LONGWOOD CITY COMMISSION

Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

AGENDA
July 20, 2026
6:00 PM

1. CALL TO ORDER

2. OPENING INVOCATION

3. THE PLEDGE OF ALLEGIANCE

4. COMMUNITY ANNOUNCEMENTS

5. PROCLAMATIONS / RECOGNITIONS

A. District #3 Presentation of the Business Person of the Month Award for July 2026 to Jill Byrne, Owner of The Parc Pet Suites, Sports, and Spa, 700 N. US Highway 17-92.

B. Presentation of the Beautification Award to V-Care Assisted Living Facility of Longwood, 480 E. Church Avenue for the 3rd Quarter of 2026.

C. Proclaiming July as "Parks and Recreation Month" in the City of Longwood.

6. BOARD APPOINTMENTS

7. PUBLIC INPUT

A. Public Participation.

B. Presentation by Katie Cowan, Founder/Owner, and Maureen Mulvaney, Co-Founder of Cue the Music at The Canopy, regarding a proposed building concept for 150 Jessup Avenue.

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 June 15, 2026, Regular Meeting Minutes and Work Session Meeting Minutes of June 17, 2026.

B. Approval of the Monthly Expenditures for June 2026.

C. Approval of the Monthly Financial Report for May 2026.

D. Approval of an agreement with ADP, Inc. for Workforce Now Human Capital Management (HCM) and Time & Attendance Services.

E. Approval to correct a Scrivener's Error in Ordinance No. 22-2219.

F. Approval of the construction of a toilet and sink with necessary plumbing and sewer connection at the Candyland staff office, utilizing Recreation Impact Fees in the amount of $23,730.00.

G. Approval of a $16,000.00 increase to Purchase Order No. 26-00240 with United Sweeping, LLC for Citywide Street Sweeping Services.

11. PUBLIC HEARINGS

A. Read by title only and adopt Ordinance No. 26-2285, amending Chapter 26 - Cemetery, of the Longwood City Code of Ordinances.

12. REGULAR BUSINESS

A. Set the Tentative Millage Rate for the 2026-2027 Fiscal Year beginning October 1, 2026, and authorize the Director of Financial Services to complete the Certification of Taxable Value (DR-420) and Maximum Millage Levy Preliminary Disclosure (DR-420MMP) forms via the Department of Revenue’s eTRIM System.

B. Read by title only, set August 3, 2026, as the Public Hearing date, and approve the first reading of Ordinance No. 26-2286, amending Section 2-423 of the Longwood City Code of Ordinances to allow for fire safety inspection and lift assist fees.

C. Approval of a revised Comprehensive Emergency Management Plan (CEMP).

D. Read by title only, adopt Resolution No. 26-1728 amending the Fiscal Year 2025/2026 Budget, and authorize funding for the City Hall Emergency Generator Replacement Project.

E. Approval of a purchase order for $127,915.00 to GenServe, Inc. for the purchase of an Emergency Generator Replacement at the City Hall Complex.

F. Read by title only, set August 3, 2026, as the Public Hearing date, and approve the first reading of Ordinance No. 26-2287, a Master Service Assessment Ordinance.

G. Designation of a Member of the City Commission to be the voting delegate for the City of Longwood at the August 2026 Florida League of Cities Annual Business Meeting.

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:	August 3, 2026	6:00 PM	Regular Meeting
	August 17, 2026	6:00 PM	Regular Meeting

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Agenda Item 10A

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

From: **Liane Cartagena, City Clerk**

Date: **July 20, 2026**

Subject: **Approval of the June 15, 2026, Regular Meeting Minutes and Work Session Meeting Minutes of June 17, 2026.**

Introduction:

The City Clerk is presenting the minutes of the June 15, 2026, Regular Meeting and Work Session Meetings of June 17, 2026.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Clerk recommends the approval of the June 15, 2026, Regular Meeting Minutes and Work Session Meeting Minutes of June 17, 2026.

REQUESTED MOTION/ACTION:

I move to approve Item 10A as presented.

Prepared By:

Liane Cartagena, City Clerk

Reviewed By:

William Watts, City Manager

Attachments:

1. CC06-15-2026Mins
2. CC06-17-2026WS_Mins

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Agenda Item 10B

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

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

Date: **July 20, 2026**

Subject: **Approval of the Monthly Expenditures for June 2026.**

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of $1,954,164.71 from June 1, 2026 through June 30, 2026, which includes check numbers from 170921 through 171126.

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 $1,954,164.71.

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

Historic LONGWOOD Florida

Agenda Item 10C

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

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

Date: **July 20, 2026**

Subject: **Approval of the Monthly Financial Report for May 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 May 2026.

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

Budget Impact:

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

Recommendation:

The City Manager and the Director of Financial Services recommend approval of the Unaudited Financial Reports as of May 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. Unaudited Financial Report for May 2026
2. Budget Transfer Report May 2026
3. Purchasing Card Activity

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Agenda Item 10D

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

From: **Craig Dunn, IT Director**

Date: **July 20, 2026**

Subject: **Approval of an agreement with ADP, Inc. for Workforce Now Human Capital Management (HCM) and Time & Attendance Services.**

Introduction:
This agenda item requests the City Commission approve a Global Master Services Agreement and a 60-Month Guaranteed Price Agreement with ADP, Inc. for the implementation and provision of an integrated payroll, human resources, and time and attendance system, and authorize the City Manager to execute any appropriate documents related to the agreement.

Background/Discussion:
The City of Longwood currently manages its human resources, payroll, and time-tracking data across separate or manual workflows. To modernize operations, reduce manual administrative tasks, and empower staff, the IT and HR departments evaluated comprehensive Human Capital Management (HCM) platforms.

ADP, Inc. was selected through a cooperative purchasing alignment with OMNIA Partners (Contract No. R250901), which utilized a competitive selection process. Under this agreement, ADP will deploy its cloud-based ADP Workforce Now ecosystem, servicing approximately 180 City employees with the following core capabilities:

- Workforce Now Payroll Solutions: Essential Plus Payroll features fully automated tax filing, payment services, new hire reporting, general ledger solutions, wage garnishment processing, and online reports and pay statements.
- Workforce Now HCM Solutions: Enhanced HR modules supporting onboarding/I-9 workflows, document cloud, policy acknowledgments, custom performance/goal management, compensation management, succession planning, and executive analytics dashboards.
- Workforce Manager Time & Attendance: Automated scheduling, rule-based hours calculations, absence/PTO management and reporting, attestation toolkit, and an entirely mobile-native interface for both employees and supervisors.
- History Conversion Services: Professional migration of up to 7 years of historical company payroll records and employee data history from a single database source into the new system.

The contract structure consists of a Global Master Services Agreement tied to a 60-Month Guaranteed Price Agreement. This guarantees that processing service fees will remain strictly controlled, featuring a 0.00% increase during years 1, 2, and 4, and capping increases at a minor 1.00% in years 3 and 5. The agreement must be fully executed by July 30, 2026, to secure the negotiated pricing and promotional terms.

Budget Impact:

The agreement establishes a Total Net Setup/Implementation cost of $22,625.00 (reflecting a negotiated OMNIA promotional discount of $54,425.00 off standard deployment rates).

The ongoing Estimated Annual Net Investment is $39,344.40. However, the negotiated agreement includes a promotion giving the City six months of free service spread across the first two years (applying to months 7–9 and 19–21 from product start dates), which lowers the estimated net investment during the promotional period to $29,946.15 annually.

All ongoing billing counts are fluidly based on actual active employee counts. Fees will be expensed via monthly invoicing. Pursuant to Section 15.17 of the agreement's terms, all financial obligations remain strictly subject to the annual appropriation of funds by the City Commission.

Recommendation:

The City Manager, Human Resources Director and Information Technology Director recommend approval of the Global Master Services Agreement and Guaranteed Price Agreement with ADP, Inc., and authorization of the City Manager to execute the agreements and any related documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

Craig Dunn, IT Director

Reviewed By:

William Watts, City Manager

Attachments:

1. ADP, Inc. Price Agreement
2. ADDENDUM to ADP GLOBAL MASTER SERVICES AGREEMENT

Historic LONGWOOD Florida

Agenda Item 10D

3. ADP, Inc. Investment Summary

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Agenda Item 10E

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

From: **Chris Kintner, Community Development Director**

Date: **July 20, 2026**

Subject: **Approval to correct a Scrivener's Error in Ordinance No. 22-2219.**

Introduction:

This item requests that the City Commission consider authorizing the City Clerk to correct a scrivener's error in Ordinance No. 22-2219.

Background/Discussion:

On April 18, 2022, the City Commission adopted Ordinance No. 22-2219 which included numerous updates of the Longwood Development Code as part of "Exhibit A."

Under one amended section, there is a change to LDC Section 10.11.2 that states:

"Justification for land use policy decisions. In formulating a recommendation or decision on a land use policy decision, the City Commission shall consider and shall evaluate the proposed amendment in relation to the following pertinent factors:

1) The request is consistent with all of the following criteria:

a) The proposed change will result in an isolated land use district that is unrelated or incompatible with adjacent or nearby districts and is inconsistent with the defined intent of said districts."

The intent of this language is to discourage "spot zoning," which can create legal issues for the city. However, the word "not" has been omitted and the intent of the sentence appears to support spot zoning. The language should read:

"a) The proposed change will **not** result in an isolated land use district that is unrelated or incompatible with adjacent or nearby districts and is inconsistent with the defined intent of said districts."

Staff is requesting that the City Commission confirm the intent and authorize the City Clerk to correct the Ordinance accordingly.

Agenda Item 10E

Budget Impact:
There is no budget impact associated with this item.

Recommendation:
The City Manager, City Clerk, and Community Development Director recommend that the City Commission authorize the CIty Clerk to correct the scrivener's error in Ordinance No. 22-2219 as presented.

REQUESTED MOTION/ACTION:
I move to approve Item 10E as presented.

Prepared By:
Chris Kintner, Community Development Director

Reviewed By:
William Watts, City Manager

Attachments:
1. Pages from Ordinance No. 22-2219

Historic LONGWOOD Florida

Agenda Item 10F

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

From: **Chris Capizzi, Leisure Services Director**

Date: **July 20, 2026**

Subject: **Approval of the construction of a toilet and sink with necessary plumbing and sewer connection at the Candyland staff office, utilizing Recreation Impact Fees in the amount of $23,730.00.**

Introduction:

This agenda item requests the City Commission approve the construction of a toilet and sink with accompanying plumbing and proper connection to sewer at the Candyland staff office utilizing Recreation Impact Fees in the amount of $23,730.00

Background/Discussion:

As a result of the increased number of patrons to the park in the last couple of years, attributed to the various added forms of entertainment, it has become more difficult for staff to utilize the restrooms in a convenient and timely manner. There is currently no toilet located within the staff building, so staff have to walk approximately 430 ft. to the nearest restroom in order to utilize the facility. This is not only inconvenient (especially during inclement weather), but has become an issue with timeliness.

With the increase in attendance, more patrons are using the restrooms and staff has had to wait longer to use the restrooms than in the past. This in turn can affect the availability of park staff, which cuts down on efficiency and possibly safety depending on how many staff members are on duty at one time.

If approved, a contractor would be hired to construct a sink and toilet with accompanying plumbing inside the current staff building. The toilet and sink would need to be connected to proper sewage, which would be made possible by the contractor as well. This would require the installation of grinder pumps, 500 feet of 2-inch PVC piping, core drilling into concrete and the removal and re-installation of asphalt and sidewalk.

Budget Impact:

The cost of constructing a toilet and sink with plumbing and connecting it to sewer would be $23,730.00. This would be funded through the recreation impact fees line item (136-3210-572-6400).

Agenda Item 10F

Recommendation:

The City Manager and Leisure Services Director recommend the Commission approve the construction of a toilet and sink with accompanying plumbing and proper connection to sewer at the Candyland staff office utilizing Recreation Impact Fees in the amount of $23,730.00 as presented in Item 10F.

REQUESTED MOTION/ACTION:

I move to approve item 10F 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. Staff Bathroom Quotes

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Agenda Item 10G

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

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

Date: **July 20, 2026**

Subject: **Approval of a $16,000.00 increase to Purchase Order No. 26-00240 with United Sweeping, LLC for Citywide Street Sweeping Services.**

Introduction:

This agenda item requests City Commission approval of a change order (No. 1) in the amount of $16,000.00 with United Sweeping, LLC for continued citywide street sweeping services. The City is procuring these services utilizing the City of Jacksonville's Contract No. 71522-24 under the City's piggyback purchasing process.

Background/Discussion:

In November 2025, the City issued a $35,000.00 purchase order to United Sweeping, LLC for routine residential street sweeping services. During the same month, the City Commission approved an amendment to the City's Maintenance Agreement (MOA) with the Florida Department of Transportation (FDOT) to include street sweeping services for State Road 434 and U.S. Highway 17-92. As part of the amendment, the City will receive an additional $10,528.00 annually in reimbursable funding for these services.

Under the current contract with United Sweeping, LLC, each residential street sweeping cycle costs $4,958.01. The addition of the FDOT roadway sweeping requirements has increased the overall cost of the City's street sweeping program, making the remaining purchase order balance insufficient to complete services through the end of the fiscal year. Approval of a change order in the amount of $16,000.00 is requested to provide sufficient funding to continue both residential and FDOT roadway sweeping services without interruption.

Street sweeping is an essential component of the City's roadway maintenance program. Regular sweeping improves the appearance of City streets, removes sediment and debris before they enter the stormwater system, enhances public safety, and supports the City's compliance with state and federal environmental regulations, including National Pollutant Discharge Elimination System (NPDES) requirements.

Budget Impact:

A total of $16,000 has been budgeted and is available in the FY 2025–2026 budget to support this project.

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Agenda Item 10G

Funding for this purchase is available in the following account:
Stormwater Operating Repair and Maintenance (Account No. 406-3520-541-4600): $16,000

Recommendation:

The City Manager and Public Works Director recommend the approval of a Change Order for $16,000 to United Sweeping LLC. Citywide Street Sweeping Services (PO #26-00240), adjusting total project cost to $51,000, and authorize the City Manager to execute associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10G as presented.

Prepared By:

Jetsabel Mejia

Reviewed By:

William Watts, City Manager

Attachments:

1. United Sweeping Quarterly Service Costs

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Agenda Item 11A

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

From: **Liane Cartagena, City Clerk**

Date: **July 20, 2026**

Subject: **Read by title only and adopt 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;
- 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 adoption of Ordinance No. 26-2285.

REQUESTED MOTION/ACTION:
I move to adopt Ordinance No. 26-2285 as presented.

Prepared By:
Liane Cartagena, City Clerk

Reviewed By:
William Watts, City Manager

Attachments:
1. Ordinance No. 26-2285
2. Business Impact Estimate for Ord. No. 26-2285

Historic LONGWOOD Florida

Agenda Item 12A

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

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

Date: **July 20, 2026**

Subject: **Set the Tentative Millage Rate for the 2026-2027 Fiscal Year beginning October 1, 2026, and authorize the Director of Financial Services to complete the Certification of Taxable Value (DR-420) and Maximum Millage Levy Preliminary Disclosure (DR-420MMP) forms via the Department of Revenue's eTRIM System.**

Introduction:

This agenda item recommends the City Commission approve a tentative millage rate of $5.5000 for the 2026-2027 fiscal year beginning October 1, 2026, and authorize the City Manager to complete the Certification of Taxable Value (DR-420) and Maximum Millage Levy Preliminary Disclosure (DR-420MMP) forms via the Department of Revenue's Oasys e-Portal system.

Background/Discussion:

Each year in connection with the requirements for the Truth in Millage (TRIM), the City Commission must establish a tentative millage rate. The TRIM process establishes the statutory requirement by which each taxing authority communicates the prior year's millage rate, the next fiscal year's (FY 2026-2027) proposed operating millage rate, and a rolled-back rate.

For the fiscal year beginning October 1, 2026, and ending September 30, 2027, the City Manager is recommending a tax rate of 5.5000 which is 5.78% higher than the roll-back rate of 5.1997. Generally speaking, the roll-back millage rate is simply defined as "the millage rate, which exclusive of new construction, additions to structures, deletions, and property added due to geographic boundary changes, will provide the same ad valorem tax revenue for each taxing authority as was levied for the prior year."

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Financial Services Director recommend approval of the tentative millage rate at $5.5000, which is 5.78% higher than the roll-back rate of 5.1997 for the fiscal year beginning October 1, 2026, and ending September 30, 2027.

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Florida

Agenda Item 12A

REQUESTED MOTION/ACTION:
I move to approve the tentative millage rate at $5.5000, which is 5.78% higher than the rollback rate of 5.1997 for the fiscal year beginning October 1, 2026, and ending September 30, 2027.

Prepared By:
Dustin Woolbright, Director of Financial Services

Reviewed By:
William Watts, City Manager

Attachments:
None

Historic LONGWOOD Florida

Agenda Item 12B

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

From: **Troy Feist, Fire Chief, Chris Kintner, Community Development Director**

Date: **July 20, 2026**

Subject: **Read by title only, set August 3, 2026, as the Public Hearing date, and approve the first reading of Ordinance No. 26-2286, amending Section 2-423 of the Longwood City Code of Ordinances to allow for fire safety inspection and lift assist fees.**

Introduction:

This agenda item requests the City Commission read by title only and set August 3, 2026 as the Public Hearing date for Ordinance No. 26-2286, amending Section 2-423 of the Longwood City Code of Ordinances to allow for fire safety inspection and lift assist fees.

Background/Discussion:

As part of the City's collective effort to identify revenues for services provided, the Fire Department has identified a revenue-generating opportunity based on services provided for which the city receives no direct fees.

Ordinance 26-2286 amends City Code Section 2-423 *Fire service fees* to create fire safety inspection fees and lift assist fees, as well as an allowance for other fees to be established as needed by resolution. City Code already allows existing fire-related fees to be updated by resolution.

Fire safety inspection fees are charged by other municipalities, including Seminole County, and include required periodic inspections of commercial structures as well as inspections related to the submittal of business tax receipts. These inspections are currently conducted with no direct cost to the applicant.

Lift assists are when the City dispatches someone from the Fire Department to a licensed Assisted Living Facility (ALF). This fee is intended to both help cover the cost of the service, but also to discourage ALFs from relying upon City services to complete functions the ALF would normally be expected to.

If this Ordinance is approved on first reading, staff will bring forward a companion resolution for the August 3rd meeting to establish the actual fees for the fee schedule.

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Agenda Item 12B

Budget Impact:

This Ordinance does not enact a fee, but allows for fees to be set by Resolution by the City Commission.

However, if a resolution is adopted with the fire safety inspection fees at a proposed rate of \$80 per inspection and based on the 1375 inspections the city has conducted in the last year, this fee could bring in over \$110,000 annually. Lift assists are less common, but with an annual estimate of 50 lift assists and a proposed \$100 fee, this could generate an additional \$5,000 (or it could result in a reduction in service requests which would free up staff time).

Recommendation:

The City Manager and Fire Chief recommend the approval of Ordinance No. 26-2286 on first reading and set August 3, 2026 as the public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 26-2286 on first reading and set August 3, 2026 as the public hearing date.

Prepared By:

Troy Feist, Fire Chief
Chris Kintner, Community Development Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 26-2286
2. Ordinance No. 26-2286 - Business Impact Estimate

Historic LONGWOOD Florida

Agenda Item 12C

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

From: **Troy Feist, Fire Chief**

Date: **July 20, 2026**

Subject: **Approval of a revised Comprehensive Emergency Management Plan (CEMP).**

Introduction:

This revised Comprehensive Emergency Management Plan (CEMP) establishes the framework for how the City of Longwood prepares for, responds to, recovers from, and mitigates the impacts of emergencies and disasters. The City's current CEMP was originally adopted in 2016 and has not been comprehensively updated since that time, resulting in outdated information and procedures.

Background/Discussion:

The City's current CEMP was originally adopted in 2016 and has not undergone a comprehensive revision since its initial adoption. Over the past decade, changes in personnel, organizational structure, emergency management practices, technology, and state guidance have resulted in portions of the plan becoming outdated. As a result, a complete revision was necessary to ensure the document accurately reflects current operations and remains a reliable resource during emergency response and recovery efforts.

As required, the revised CEMP has been reviewed and vetted by Seminole County Emergency Management to ensure consistency with county, regional, and state emergency management standards and planning requirements.

In addition to updating the content, the revised plan has been reformatted to improve usability during emergency operations. The electronic version includes a linked table of contents, allowing users to quickly navigate to specific sections and access critical information more efficiently when time is of the essence.

Approval of this revised Comprehensive Emergency Management Plan will ensure the City of Longwood maintains a current, comprehensive, and operationally effective emergency management plan. This revision was a collaborative effort involving all City departments demonstrating the City's commitment to exercising due diligence in preparing for citywide emergencies and disasters. By adopting this updated plan, the City strengthens its ability to prepare for, respond to, recover from, and mitigate the impacts of emergencies of all types, helping ensure the safety, continuity of government services, and resilience of the Longwood community.

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Agenda Item 12C

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Fire Chief recommend the approval of the Comprehensive Emergency Management Plan.

REQUESTED MOTION/ACTION:

I move to approve the Comprehensive Emergency Management Plan as presented in Item 12C.

Prepared By:

Troy Feist, Fire Chief

Reviewed By:

William Watts, City Manager

Attachments:

1. Longwood CEMP - Revised July 9 2026
2. Resolution No. 16-1415 - Adopting a CEMP

Agenda Item 12D

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

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

Date: **July 20, 2026**

Subject: **Read by title only, adopt Resolution No. 26-1728 amending the Fiscal Year 2025/2026 Budget, and authorize funding for the City Hall Emergency Generator Replacement Project.**

Introduction:

Staff requests that the City Commission read by title only and adopt Resolution No. 26-1728, amending the Fiscal Year 2025/2026 budget to transfer $162,184.00 from the Raven Outfall Restoration Project to the City Hall Emergency Generator Replacement Project (Account Line 310-3520-541-6340). The Resolution authorizes funding for the replacement of the existing City Hall emergency generator.

Background/Discussion:

The existing emergency generator serving the City Hall Complex has reached the end of its useful life and no longer provides the reliability necessary to support critical City operations during power outages. City Hall serves as the center of municipal operations, housing executive administration, finance, information technology, communications, and other essential services that are essential to maintaining continuity of government. A loss of emergency power could disrupt these operations, delay public services, impair communication with residents, and reduce the City's ability to effectively coordinate emergency response efforts.

The proposed project includes the replacement of the existing generator, installation of new automatic transfer switches, generator monitoring equipment, and associated electrical improvements to provide a reliable emergency power system and enhance the resiliency of the City Hall Complex. The total project cost is $127,915.00, based on the proposal submitted by GenServe, Inc. through the Florida Sheriffs Association Contract FSA23-EQU21.0.

To ensure sufficient funding is available to complete the project, staff is requesting approval of a $162,184.00 budget transfer. The additional funding above the quoted project cost will serve as a contingency to address unforeseen site conditions, minor change orders, or other incidental costs that may arise during installation. Any unused contingency funds will remain available within the project budget.

Although this project was not specifically budgeted for the current fiscal year, sufficient funding is available within the Raven Outfall Restoration Project due to unexpended balances in the project account resulting from additional grant funding received to complete the project. Reallocating these available funds will allow the City to complete this critical infrastructure improvement without requiring additional appropriations or increasing the overall Public Works budget.

Budget Impact:

A total of $162,184.00 has been budgeted and is available in the FY 2025–2026 budget to support this project.

Funding for this purchase is available in the following accounts:

- Raven Outfall (Account No. 310-3520-541-6326): $162,184.00

Funding is allocated from the Raven Outfall (Account No. 310-3520-541-6326) in the amount of $162,184.00 to the City Hall Emergency Generator Replacement Project, Account No. 310-3520-541-6340.

The transferred funds will provide funding for the emergency generator replacement, associated electrical system improvements, and a contingency for unforeseen project costs.

Recommendation:

The City Manager and the Public Works Director recommend the adoption of Resolution No. 26-1728 as presented in Item 12D and authorize the City Manager to execute any associated documents necessary to implement the project.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 26-1728 as presented in Item 12D.

Prepared By:

Jetsabel Mejia

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 26-1728
2. Exhibit A

Historic LONGWOOD Florida

Agenda Item 12E

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

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

Date: **July 20, 2026**

Subject: **Approval of a purchase order for $127,915.00 to GenServe, Inc. for the purchase of an Emergency Generator Replacement at the City Hall Complex.**

<u>Introduction:</u>

Staff requests that the City Commission approve a purchase order in the amount of $127,915.00 to GenServe, Inc. for the City Hall Complex Emergency Generator Replacement Project utilizing Florida Sheriffs Association Contract FSA23-EQU21.0. Funding for this project was authorized through Resolution No. 26-1728, which amended the Fiscal Year 2025/2026 Budget to provide funding for the project. Staff also requests authorization for the City Manager to execute the agreement and any related documents and purchase orders necessary to implement the project.

<u>Background/Discussion:</u>

As authorized by Resolution No. 26-1728, funding has been allocated for the replacement of the existing emergency generator serving the City Hall Complex. The existing generator has reached the end of its useful life and no longer provides the reliability necessary to support critical City operations during power outages. City Hall serves as the center of municipal operations, housing executive administration, finance, information technology, communications, and other essential services necessary to maintain continuity of government. A loss of emergency power could disrupt these operations, delay public services, impair communication with residents, and reduce the City's ability to effectively coordinate emergency response efforts.

The proposed project includes the replacement of the existing generator, installation of new automatic transfer switches, generator monitoring equipment, and associated electrical improvements to provide a reliable emergency power system and enhance the resiliency of the City Hall Complex. The total project cost is $127,915.00, based on the proposal submitted by GenServe, Inc. through the Florida Sheriffs Association Contract FSA23-EQU21.0.

The purchase will be made through the Florida Sheriffs Association cooperative purchasing contract, which satisfies the City's procurement requirements and provides competitively solicited pricing.

Historic LONGWOOD Florida

Agenda Item 12E

Budget Impact:

A total of $162,184.00 has been budgeted and is available in the FY 2025–2026 budget to support this project.

Funding for this purchase is available in the following accounts:

- City Hall Emergency Generator Replacement Project (Account No. 310-3520-541-6340): $162,184.00

Funding is allocated from the City Hall Emergency Generator Replacement Project (Account No. 310-3520-541-6340) in the amount of $162,184.00.

Funding for this project was authorized through Resolution No. 26-1728, which amended the Fiscal Year 2025/2026 Budget to provide funding for the project.

Recommendation:

The City Manager and Public Works Director recommend approval of a purchase order in the amount of $127,915.00 to GenServe, Inc. for City Hall Complex Emergency Generator Replacement and authorize the City Manager to execute any necessary documents.

REQUESTED MOTION/ACTION:

I move to approve a purchase order for $127,915.00 to GenServe, Inc. for the purchase of City Hall Complex Emergency Generator Replacement as presented in Item 12E as authorized through Resolution No. 26-1728.

Prepared By:

Jetsabel Mejia

Reviewed By:

William Watts, City Manager

Attachments:

1. GenServe Inc. Quote for Generators and Systems Improvement at City Hall Complex
2. Bid Items - Table 1
3. Bid Items - Table 2

Historic LONGWOOD Florida

Agenda Item 12F

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

From: **William Watts, City Manager**

Date: **July 20, 2026**

Subject: **Read by title only, set August 3, 2026, as the Public Hearing date, and approve the first reading of Ordinance No. 26-2287, a Master Service Assessment Ordinance.**

Introduction:

This agenda item requests Commission approval on first reading of the proposed Master Service Assessment Ordinance. The ordinance establishes the legal framework and procedures necessary for the City to impose and collect non-ad valorem special assessments for eligible municipal services, facilities, and programs, should the Commission elect to do so in the future. Adoption of this ordinance does not create, levy, or increase any assessment. Rather, it provides the authority and procedures for future consideration of service assessments through separate public hearings and Commission action.

Background/Discussion:

As the City continues implementing its Strategic Plan and evaluating long-term funding options for essential municipal services, staff has identified the need to establish a consistent legal framework for service assessments. Many Florida municipalities utilize a Master Service Assessment Ordinance to provide flexibility in funding municipal services that provide a special benefit to specific properties while ensuring compliance with Florida law.

The proposed ordinance establishes procedures for the future creation and administration of service assessments and is intended to serve as a foundational ordinance only. It does not authorize any assessment or require the City to impose one. Before any assessment could be implemented, the Commission would be required to approve a separate Initial Assessment Resolution, conduct public hearings, provide mailed and published notice to affected property owners, establish an assessment methodology, determine assessment rates, and adopt a Final Assessment Resolution. Annual re-adoption of any assessment would also require Commission approval through a public hearing process.

Key provisions of the ordinance include:

- Establishing procedures for creating assessment areas and imposing future service assessments.

- Defining the legal requirements for demonstrating special benefit and fair apportionment of assessments.
- Providing public notice, mailed notice, and public hearing requirements before any assessment may be imposed.
- Authorizing annual re-adoption of assessments through a Preliminary Rate Resolution and Annual Rate Resolution.
- Providing for collection through the Uniform Assessment Collection Act or other methods authorized by Florida law.
- Establishing lien provisions consistent with Florida Statutes.
- Authorizing the Commission, at its discretion, to establish exemptions and hardship assistance programs.
- Providing administrative procedures for correcting assessment rolls and addressing omitted properties.

The adoption of this ordinance places the City in a position to efficiently consider future service assessments if the need arises, while maintaining full transparency and public participation throughout the assessment process.

Budget Impact:

There is no direct fiscal impact associated with approval of this ordinance. Adoption of the Master Service Assessment Ordinance does not generate revenue, establish an assessment, or increase any fees. Any future service assessment would require separate Commission approval and would include a complete financial analysis, public notice, public hearings, and adoption of the required assessment resolutions before becoming effective.

Recommendation:

The City Manager recommends the approval of Ordinance No. 26-2287 on the first reading and set August 3, 2026, as the public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 26-2287 on the first reading and set August 3, 2026, as the public hearing date.

Prepared By:

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

Reviewed By:

William Watts, City Manager

Historic LONGWOOD Florida

Agenda Item 12F

Attachments:

1. Ordinance No. 26-2287

Historic LONGWOOD Florida

Agenda Item 12G

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

From: **Liane Cartagena, City Clerk**

Date: **July 20, 2026**

Subject: **Designation of a Member of the City Commission to be the voting delegate for the City of Longwood at the August 2026 Florida League of Cities Annual Business Meeting.**

Introduction:

This agenda item requests the City Commission designate one member of the City Commission to be the voting delegate for the Business Meeting scheduled for Saturday, August 15, 2026, at the Florida League of Cities (FLC) Annual Conference.

Background/Discussion:

The FLC has asked each municipality to designate one official to be the voting delegate for the Business Meeting held at the Annual Conference. Election of the Florida League of Cities' leadership, adoption of resolutions, and any other official business matters are undertaken at the Business Meeting. One official from each municipality will make decisions that determine the direction of the League. In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida, Bureau of Economic and Business Research. This year, the League will hold the Annual Conference at the Diplomat Beach Resort in Hollywood, Florida, from August 13–15, 2026.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Clerk recommends the City Commission consider designating a voting delegate for the 2026 Florida League of Cities Annual Conference.

REQUESTED MOTION/ACTION:

I move to designate _________ to be the voting delegate for the City of Longwood.

Prepared By:

Liane Cartagena, City Clerk

Agenda Item 12G

Reviewed By:
William Watts, City Manager

Attachments:
1. FLC 2026 Voting Delegate Memo