

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

**AGENDA**  
**May 18, 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, May 20, 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 *Song Sung Blue*.**
- 5. PROCLAMATIONS / RECOGNITIONS**
  - A. Proclaiming May 17 through May 23, 2026, as "National Public Works Week" in the City of Longwood.**
  - B. Proclaiming May 17 through May 23, 2026, as "Emergency Medical Services Week" in the City of Longwood.**
  - C. Proclaiming May 20 and June 19, 2026, as "Florida Emancipation Day and Juneteenth Day" in the City of Longwood.**
  - D. Recognizing Karen Gehl and Cherie Sanders, Citizens on Patrol Members, for Assisting in the Safe Recovery of a Missing Child.**
  - E. Recognizing Commissioner Brian D. Sackett for his dedicated service to the City as Mayor, from May 2025 to May 2026.**
- 6. BOARD APPOINTMENTS**
  - A. District #2 Nomination to the Land Planning Agency.**
  - B. Appointment of two members of the Commission as the primary and alternate representatives to the MetroPlan Orlando Municipal Advisory Committee (MAC).**
- 7. PUBLIC INPUT**
  - A. Public Participation.**

**8. MAYOR AND COMMISSIONERS' REPORT**

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

**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 May 4, 2026, Regular Meeting Minutes.**
- B. Approve the Monthly Expenditures for April 2026.**
- C. Approve the Monthly Financial Report for March 2026.**
- D. Approval of the City of Longwood Commissioner Handbook, Parks & Recreation Advisory Board Member Handbook, and Land Planning Agency Member Handbook.**
- E. Approval of the City of Longwood 2026-2031 Strategic Plan.**

**11. PUBLIC HEARINGS**

- A. Read by title only, set June 1, 2026, as the second public hearing date, and approve the first reading of Ordinance No. 26-2282, revising water and wastewater utility rates and fees.**
- B. Read by title only and adopt Ordinance No. 26-2284, which calls for a bond referendum election to be held to finance public safety capital projects.**

**12. REGULAR BUSINESS**

- A. Read by title only and adopt Resolution No. 26-1720, authorizing the City to enter into an agreement with the State of Florida Division of Emergency Management (FDEM) for improvements of Lift 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](mailto:clerk@longwoodfl.org).

Future Meetings:	June 1, 2026	6:00 PM	Regular Meeting
	June 15, 2026	6:00 PM	Regular Meeting

## Agenda Item 6B

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

**From:** Liane Cartagena, City Clerk

**Date:** May 18, 2026

**Subject:** Appointment of two members of the Commission as the primary and alternate representatives to the MetroPlan Orlando Municipal Advisory Committee (MAC).

**Introduction:**

This agenda item requests the City Commission appoint two members of the Commission to serve as the primary and alternate representatives to the MetroPlan Orlando Municipal Advisory Committee (MAC).

**Background/Discussion:**

The MetroPlan Orlando Municipal Advisory Committee (MAC) provides a forum for municipal representatives to review and provide input on regional transportation planning initiatives.

Commissioner Sackett previously served as the City's primary representative; however, he has withdrawn from the committee. Commissioner Tony Boni is currently serving as the alternate representative.

With the primary position now vacant, the City Commission must appoint a new primary representative and determine whether Commissioner Boni will continue to serve as the alternate representative or be designated as the primary representative. If Commissioner Boni is designated as the primary representative, an alternate representative will also need to be appointed.

**Budget Impact:**

This item has no anticipated impact on the budget.

**Recommendation:**

The City Manager and City Clerk recommend that the City Commission appoint one member as the primary representative and one member as the alternate representative to the MetroPlan Orlando Municipal Advisory Committee.

## Agenda Item 6B

**REQUESTED MOTION/ACTION:**

I move to appoint \_\_\_\_\_ as the primary representative and \_\_\_\_\_ as the alternate representative to the MetroPlan Orlando Municipal Advisory Committee (MAC).

**Prepared By:**

Liane Cartagena, City Clerk

**Reviewed By:**

Liane Cartagena, City Clerk

**Attachments:**

1. 2026 MetroPlan Orlando Meeting Schedule

## Agenda Item 10A

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

**From:** Liane Cartagena, City Clerk

**Date:** May 18, 2026

**Subject:** Approval of the May 4, 2026, Regular Meeting Minutes.

**Introduction:**

The City Clerk is presenting the minutes of the May 4, 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 May 4, 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. CC05-04-2026Mins

## Agenda Item 10B

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

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

**Date:** May 18, 2026

**Subject:** Approve the Monthly Expenditures for April 2026.

**Introduction:**

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$386,927.58 from April 19, 2026 through April 30, 2026, which includes check numbers from 170636 through 170720.

**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 the approval of expenditures in the amount of \$386,927.58.

**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:** May 18, 2026

**Subject:** Approve the Monthly Financial Report for March 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/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 March 2026.

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

**Budget Impact:**

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

**Recommendation:**

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

**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. Budget Transfer Report March 2026
2. Purchasing Card Report
3. Unaudited Financial Report March 2026

## Agenda Item 10D

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

**From:** Liane Cartagena, City Clerk

**Date:** May 18, 2026

**Subject:** Approval of the City of Longwood Commissioner Handbook, Parks & Recreation Advisory Board Member Handbook, and Land Planning Agency Member Handbook.

**Introduction:**

This agenda item requests that the City Commission approve the City of Longwood Commissioner Handbook, the Parks & Recreation Advisory Board Member Handbook, and the Land Planning Agency Member Handbook as reference guides for elected officials and appointed board members.

**Background/Discussion:**

The City Clerk’s Office has prepared three reference handbooks intended to support both newly elected and current officials in understanding the roles, responsibilities, and legal requirements associated with municipal service.

The Commissioner Handbook was developed primarily in anticipation of the upcoming municipal election cycle and is intended to assist any newly elected official(s) who may join the City Commission. The handbook will also serve as a reference resource for current elected officials who may need clarification or a refresher on certain procedures, legal requirements, or governance practices.

Two additional handbooks for the Parks & Recreation Advisory Board and Land Planning Agency were also developed to provide board members with guidance regarding their duties, meeting procedures, and legal obligations when serving on a public board.

The handbooks also serve as a resource for the City Clerk’s onboarding meetings for new board and committee members, which are conducted when individuals are appointed to City boards. Current board members and board staff may also use the handbooks as reference materials should they need clarification regarding procedures or legal requirements.

Should the Commission approve these handbooks, printed copies will be prepared for use during Land Planning Agency and Parks & Recreation Advisory Board meetings so that staff may reference the materials if questions arise regarding procedures, board responsibilities, or

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applicable regulations.

Certain sections of the handbooks, such as member listings and referenced guidance materials, may be updated periodically to remain consistent with Florida Statutes, City Code, and other applicable laws or policies. The intent is to maintain these documents as current, living resources.

Due to the length of the Guide to Government in the Sunshine Law, it has not been included as an attachment; however, it will be made available online and printed copies can be provided upon request by any Commission or board member.

These documents are intended to promote consistency, transparency, and informed decision-making among elected officials and appointed board members.

**Budget Impact:**

This item has no anticipated impact on the budget.

**Recommendation:**

The City Manager and City Clerk recommend approval of the City of Longwood Commission Handbook, the Parks & Recreation Advisory Board Member Handbook, and the Land Planning Agency Member Handbook.

**REQUESTED MOTION/ACTION:**

I move to approve Item 10D as presented.

**Prepared By:**

Liane Cartagena, City Clerk

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Commission Handbook
2. Parks & Recreation Advisory Board Member Handbook
3. Land Planning Agency Member Handbook

## Agenda Item 10E

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

**From:** William Watts, City Manager

**Date:** May 18, 2026

**Subject:** Approval of the City of Longwood 2026-2031 Strategic Plan.

**Introduction:**

This agenda item requests City Commission approval of the City of Longwood 2026–2031 Strategic Plan. The Strategic Plan establishes a comprehensive policy framework to guide decision-making, budgeting, capital investments, organizational priorities, and service delivery over the next five years while aligning with the City’s broader long-term vision.

**Background/Discussion:**

The 2026–2031 Strategic Plan was developed through a collaborative strategic planning process involving the City Commission, City leadership, and departmental staff. The planning effort included a strategic planning workshop focused on identifying Longwood’s long-term direction, evaluating organizational challenges and opportunities, and establishing citywide priorities for Fiscal Years 2026–2031.

The Strategic Plan is intended to serve as a policy-level roadmap that aligns City resources, operational planning, and capital investments with the priorities established by the City Commission. The Plan emphasizes responsible governance, financial resilience, infrastructure modernization, organizational excellence, redevelopment, public safety, and quality of life enhancements.

The Strategic Plan identifies six primary citywide priorities:

1. **Financial Sustainability & Risk Resilience**
2. **Infrastructure & Asset Lifecycle Investment**
3. **Public Safety & Emergency Preparedness**
4. **Organizational Excellence & Workforce Stability**
5. **Smart Growth & Downtown Vitality**
6. **Community Character & Quality of Life**

The Plan further establishes long-term vision themes intended to guide policy decisions, budgeting, and service delivery over the next fifteen years. These themes focus on maintaining fiscal discipline, modernizing infrastructure systems, strengthening public safety, enhancing

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downtown redevelopment, investing in workforce and technology improvements, and preserving Longwood’s community character and quality of life.

The Strategic Plan also recognizes several key realities affecting local governments, including rising infrastructure costs, legislative uncertainty, workforce recruitment challenges, cybersecurity demands, and increasing community expectations regarding amenities and redevelopment.

Implementation of the Strategic Plan will occur through:

- Annual budget development;
- Capital Improvement Program planning;
- Departmental work plans and performance measures;
- Annual Commission review and policy oversight.

The Plan includes performance measurement benchmarks related to financial stability, infrastructure reliability, public safety outcomes, workforce retention, and community engagement to ensure accountability and progress tracking.

The Strategic Plan establishes a structured and adaptable framework to guide Longwood’s future growth, operational priorities, and community investments through Fiscal Year 2031.

### **Budget Impact:**

The Strategic Plan itself does not appropriate funds or authorize expenditures. However, the Plan will serve as a guiding framework for future budget development, capital investment prioritization, departmental planning, grant pursuits, and long-range financial planning.

Future projects, initiatives, and funding requests associated with the implementation of the Strategic Plan will be presented to the City Commission through the annual budget and Capital Improvement Program processes.

### **Recommendation:**

The City Manager recommends approval and adoption of the City of Longwood 2026–2031 Strategic Plan.

### **REQUESTED MOTION/ACTION:**

I move to approve Item 10E as presented.



## Agenda Item 10E

**Prepared By:**

William Watts, City Manager

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Strategic Plan 2026-2031

## Agenda Item 11A

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

**From:** William Watts, City Manager, Shad Smith, Public Works Director, Dustin Woolbright, Director of Financial Services

**Date:** May 18, 2026

**Subject:** Read by title only, set June 1, 2026, as the second public hearing date, and approve the first reading of Ordinance No. 26-2282, revising water and wastewater utility rates and fees.

### **Introduction:**

This agenda item presents for first reading an ordinance amending Chapter 90 and Appendix B of the Longwood City Code relating to water and wastewater utility rates, fees, billing practices, collection procedures, and utility account administration. The ordinance also adopts annual indexed rate adjustments for utility rates beginning in Fiscal Year 2030.

### **Background/Discussion:**

The City owns and operates its municipal water and wastewater utility systems and periodically evaluates utility rates, fees, and operational policies to ensure the long-term financial sustainability of the utility enterprise system. The City Commission previously authorized a comprehensive Water and Wastewater Rate Study, which determined that revisions to existing rates and fees are necessary to support ongoing operations, maintenance, regulatory compliance, and future capital infrastructure needs.

The proposed ordinance implements recommendations stemming from the rate study and establishes revised utility policies intended to improve administrative efficiency, strengthen collections procedures, and support future capital improvements, including funding associated with a new water treatment plant.

Key provisions of the ordinance include:

- Adoption of revised water and wastewater utility rates and fees through amendments to Appendix B of the City Code.
- Establishment of annual automatic utility rate indexing adjustments beginning October 1, 2030, tied to the Consumer Price Index (CPI), capped annually at five percent (5%).

## Agenda Item 11A

- Amendments to utility connection and metering requirements, including authorization for the City to require master meters for certain apartment complexes when deemed in the best interest of the City.
- Revisions to utility collection procedures, late fees, payment plans, utility disconnections, lien procedures, and dispute resolution processes.
- Authorization for the City to address delinquent utility accounts involving related business entities and establish enhanced collection enforcement mechanisms.

The ordinance also formalizes administrative authority for implementation of utility billing and collections policies and clarifies access rights necessary for maintenance and disconnection of utility services.

Pursuant to Section 180.136, Florida Statutes, the City has provided notice to utility customers regarding the proposed rate increases through the utility billing process and additional public notice regarding the Commission meeting at which the ordinance will be considered.

### **Budget Impact:**

The proposed ordinance will increase utility revenues necessary to support operational costs, future capital improvements, debt obligations, and long-term utility system sustainability. The annual CPI indexing mechanism is intended to help offset inflationary impacts on utility operations and reduce the need for large periodic rate adjustments.

### **Recommendation:**

The City Manager, Director of Financial Services, and Public Works Director recommend the approval of Ordinance No. 26-2282 on the first reading and set June 1, 2026, as the second public hearing date.

### **REQUESTED MOTION/ACTION:**

I move to approve Ordinance No. 26-2282 on the first reading and set June 1, 2026, as the second public hearing date.

### **Prepared By:**

William Watts, City Manager

### **Reviewed By:**

William Watts, City Manager



## Agenda Item 11A

**Attachments:**

1. Ordinance No. 26-2282

## Agenda Item 11B

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

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

**Date:** May 18, 2026

**Subject:** Read by title only and adopt Ordinance No. 26-2284, which calls for a bond referendum election to be held to finance public safety capital projects.

**Introduction:**

This agenda item requests the City Commission read by title only and adopt Ordinance No. 26-2284, which calls for a bond referendum election to be held to finance public safety capital projects up to \$50,000,000.

**Background/Discussion:**

The City currently has two fire stations and one police station that are in need of replacement. The scope of replacing these three buildings includes possible land acquisition, design, permitting, site work, offsite supporting infrastructure, construction of the new buildings, and equipping the buildings with the necessary items that are required for the police officers and firefighters to comfortably perform their duties to the best of their ability.

The City is unable to fund these projects using existing funds and needs to explore debt as a funding apparatus and issuing general obligation bonds is among the most efficient and fair methods of obtaining the necessary funds. These bonds will mature no later than 30 years from the date of issuance and will be secured through property taxes collected by the City. The maximum amount of funding that we seek through these bonds is \$50,000,000. The City Charter and Florida State Constitution require that authorization to issue these bonds be obtained from the voters in an election. This ordinance calls for the election to be held on November 3, 2026.

If the voters approve the bond referendum in a November election, the City will include general obligation bonds as part of financing these three specific projects. They will mature within 30 years of the date of issuance and shall bear interest that will be paid to the bondholders. If the voters do not approve the bonds, then funding will have to be securely exclusively through other means, which could slow the progress of the projects substantially.

**Budget Impact:**

If approved, immediate budget impact will be minimal, but the amount secured through these bonds, plus interest, will have to be paid back within 30 years and will need to be considered in future years' budgets.



## Agenda Item 11B

**Recommendation:**

The City Manager and Director of Financial Services recommend the adoption of Ordinance No. 26-2284.

**REQUESTED MOTION/ACTION:**

I move to approve Ordinance No. 26-2284 as presented.

**Prepared By:**

Dustin Woolbright, Director of Financial Services

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Ordinance No. 26-2284

## Agenda Item 12A

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

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

**Date:** May 18, 2026

**Subject:** Read by title only and adopt Resolution No. 26-1720, authorizing the City to enter into an agreement with the State of Florida Division of Emergency Management (FDEM) for improvements of Lift Station #15.

**Introduction:**

This agenda item requests the City Commission to read by title only and adopt Resolution No. 26-1720, authorizing the City to enter into an Agreement with the State of Florida Division of Emergency Management (FDEM) for participation in the Hazard Mitigation Grant Match Program (HMGP); authorizing the City Manager to execute the agreement and related documents; and providing for an effective date.

**Background/Discussion:**

This resolution authorizes the City of Longwood to enter into an Agreement with the Florida Division of Emergency Management to receive HMGP funding to fund the design and construction of improvements to Lift Station 15 (Georgia Ave) under its FEMA Hazard Mitigation Grant Program (HMGP) project. Participation in this program will support disaster recovery efforts and enhance the City's resilience through mitigation funding, with no direct cost to the City.

Planned flood hardening improvements include raising the top of the lift station # 15 above the base flood elevation and installing a back-up power generator.

The resolution delegates authority to the City Manager to execute the agreement and all related documents, subject to legal review.

**Budget Impact:**

The total cost of the project is estimated to be \$315,131.00. This specific funding will provide reimbursement up to \$252,098.25 for services related to the storm-hardening Lift Station located on Georgia Avenue at CR 427, Longwood. The grant is a 75/25 percent matching participation grant, with FEMA responsible for 75% of the cost (\$236,348.25) and the City responsible for 25% of the cost (\$78,782.75). Sub-Recipient Management Costs in the amount of \$15,570 will also be funded by HMGP(FEMA) at a 100% federal match.

Additionally, the city has been notified of a federal (HUD) grant award from Florida Commerce

## Agenda Item 12A

of a grant via HMGMP (Hazard Mitigation Grant Match Program) of the remaining 25% match. Upon receipt of the agreement, it will be brought to the commission for approval. Therefore, the project will be funded 100% barring any non-eligible activities.

**Recommendation:**

The City Manager and the Public Works Director recommend the adoption of Resolution No. 26-1720 as presented in Item 12A and authorize the City Manager to execute any associated documents.

**REQUESTED MOTION/ACTION:**

I move to approve Resolution No. 26-1720 as presented.

**Prepared By:**

Shad Smith, Public Works Director

**Reviewed By:**

William Watts, City Manager

**Attachments:**

1. Resolution No. 26-1720
2. Subrecipient Agreement/Checklist