

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

AGENDA
June 15, 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, June 17, 2026, and July 15, 2026 from 1:30 p.m. until 3:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. June's feature is *Poms* and July's feature is *Meet Dave*.**
 - B. **The Annual "Father and Daughter" Dance will be held on Thursday, June 18, 2026, from 7:00 p.m. until 9:00 p.m. at the Longwood Community Building, 200 West Warren Avenue.**
 - C. **The City of Longwood will host a Juneteenth celebration on Friday, June 19, 2026, from 5:00 p.m. until 8:00 p.m., at the Longwood Community Building, 200 West Warren Avenue.**
 - D. **The City of Longwood will host its Rock, Freedom, and Fireworks event on Saturday, June 27, 2026, from 5:00 p.m. until 9:00 p.m. at Reiter Park, 311 West Warren Avenue. There will be live music, food trucks, and a firework show beginning around 9:00 p.m. Parking will be available in the parking lot of the Orlando Health South Seminole Hospital and at the Longwood SunRail Station. This is a free event.**
 - E. **The "Downtown Longwood Cruise-In" Car Show will be held on Saturday, July 11, 2026, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood, located off Church Avenue.**
5. **PROCLAMATIONS / RECOGNITIONS**
 - A. **Proclaiming the City of Longwood General Election – November 3, 2026.**
 - B. **Recognition of the Liberty Tree at Reiter Park.**
 - C. **District #3 Nomination of the Business Person of the Month Award for July 2026.**
 - D. **Nomination of the Beautification Award for the third quarter of 2026.**
6. **BOARD APPOINTMENTS**

7. PUBLIC INPUT

- A. Presentation by David Johnson, Seminole County Property Tax Appraiser, on Property Tax Reform.**
- B. Public Participation.**

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 June 1, 2026, Regular Meeting Minutes.**
- B. Approve the Monthly Expenditures for May 2026.**
- C. Approve the Monthly Financial Report for April 2026.**
- D. Approval of a Cure Plan for Walgreens at 115 West State Road 434.**
- E. Approval of an Inter-Agency Agreement for legal services related to forfeiture actions between the Seminole County Sheriff's Office and the City of Longwood, Florida.**
- F. Approval of a Donation Acceptance Agreement for a School Resource Weapons Detection Canine.**
- G. Approval of a Purchase of New Light Bollards for the Historic District.**
- H. Approval of an Amended and Restated Agreement between the City of Longwood and the Seminole County Property Appraiser regarding Non-Ad Valorem Assessments.**
- I. Approval of a Legal Services Agreement from Nabors, Giblin & Nickerson, P.A. for Fire Protection & Residential Solid Waste Assessment Programs in FY 2026–27.**

11. PUBLIC HEARINGS

- A. Read by title only and adopt Ordinance No. 26-2282, revising water and wastewater utility rates and fees.**

- B. Read by title only, set July 20, 2026, as the public hearing date, and approve the first reading of Ordinance No. 26-2285, amending Chapter 26 - Cemetery, of the Longwood City Code of Ordinances.**

12. REGULAR BUSINESS

- A. Read by title only and adopt Resolution No. 26-1722, authorizing the City Manager to Apply for a Drinking Water State Revolving Fund (SRF) Loan, Adopting the City’s Drinking Water Facilities Plan, and Authorizing Submission of a Request for Inclusion on the Drinking Water Priority List.**
- B. Read by title only and adopt Resolution No. 26-1723, approving a new rate adjustment for the usage of the Candyland ballfields and the Longwood Community Building.**
- C. Read by title only and adopt Resolution No. 26-1724, updating the fee schedule for building permits**
- D. Read by title only and adopt Resolution No. 26-1725, updating the fee schedule for Community Development applications and right-of-way utilization.**
- E. Read by title only and adopt Resolution No. 26-1726, amending the adopted budget 2025-2026, and authorize the Finance Director to record changes in appropriations for expenditures and interfund transfers as provided in the 2026 Mid-Year Budget 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:

CANCELED: July 6, 2026	6:00 PM	Regular Meeting
June 17, 2026	6:00 PM	Work Session
July 20, 2026	6:00 PM	Regular Meeting
August 3, 2026	6:00 PM	Regular Meeting

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: June 15, 2026

Subject: Approval of the June 1, 2026, Regular Meeting Minutes.

Introduction:

The City Clerk is presenting the minutes of the June 1, 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 June 1, 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. CC06-01-2026Mins

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: June 15, 2026

Subject: Approve the Monthly Expenditures for May 2026.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$450,904.04 from May 17, 2026 through May 31, 2026, which includes check numbers from 170834 through 170920.

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 \$450,904.04.

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: June 15, 2026

Subject: Approve the Monthly Financial Report for April 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 April 2026.

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

Budget Impact:

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

Recommendation:

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

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:

Dustin Woolbright, Director of Financial Services



Agenda Item 10C

Reviewed By:

William Watts, City Manager

Attachments:

1. Purchasing Card Activity
2. Budget Transfer Report April 2026
3. Unaudited Finance Report April 2026

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: June 15, 2026

Subject: Approval of a Cure Plan for Walgreens at 115 West State Road 434.

Introduction:

This agenda item requests that the City Commission approve a cure plan for Walgreens located at 115 West State Road 434.

Background/Discussion:

- The Florida Department of Transportation (FDOT) is making some improvements on State Road 434 to install turn lanes to make the traffic movement smoother at the Ronald Reagan Blvd. intersection.
- FDOT is in negotiations with various property owners to acquire a portion of their property along State Road 434 including through eminent domain.
- There are roughly 11 parcels that are being impacted, including the parcel at 115 West State Road 434.
- The Land Development Code (LDC) outlines the process for dealing with non-conformance of the remaining property caused by the taking or transfer of property via eminent domain, which in part calls for the review of a “cure plan” to ensure that the remaining property is functional and as consistent with the code as is practicable.
- The impacts on the property from the taking are as follows:
 - The modification of the existing stormwater pond, including a proposed 6-foot-tall aluminum fence around the pond.
 - The property line along State Road 434 is shifting north, and the monument sign is not being relocated. The new setback for the sign will be 3.5 feet from the property line whereas the code requires it to be 5 feet.
 - Loss of the entire landscaping strip along SR 434. To compensate for that, the applicant has been required to plant a line of viburnum shrubs, all 36 inches at time of planting along the property line along Ronald Reagan.
- The City’s Engineering staff has reviewed the cure plan and has no issues with the proposed condition. Staff is recommending approval of the cure plan based on the fact that even though there are impacts, the resultant cure plan generally follows the intent of the City’s Land Development Code.

Agenda Item 10D

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and the Community Development Director recommend the City Commission approve the cure plan as presented.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

Anjum Mukherjee, Senior Planner

Reviewed By:

William Watts, City Manager

Attachments:

1. Proposed Cure Site Plan - Walgreens

Agenda Item 10E

To: The Honorable Mayor and City Commissioners

From: David Dowda, Police Chief

Date: June 15, 2026

Subject: Approval of an Inter-Agency Agreement for legal services related to forfeiture actions between the Seminole County Sheriff's Office and the City of Longwood, Florida.

Introduction:

This agenda item requests City Commission approval for the Mayor, City Manager, and the Chief of Police to sign an Inter-Agency Agreement for legal services for forfeiture actions between the Seminole County Sheriff's Office and the City of Longwood, Florida.

Background/Discussion:

This is a renewal of an existing inter-agency agreement between the Seminole County Sheriff's Office and the City of Longwood for legal services. On March 19, 2018, the Seminole County Sheriff's Office and the City of Longwood entered into an agreement for the Sheriff's Office to provide legal services to the City of Longwood Police Department in situations involving civil forfeiture resulting from law enforcement action. The agreement is set to expire September 1, 2026, and this renewal will provide for the continuation of these services through September 1, 2029.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Police Chief recommend City Commission approval of an existing inter-agency agreement between the Seminole County Sheriff's Office and the City of Longwood for legal services.

REQUESTED MOTION/ACTION:

I move to approve Item 10E as presented.

Prepared By:

Adam Bryant, Deputy Police Chief



Agenda Item 10E

Reviewed By:

William Watts, City Manager

Attachments:

1. AGREEMENT: SEMINOLE COUNTY SHERIFF'S OFFICE & CITY OF LONGWOOD - LEGAL SERVICES FOR FORFEITURE ACTIONS

Agenda Item 10F

To: The Honorable Mayor and City Commissioners

From: David Dowda, Police Chief

Date: June 15, 2026

Subject: Approval of a Donation Acceptance Agreement for a School Resource Weapons Detection Canine.

Introduction:

This agenda item requests City Commission approval for the City Manager to sign a Donation Acceptance Agreement for the donation of a weapons detection canine and associated training for the officer.

Background/Discussion:

School safety remains one of the highest priorities for law enforcement today. A weapons detection canine provides a proactive, mobile, and non-intrusive layer of security capable of deterring and detecting firearms, ammunition, and explosive materials. Mr. Jason O'Neal of Cornerstone Law firm has graciously offered a financial donation for the expense of a weapons detection canine as well as necessary training for the canine and the officer assigned to the position. Acceptance of this donation will allow for the placement of a trained weapons detection canine as a resource for Longwood school resource officers. This addition will further enhance the safety and security of students and faculty.

Budget Impact:

The acceptance of this canine will result in routine veterinary care expenses and standard special assignment compensation for the officer assigned to the position. Funding for these expenses is available in the department's current operating budget. The department benefits from an ongoing canine food donation relationship, and it is currently equipped with a fully outfitted canine vehicle, so there will be no other immediate budget impact.

Recommendation:

The City Manager and Police Chief recommend the City Commission approve the City Manager signing the donation agreement.

REQUESTED MOTION/ACTION:

I move to approve Item 10F as presented.



Agenda Item 10F

Prepared By:

Adam Bryant, Deputy Police Chief

Reviewed By:

William Watts, City Manager

Attachments:

1. Donation Acceptance Agreement

Agenda Item 10G

To: The Honorable Mayor and City Commissioners

From: Chris Capizzi, Leisure Services Director

Date: June 15, 2026

Subject: Approval of a Purchase of New Light Bollards for the Historic District.

Introduction:

This agenda item requests the City Commission approve the purchase of 52 new light bollards to be installed within the historic district utilizing recreation impact fees for the purchase.

Background/Discussion:

Staff would like to utilize recreation impact fee funds to purchase 52 new light bollards that would replace old and dilapidated light bollards within the historic district. All existing bollards are over 20 years old and pose possible maintenance issues into the future. Also, the model for the existing light bollards manufactured by Hanover Lantern is no longer in production.

The new light bollards would be roughly the same height as the current bollards and would provide vast lighting enhancement for increased pedestrian traffic and would also be a considerable aesthetic improvement. The specific areas within the historic district would include the clock tower and parking lot in front of the historic hotel, the community building park lot and the Heroes Monument.

The light bollards can be seen as part of the attachments and come with a 10-year warranty. The bollards are black and have louvered reflector dome tops that would display lighting onto pathways without being a nuisance to vehicular traffic.

Budget Impact:

The cost of the 52 bollards would be \$17,052.00. This would be funded through the recreation impact fees line item (136-3210-572-6400). The removal of the old bollards would be completed by the Leisure Services department at no additional cost. The cost for installation by a professional electrician would be \$4,620.00, which would be covered under the budget for the Leisure Services Department.

Recommendation:

The City Manager and the Leisure Services Director request commission approval to utilize recreation impact fees to purchase 52 light bollards for the historic district.



Agenda Item 10G

REQUESTED MOTION/ACTION:

I move to approve Item 10G as presented.

Prepared By:

Chris Capizzi, Leisure Services Director
William Watts, City Manager
Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. Louvered Reflector Dome Top Light Bollard

Agenda Item 10H

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: June 15, 2026

Subject: Approval of an Amended and Restated Agreement between the City of Longwood and the Seminole County Property Appraiser regarding Non-Ad Valorem Assessments.

Introduction:

This agenda item requests the City Commission approve the Amended and Restated Agreement between the City of Longwood and the Seminole County Property Appraiser related to the administration and notice requirements for Non-Ad Valorem Assessments (NAVA).

Background/Discussion:

Section 197.3632, Florida Statutes, authorizes local governments to utilize the uniform method for collecting non-ad valorem assessments through the annual property tax bill. The City of Longwood currently utilizes this process for the collection of applicable non-ad valorem assessments.

The City and the Seminole County Property Appraiser have operated under a previous agreement for many years to facilitate the exchange of information necessary for the placement of non-ad valorem assessments on the annual Notice of Proposed Property Taxes (TRIM Notice). The Seminole County Property Appraiser has prepared an Amended and Restated Agreement to update statutory references and procedural requirements associated with the notification and administration of non-ad valorem assessments.

Under the agreement, the Property Appraiser will continue to provide property ownership and parcel information necessary for the administration of the City's non-ad valorem assessments and will include the required assessment notices on the annual TRIM Notice in accordance with Florida Statutes. The City will continue to provide assessment information and comply with all statutory requirements related to the levy and collection of non-ad valorem assessments.

Execution of the agreement is required in order for the City's non-ad valorem assessments to continue to be included on the annual TRIM Notice. The Seminole County Property Appraiser has requested execution of the agreement by July 1, 2026.

Agenda Item 10H

Budget Impact:

There is no anticipated budget impact associated with approval of this agreement. The Seminole County Property Appraiser has advised that no costs will be charged to the City for including the non-ad valorem assessments on the TRIM Notice.

Recommendation:

The City Manager and the Director of Financial Services recommend approval of the amended and restated agreement between the City of Longwood and the Seminole County Property Appraiser.

REQUESTED MOTION/ACTION:

I move to approve Item 10H as presented.

Prepared By:

Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. Seminole Property Appraiser & Longwood NAVA Agreement

Agenda Item 10I

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager

Date: June 15, 2026

Subject: Approval of a Legal Services Agreement from Nabors, Giblin & Nickerson, P.A. for Fire Protection & Residential Solid Waste Assessment Programs in FY 2026–27.

Introduction:

This agenda item requests City Commission approval of a legal services proposal from Nabors, Giblin & Nickerson, P.A. (NG&N) to assist the City in implementing special assessment programs for fire protection services and residential solid waste services for Fiscal Year 2026–27. The services include preparation of assessment methodology, legal review, ordinance drafting, and implementation of initial and final assessment resolutions.

Background/Discussion:

The City has identified the need to fund essential services for fire protection and residential solid waste through special assessments. NG&N has proposed a comprehensive scope of services to ensure legal compliance and efficient program implementation, including:

Fire Protection Assessment Services:

- Evaluating current financial and operational data, fire incident records, and service delivery costs.
- Developing revenue requirements and apportionment methodology.
- Preparing and reviewing assessment reports and ordinances.
- Drafting initial and final assessment resolutions and ensuring legal sufficiency.
- Providing guidance on relevant judicial or legislative actions.
- Evaluating service delivery and financial requirements.
- Establishing methodology for apportionment and assessing revenue needs.
- Preparing assessment reports, ordinances, and resolutions.
- Advising on legal and legislative developments affecting program implementation in the City with a critical events calendar and deliverables schedule to ensure timely execution, including first readings, public hearings, and certification of the assessment roll.

Agenda Item 10I

The final assessment resolutions are scheduled to be adopted no later than September 15, 2026, with tax bills mailed by November 1, 2026. The total lump sum fee proposed by NG&N is \$23,800 for fire protection services and \$17,500 for solid waste services, including preparation of all assessment-related ordinances and resolutions. Additional out-of-pocket expenses are included, but onsite visits will be billed at standard hourly rates so that the City can implement these assessments effectively while maintaining compliance with Florida Statutes and providing clear documentation of methodology, legal review, and program administration.

Budget Impact:

There are sufficient unencumbered funds to cover these obligations.

Recommendation:

The City Manager recommends that the City Commission approve the legal services agreement with Nabors, Giblin & Nickerson, P.A. to proceed with the FY 2026–27 fire protection and residential solid waste assessment programs.

REQUESTED MOTION/ACTION:

I move to approve the legal services agreement with Nabors, Giblin & Nickerson, P.A. for the development and implementation of the City’s fire protection and residential solid waste assessment programs for Fiscal Year 2026–27 and authorize the City Manager to execute all necessary documents.

Prepared By:

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

Reviewed By:

Liane Cartagena, City Clerk

Attachments:

1. Nabors, Giblin & Nickerson, P.A. - Proposal for Legal Services

Agenda Item 11A

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager

Date: June 15, 2026

Subject: Read by title only and adopt Ordinance No. 26-2282, revising water and wastewater utility rates and fees.

Introduction:

This agenda item presents for second reading and adoption of 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%).
- 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.

Agenda Item 11A

- 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 City Commission adopt Ordinance No. 26-2282.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 26-2282 as presented.

Prepared By:

William Watts, City Manager

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 26-2282

Agenda Item 11B

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: June 15, 2026

Subject: Read by title only, set July 20, 2026, as the public hearing date, and approve the first reading of Ordinance No. 26-2285, amending Chapter 26 - Cemetery, of the Longwood City Code of Ordinances.

Introduction:

This agenda item requests the City Commission conduct a public hearing and approve Ordinance No. 26-2285 amending Chapter 26 of the City Code regarding Longwood Memorial Gardens Cemetery.

Background/Discussion:

Chapter 26 of the City Code governs the administration and operation of Longwood Memorial Gardens. Much of the existing cemetery code has remained substantially unchanged for many years and no longer adequately addresses many of the administrative, operational, ownership, and recordkeeping issues encountered in the management of a modern municipal cemetery.

Over the past several months, City staff have conducted a comprehensive review of cemetery operations, historical records, ownership documentation, burial procedures, cremation services, columbarium operations, and administrative practices. During this review, staff identified several areas where the current code lacked sufficient guidance or authority to address routine cemetery matters.

The proposed ordinance modernizes Chapter 26 by:

- Updating and expanding cemetery-related definitions;
- Clarifying ownership and interment rights;
- Establishing procedures for transfers, affidavits, heirship determinations, and ownership documentation;
- Providing regulations for cremation lots, columbarium niches, and inurnments;
- Establishing authority for cemetery applications, permits, and administrative procedures;
- Clarifying recordkeeping requirements and ownership records;
- Establishing procedures for abandonment of unused burial rights;
- Providing authority for approval of memorials, monuments, markers, engravings, and cemetery work;
- Expanding operational and maintenance provisions;

Agenda Item 11B

- Providing limitations of liability and procedures for correcting administrative or mapping errors; and
- Authorizing the City Commission to establish cemetery fees, rules, and regulations by resolution.

The proposed ordinance does not establish or modify cemetery fees. Any future amendments to cemetery fees, rules, or regulations will be presented separately to the City Commission for consideration by resolution at a future meeting.

The proposed amendments will provide clearer administrative procedures, improve record management, enhance operational efficiency, and better protect the interests of lot owners, families, and the City while preserving the dignity and long-term management of Longwood Memorial Gardens.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and City Clerk recommend the approval of Ordinance No. 26-2285 on the first reading and set July 20, 2026, as the second public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 26-2285 on the first reading and set July 20, 2026, as the second public hearing date.

Prepared By:

Liane Cartagena, City Clerk

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 26-2285

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: June 15, 2026

Subject: Read by title only and adopt Resolution No. 26-1722, authorizing the City Manager to Apply for a Drinking Water State Revolving Fund (SRF) Loan, Adopting the City's Drinking Water Facilities Plan, and Authorizing Submission of a Request for Inclusion on the Drinking Water Priority List.

Introduction:

This item requests the City Commission to read by title and adopt Resolution No. 26-1722, authorizing the City Manager to apply for a Drinking Water State Revolving Fund (SRF) Loan to fund improvements to the City of Longwood Potable Water System (PWS) No. 3590202-1. The resolution also adopts the City's Drinking Water Facilities Plan, prepared by CPH Consulting, and authorizes the City Manager to execute and submit the Florida Department of Environmental Protection (FDEP) Request for Inclusion on the Drinking Water Priority List, a required step for consideration of SRF loan funding.

Background/Discussion:

The Drinking Water State Revolving Fund (SRF) Loan Program provides low-interest financing and potential principal forgiveness opportunities for eligible drinking water infrastructure projects. As regulatory requirements continue to evolve and the City's water infrastructure ages, significant capital investment is necessary to maintain reliable service, protect public health, improve system resiliency, and meet future water supply demands. Utilizing SRF financing allows the City to complete these critical improvements at a substantially lower borrowing cost than traditional financing methods.

The City's Drinking Water Facilities Plan, prepared by CPH Consulting, has been completed to evaluate and address current and future improvements to the City's potable water system. Adoption of the Facilities Plan is a required component of the SRF funding application process.

As part of the SRF funding process, the City must submit a Request for Inclusion on the FDEP Drinking Water Priority List. Placement on the Priority List is necessary for consideration of future SRF loan funding. Approval of this resolution will adopt the Facilities Plan, authorize submission of the Priority List request, and allow the City to proceed with the SRF loan application process for these critical water system improvements.

Agenda Item 12A

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and the Public Works Director recommend the adoption of Resolution No. 26-1722 as presented in Item 12A and authorize the City Manager to execute any associated documents.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 26-1722 as presented.

Prepared By:

Jammie Tackett, Utilities Division Manager
Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 26-1722
2. City of Longwood Drinking Water Facilities Plan

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Chris Capizzi, Leisure Services Director, William Watts, City Manager

Date: June 15, 2026

Subject: Read by title only and adopt Resolution No. 26-1723, approving a new rate adjustment for the usage of the Candyland ballfields and the Longwood Community Building.

Introduction:

This agenda item requests the City Commission read by title only and adopt Resolution No. 26-1723, approving a new rate adjustment for the usage of the Candyland ballfields and the Longwood Community Building.

Background/Discussion:

Staff has analyzed ballfield rental rates in addition to Community Building rental rates and came up with fair and viable increases in order to assist in cost recovery while maintaining affordability. The proposed rates are based on cost comparisons of similar facilities within the regional market.

The list of proposed rates below would be the only rates/fees that would change upon approval. All rates/fees not listed below would remain the same within the fee schedule.

A proposed increase in rates associated with rentals for the ball fields and the community building reflects more accurate pricing after comparing rental rates with other municipal facilities. Even with the approval of the proposed increases, the new rates would align Longwood facilities with the more affordable rental rates in the area while staying well below venues with the higher rates within Central Florida.

Staff proposes the following fees:

Ballfield Rental Rates

Ball field rental, 9am-5pm \$30.00 per hour (from \$15.00/hour)
Ball field rental, 5pm-10pm \$40.00 per hour (from \$25.00/hour)
Field Prep/Ball Field Lining \$20.00 per game (from \$15.00/game)

*Two hour minimum for all field rentals

Community Building Rates

Primetime Rate (Friday through Sunday and holidays) 230.00 per hour (from \$200.00/hour)

Non-Primetime Rate (Monday through Thursday) 110.00 per hour (from \$80.00/hour)

Bridal and Groom's suite (upstairs) 200.00 one-time fee (from \$150.00)

*Two hour minimum for non-primetime rate and six hours minimum for primetime rate

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and the Leisure Services Director request the City Commission read by title only and adopt Resolution 26-1723, approval of the new rate adjustment for the usage of the Candyland ballfields and the Longwood Community Building.

REQUESTED MOTION/ACTION:

I move to approve item 12A as requested.

Prepared By:

Chris Capizzi, Leisure Services Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 26-1723

Agenda Item 12C

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: June 15, 2026

Subject: Read by title only and adopt Resolution No. 26-1724, updating the fee schedule for building permits

Introduction:

This agenda item requests the City Commission approve Resolution No. 26-1724, which updates the fee schedule for building permits.

Background/Discussion:

Resolution 26-1724 proposes an updated building permit fee schedule to ensure full compliance with Florida House Bill 803 (Chapter 2026-63). This schedule establishes a legally defensible framework and aligns the Building Division's fees with Florida's new statutory constraints enacted in the last regular legislative session.

HB 803 includes language that prohibits municipalities from utilizing the actual construction cost of a project in determining the fee schedule. As the City's current fee schedule is based on the construction cost model, the City is required to update its fee schedule by July 1st. This resolution proposes that standard structural permit types (such as new construction and major additions) utilize the standard International Code Council (ICC) Building Valuation Data (BVD) chart to compute baseline permit fee metrics, a method which is explicitly allowed under state law.

The BVD chart is not applicable to stand-alone mechanical, electrical, plumbing, and gas trades and some other permit types, including temporary signs, tents, etc.. As such, those fees are based directly on the actual costs to the city, including the cost of salaries and benefits for applicable personnel that process, review, and complete inspection related to permits and a flat Department Overhead Fee that is based on an approximation of the Division's operating budget spread out over an estimated 1800 permits. These permit fees are based on an extensive workbook prepared by the Building Official.

The fee schedule also includes updates related to changes in the statutes for private providers. Under F.S. 553.791(2)(d), the city must reduce commercial permit fees by a minimum of 25% if a private provider handles plan reviews or inspections, and a minimum of 50% if they perform both.

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The shift from the actual cost of construction to the BVD chart will have varying effects on permit fees. For example, new commercial and multifamily structures will see a significant increase, though this will be somewhat balanced out by the "all-in-one" permitting model in that all required inspections will be under one permit rather than multiple permits for one job. However, the "trade" permits should be fairly close to their current rates.

Below are examples of the new fee schedule's impact if it were applied to previously-issued permits:

- A residential pool with a construction cost of \$100,000 would go from \$1,023.75 to \$605.73.
- A residential mechanical change-out with a construction cost of \$20,415 would go from \$305.92 to \$246.61.
- A residential re-roof with a construction cost of \$21,500 would go from a permit fee of \$273.85 to \$286.58.
- A new single-family home with a construction cost of \$751,810 would go from a permit fee of \$6,570.75 to \$8,359.72.
- A new multifamily building with a construction cost of \$5,164,509 would go from a permit fee of \$78,530.54 to \$209,011.81.
 - This increase would be somewhat balanced out by the removal of the need for separate permits required for other trades, which will result in the savings of thousands to tens of thousands of dollars that apply under the current fee schedule.

Budget Impact:

Because this is a fully new structure for the fee schedule, the actual outcome is going to be dependent on unknowable factors including the number and type of permits that come in under the new fee schedule. There is not a blanket increase or decrease applied across all permits - some permits are higher and some are lower based on the previous schedule. However, every effort was taken to meet the state requirements while ensuring that the fee schedule generates sufficient revenue to support the Building Fund and its operations.

Recommendation:

The City Manager and Community Development Director recommend adoption of Resolution No. 26-1724.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 26-1724 as presented.



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Prepared By:

Chris Kintner, Community Development Director
Juan Lopez

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 26-1724
2. Resolution No. 24-1671

Agenda Item 12D

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: June 15, 2026

Subject: Read by title only and adopt Resolution No. 26-1725, updating the fee schedule for Community Development applications and right-of-way utilization.

Introduction:

This agenda item requests the City Commission approve Resolution No. 26-1725, which updates the fee schedule for Community Development applications as well as those fees for right-of-way utilization which are paid to the Public Works Department.

Background/Discussion:

This updated fee schedule is proposed as part of a city-wide effort to identify additional or underutilized revenue sources.

While the fee schedule has been updated many times over the years, staff completed a full accounting of the current review processes to generate this fee schedule to ensure that it is based on actual costs incurred to the city. Each permit was reviewed to include costs related to review not just by Community Development personnel, but by personnel in other Departments as well as the City Manager, City Clerk, and City Attorney where items generate agenda items and legal documents. In the majority of cases, the City has been significantly "undercharging" as it relates to the amount of staff hours associated with any given permit.

Some of the most notable increases are related to annexations, comprehensive plan amendments, site development and subdivision plans. These are all applications that utilize a significant amount of staff time over different disciplines which had not been captured in the previous fee schedule.

Staff has also prepared a comparison of the current and proposed fees against a selection of Seminole County agencies for comparison, which shows that while the proposed fees are a significant jump in many cases, they are within the range of our neighboring agencies.

Budget Impact:

The adoption of this fee schedule will likely make for an increase in the revenues for the Community Development Department. However, the increased fees are predominantly for larger permit types (site plans, planned developments) where there may only be 5–7 such

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applications in a given year, so the total dollar amount is likely not going to exceed a 10% increase in fee revenue. Even that estimate, however, is contingent on unknowable factors including the quantity and size of projects that may come in.

Recommendation:

The City Manager and Community Development Director recommend adoption of Resolution No. 26-1725 as presented.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 26-1725 as presented.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 26-1725
2. Community Development Fee Study
3. Resolution No. 23-1641

Agenda Item 12E

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: June 15, 2026

Subject: Read by title only and adopt Resolution No. 26-1726, amending the adopted budget 2025-2026, and authorize the Finance Director to record changes in appropriations for expenditures and interfund transfers as provided in the 2026 Mid-Year Budget Adjustments.

Introduction:

This agenda item requests the City Commission read by title only and adopt Resolution No. 26-1726, amending the adopted budget 2025-2026, and authorize the Finance Director to record changes in appropriations for expenditures and interfund transfers as provided in the attached 2026 Mid-Year Budget Adjustments, Exhibit A.

Background/Discussion:

The City Commission adopted the FY 2025-2026 budget on September 15, 2025. Section 6 of Ordinance No. 25-2272 provides for amendments to the 2025-2026 budget. As part of the budget, the City Commission approves budget appropriations – revenues and expenditures for the fiscal year. These appropriations authorize the City to pay the cost of providing services and completing projects. Throughout the year, appropriations may be approved/modified, as necessary, for unanticipated expenditures and revenues.

This 2026 mid-year budget adjustment presents current actual expenditures to the adopted budget. It also includes a review of expenditures for certain identified accounts. These adjustments will allow for appropriations to adjust where actuals demonstrate expenditures may be in excess or less than what was anticipated in the adopted 2025-2026 budget. The budget adjustment summary (Exhibit A) shows both line item and appropriation changes (additions/reductions).

Budget Impact:

General Fund (001):

General Fund budgeted expenditures were increased by \$25,000 to cover increased costs of fuel and other maintenance needs. These expenditures will be allocated to support expenses as follows:

Human Resources Employee Programs — (\$3,296.98)
Public Works Vehicle Maintenance — \$15,000

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Public Works Operating Supplies — \$10,000
Reserves – (\$21,703.02)

Recreation Impact Fees Fund (136):

Expenditures are adjusted with the use of Fund Balance in the amount of \$52,276 to fund the following:

New Seal Coat for Candyland Park Pump Track — \$11,500
New light bollards for the Historic District — \$17,056
New Bathroom at Staff Building in Candyland Park — \$23,720

Interdepartmental Transfer:

From Unrestricted Fund Balance from the ARPA Fund to the General Fund for \$113,659.32.
From Unrestricted Fund Balance of the General Fund to the Parks & Events Fund for \$15,000.00.

Recommendation:

The City Manager and Director of Financial Services recommend approval of Resolution No. 26-1726.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 26-1726 as presented.

Prepared By:

Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 26-1726
2. Exhibit A