 20, 2026

Subject: Approve the Monthly Financial Report for February 2026.

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 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 February 2026.

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

Budget Impact:

The Unaudited Monthly Financial Report reflects a modified budget and actuals for the month of February 2026.

Recommendation:

The City Manager and the Director of Financial Services recommend approval of the Unaudited Financial Reports as of February 2026.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.



Agenda Item 10D

Prepared By:

Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. Purchasing Card Expense Report
2. Budget Transfer Report February 2026
3. Unaudited Financial Report February 2026

Agenda Item 11A

To: The Honorable Mayor and City Commissioners

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

Date: April 20, 2026

Subject: Read by title only and adopt 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.

Staff was directed to return with the proposed Charter amendment language and further

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analysis. At the April 6, 2026 commission meeting, upon first reading, direction was given to change the proposed indexing from CPI to PPI which has been reflected. 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 the [United](#) States Department of Labor, Bureau of Labor Statistics, Producer Price Index, or an equivalent replacement index adopted by ordinance.
- 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 adoption of Ordinance No. 26-2281.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 26-2281 as presented.



Agenda Item 11A

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: Chris Kintner, Community Development Director

Date: April 20, 2026

Subject: Approval of a purchase order for \$70,998.00 to Wannemacher Jensen Architects for value engineering of the plans for Fire Station #15.

Introduction:

This agenda item requests that the City Commission consider a Purchase Order in the amount of \$70,998 to make cost-saving amendments to the plans for Fire Station #15.

Background/Discussion:

- While this item is primarily for a purchase order to amend the Fire Station 15 plans, there are larger implications to the approval of this purchase order. Approving this design amendment would be a significant step away from the current path which is largely guided by requirements for the Hazard Mitigation Grant, and a step towards a direction that staff believes will provide more financial feasibility and control over the timeline.
- The current design of Fire Station #15 is largely based upon requirements related to a Federal Emergency Management Agency (FEMA) Hazard Mitigation grant administered by the Florida Department of Emergency Management (FDEM) for a "safe room" concept.
- A "safe room" is a term for a higher standard of design to "harden" a building beyond typical building code standards to provide "near-absolute protection" against storm events. The Hazard Mitigation Grant the city received is intended to pay, in part, for those improvements that exceed code standards.
- Some of the elements proposed for removal include:
 - Removing an indoor generator "house" structure in favor of a natural gas feed as a secondary power source
 - Change overhead doors to a more standard model
 - Change roofing system
 - In September 2025, staff received an updated engineer's estimate from the project architect, Wannemacher Jensen Architects (WJA), estimating that the project would cost \$11,857,975.

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- Staff is working to keep the project under or very close to \$10.3 million for the total cost of the Fire Station. This amount would allow the project to proceed should the Commission vote to approve borrowing up to its present limit of \$6 million while including general fund money made possible by the American Rescue Plan Act of 2021 (ARPA). This scenario would avoid relying on the result of a referendum to raise the city's borrowing power and potentially allow the project to begin prior to that vote in November.
- Given significant delays caused by FEMA's review times of the plans, the City Manager requested that staff reach out to explore whether there would be significant savings from going away from the strict technical requirements of the FEMA grant and pursuing a design amendment to reduce costs through a process known as value engineering. WJA prepared an estimate in March of this year that estimated savings of \$1,521,017, which would reduce the September 2025 estimate down to \$10,336,958.
- An additional option identified by the City Manager is to construct the entire building but to leave the interior of only the administration portion unfinished, to be completed at a later time as funding allows. While not the most desirable option compared to completing the whole building at once, the project is driven primarily by meeting the needs of the firefighters who will reside in the eastern portion of the building and this option would facilitate that. Administrative operations could continue in their current building in this scenario. This option, referred to in the industry as "whiteboxing" the administrative area, would save an additional \$1,267,595. It is not something that would be permissible under the FEMA grant.

One unavoidable complication of this is that there is an ever-changing economic environment that may impact the total cost of the project by the time. Staff cannot guarantee that the cost of construction, materials, labor, etc. will not be impacted by economic factors and some of the numbers presented may change, including the total construction amount will likely change. It is possible that the \$11.9 million dollar estimate could increase significantly, with \$12.5 million being a reasonable estimate at this time. However, moving away from the grant allows the City to have more flexibility in design and in the timing of improvements to ensure construction gets underway than it would have under the grant scenario. While the grant funding could reimburse the city up to \$2,151,172, staff has a number of concerns about continuing under this approach:

- Given the length of time this grant has been active, the extreme increase in construction cost with the potential to affect FEMA's feasibility review, and the expiration dates on some of the agreements, as well as the Federal government's broader efforts to pull back grant funding, there is a very real concern that the city may not actually see this money even if the city continues down the grant path. This is particularly true in the sense that the grant has a completion deadline of August 31, 2027, which means that the construction would need to be

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fully complete by June 2027. This deadline is no longer realistic given the review delays and the potential delays we anticipate during FEMA's review in the solicitation phase.

- The grant is a reimbursable amount, meaning that the city needs to be able to budget for the whole amount up front. In the instance of the \$11.9 million estimate for the grant-funded project, this would require the city to either go into reserves in the amount of around \$1 million to \$1.6 million or rely upon a successful increase in the city's borrowing ability in November to be able to move ahead with the project. As discussed above, by the time the project is bid that estimate may have increased.
- Mandatory FEMA reviews have added up to a year to the total project timeline. The initial plan design required the review of both a third party reviewer and FEMA, which has been a significant drag on the project's momentum. FEMA also has a role in reviewing the contractor selected for the project and in the review of the solicitation documents, all of which would add more time to the process if the city stays on that path.
- "Whiteboxing" the administrative side of the building is not an option under the FEMA grant.

Budget Impact:

Adequate funding is currently available within the 320-2800-522-6301 account line to support this request.

Recommendation:

The City Manager, Fire Chief, Financial Services Director, and Community Development Director recommend approval of a purchase order in the amount of \$70,998.00 to Wannemacher Jensen Architects for value engineering of the plans for Fire Station #15 and authorize the City Manager to execute any necessary documents to accomplish the following goals:

- Allow the city to change the design of the Fire Station to replace elements only required for the "Safe Room" concept and significantly reduce the total project cost.
- Complete the design amendment and solicitation process without the extensive delays caused by FEMA reviews in previous phases.
- Allow the city to have freedom to make cost-saving construction decisions, including the "whitebox" option on the administration side, without needing third-party approval to ensure the primary functions of the building get built as soon as possible.

Staff believes that the cost savings and freedom of choice generated by this step will help make the beginning of construction of the Fire Station in this calendar year a reality.



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REQUESTED MOTION/ACTION:

I move to approve Item 12A as presented.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Additional Services Request #2