LONGWOOD CITY COMMISSION

Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

AGENDA
August 3, 2026
6:00 PM

1. CALL TO ORDER

2. OPENING INVOCATION

3. THE PLEDGE OF ALLEGIANCE

4. COMMUNITY ANNOUNCEMENTS

A. The "Downtown Longwood Cruise-In" Car Show will be held on Saturday, August 8, 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. Nominations for the Annual Key to the City Award.

6. BOARD APPOINTMENTS

7. PUBLIC INPUT

A. Public Participation.

8. MAYOR AND COMMISSIONERS' REPORT

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

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 July 15, 2026, Work Session Minutes and July 20, 2026, Regular Meeting Minutes.

B. Approve the Monthly Expenditures for July 2026.

C. Approval of the 2026 – 2027 School Resource Officer Agreement between the City of Longwood and the Board of Seminole County Public Schools.

11. PUBLIC HEARINGS

A. Read by title only and adopt 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.

B. Read by title only and adopt Ordinance No. 26-2287, a Master Service Assessment Ordinance.

12. REGULAR BUSINESS

A. Read by title only, set September 10, 2026, as the final public hearing date, and adopt Resolution No. 26-1732, which proposes the creation of the 2026 Wastewater Assessment Area.

B. Read by title only, set September 10, 2026, as the final public hearing date, and adopt Resolution No. 26-1733, which proposes the creation of the 2026 Solid Waste Assessment.

C. Read by title only and adopt Resolution No. 26-1727, amending the City's fee schedule Appendix B to include fire safety inspection and re-inspection fees and lift assist fees.

D. Discussion regarding Resolution No. 23-1624 related to development along the City's northern border and an annexation application for the Meadowlands subdivision.

E. Consideration of Temporary Use Permit 12-26 from MD Associates, LLC for a medical trailer at 450 West State Road 434.

F. Read by title only and adopt Resolution No. 26-1730, amending the 2025-2026 fiscal year budget to authorize funding for a Stormwater Rate Study.

G. Read by title only and adopt Resolution No. 26-1731, approving an Interlocal Agreement with Seminole County for the Urban County Partnership Program.

H. Approval of a purchase order for $253,515.73 to Huffman Inc. DBA NuWave Concrete for the construction services of sidewalk upgrades and concrete repair.

I. Read by title only and adopt Resolution No. 26-1729, which amends the Rules and Regulations and adopts an Updated Fee Schedule for Longwood Memorial Gardens Cemetery.

J. Read by title only, set August 17, 2026, as the public hearing date, and approve the first reading of Ordinance No. 26-2288, which proposes an amendment to the Longwood City Code for Special Service Fees.

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 17, 2026	6:00 PM	Regular Meeting
	September 10, 2026 (Rescheduled)	6:00 PM	Regular Meeting

Historic LONGWOOD Florida

Agenda Item 10A

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

From: **Liane Cartagena, City Clerk**

Date: **August 3, 2026**

Subject: **Approval of the July 15, 2026, Work Session Minutes and July 20, 2026, Regular Meeting Minutes.**

Introduction:

The City Clerk is presenting the minutes of the July 15, 2026, Work Session Minutes and July 20, 2026, Regular Meeting Minutes for approval.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Clerk recommends the approval of the July 15, 2026, Work Session Minutes and July 20, 2026, Regular Meeting Minutes.

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. CC07-15-2026MinsWS
2. CC07-20-2026Mins

Historic LONGWOOD Florida

Agenda Item 10B

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

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

Date: **August 3, 2026**

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

Introduction:
This agenda item requests the City Commission approve the total payment of processed bills in the amount of $1,098,983.91 from July 1, 2026 through July 16, 2026, which includes check numbers from 171127 through 171251.

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 $1,098,983.91.

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

Prepared By:
Dustin Woolbright, Director of Financial Services

Reviewed By:
William Watts, City Manager

Attachments:
1. Monthly Expenditures

Agenda Item 10C

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

From: **David Dowda, Police Chief**

Date: **August 3, 2026**

Subject: **Approval of the 2026 – 2027 School Resource Officer Agreement between the City of Longwood and the Board of Seminole County Public Schools.**

Introduction:
This agenda item requests the Longwood City Commission approve and allow the Mayor and Police Chief to sign the agreement between the City of Longwood and the Board of Seminole County Public Schools 2026 – 2027 School Resource Officer Agreement.

Background/Discussion:
All municipal law enforcement agencies providing officers in Seminole County public schools enter into an agreement with the Board of Seminole County Public Schools (SCPS). The City of Longwood has maintained an agreement with SCPS for more than 25 years, and this agreement is designed to continue the relationship. The attached agreement delineates the terms agreed to by the school board, the City of Longwood, and the Longwood Police Department.

The Board of Seminole County Public Schools has in previous years reimbursed the City for 50% of (2) and 100% of (1) of our school resource officers' salaries and benefits. Due to State of Florida Department of Education budgetary constraints, the School Board is deviating from past practice in this agreement to include reimbursing the City 50% of the salaries and benefits of our (3) school resource officers. This change applies to all Seminole County municipalities with law enforcement officers assigned to public schools.

Budget Impact:
The Board of Seminole County Public School system will reimburse the City of Longwood 50% of the salary and benefits for three (3) school resource officers that they calculated to $199,319.62. This is a decrease in revenue of $36,060.12 when compared to our estimated FY25-26 revenue of $235,379.74.

Recommendation:
The City Manager and Police Chief recommend the City Commission approve this agreement.

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

Historic LONGWOOD Florida

Agenda Item 10C

Prepared By:
David Dowda, Police Chief

Reviewed By:
William Watts, City Manager

Attachments:
1. Board of Seminole County Public Schools 2026 - 2027 School Resource Officer Agreement

Historic LONGWOOD Florida

Agenda Item 11A

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

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

Date: **August 3, 2026**

Subject: **Read by title only and adopt 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 adopt 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 jurisdictions, including Seminole County, and would cover 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 proposed 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 skilled staff of the ALF would normally be expected to. Lift assists are not for medical emergencies, they are situations where a person has fallen and needs assistance and the ALF staff elects not to assist.

Budget Impact:

This Ordinance does not enact a fee, but allows for fees to be set by Resolution by the City Commission. As such, there is no budget impact associated with this agenda item.

Historic LONGWOOD Florida

Agenda Item 11A

Recommendation:
The City Manager and Fire Chief recommend the adoption of Ordinance No. 26-2286.

REQUESTED MOTION/ACTION:
I move to adopt Ordinance No. 26-2286.

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 11B

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

From: **William Watts, City Manager**

Date: **August 3, 2026**

Subject: **Read by title only and adopt Ordinance No. 26-2287, a Master Service Assessment Ordinance.**

Introduction:

This agenda item requests the Commission to adopt 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. 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 adoption of Ordinance No. 26-2287.

REQUESTED MOTION/ACTION:
I move to adopt Ordinance No. 26-2287 as presented.

Prepared By:
William Watts, City Manager

Reviewed By:
William Watts, City Manager

Attachments:
1. Ordinance No. 26-2287
2. Ordinance No. 26-2287 - Business Impact Estimate

Historic LONGWOOD Florida

Agenda Item 12A

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

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

Date: **August 3, 2026**

Subject: **Read by title only, set September 10, 2026, as the final public hearing date, and adopt Resolution No. 26-1732, which proposes the creation of the 2026 Wastewater Assessment Area.**

Introduction:

This agenda item recommends the City Commission set September 10, 2026, as the final public hearing date and adopts Resolution No. 26-1732, which proposes the creation of the 2026 Wastewater Assessment Area, establishes the properties and amounts to be collected therein, sets the public hearing date and ratifies the prior mailing and publication of required hearing notices by staff, all of which are necessary to collect the special assessments on the 2026 property tax bills.

Background/Discussion:

The City Commission enacted Ordinance Nos. 01-1574 and 04-1701 to provide for the creation of assessment areas to fund the construction of local improvements, including wastewater facilities within the City. The Ordinances create a two-step process for the creation of assessment areas and collection of assessments on the property tax bills. The first step is the adoption of an initial assessment resolution (Resolution No. 26-1732) providing details for the proposed assessment area and establishing the public hearing date. The second step is the adoption of a final assessment providing for the assessment roll and maximum amount of assessment after holding the public hearing. The owner of the property included in the 2026 Wastewater Assessment Area has previously signed Certificates of Acknowledgment related to the amount of special assessment to be levied. The amounts to be levied and collected starting with the 2026 property tax bill will reimburse the City for funds already expended to construct the Wastewater Collection Facilities to serve the properties in the assessment area.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Director of Financial Services recommend the City Commission adopt Resolution No. 26-1732, which completes the first step to establishing and imposing assessments within the 2026 Wastewater Assessment Area.

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Florida

Agenda Item 12A

<u>REQUESTED MOTION/ACTION:</u>
I move to set September 10, 2026, as the public hearing date and adopt Resolution No. 26-1732 as presented.

<u>Prepared By:</u>
Dustin Woolbright, Director of Financial Services

<u>Reviewed By:</u>
William Watts, City Manager

<u>Attachments:</u>
1. Resolution No. 26-1732

Historic LONGWOOD Florida

Agenda Item 12B

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

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

Date: **August 3, 2026**

Subject: **Read by title only, set September 10, 2026, as the final public hearing date, and adopt Resolution No. 26-1733, which proposes the creation of the 2026 Solid Waste Assessment.**

Introduction:

This agenda item recommends the City Commission set September 10, 2026, as the final public hearing date and adopts Resolution No. 26-1733, which proposes the creation of the 2026 Solid Waste Assessment, establishes the properties and amounts to be collected therein, sets the public hearing date and ratifies the prior mailing and publication of required hearing notices by staff, all of which are necessary to collect the special assessments on the 2026 property tax bills.

Background/Discussion:

The City Commission enacted Ordinance No. 26-2287 to provide for the creation of assessments to fund eligible municipal services, facilities, and programs. The Ordinance creates a two-step process for the creation of assessment areas and collection of assessments on the property tax bills. The first step is the adoption of an initial assessment resolution (Resolution No. 26-1733) providing details for the proposed solid waste assessment area and establishing the public hearing date. The second step is the adoption of a final assessment resolution providing for the assessment roll and maximum amount of assessment after holding the public hearing.

In October 2022, the City entered into a contract with WastePro services to provide solid waste collection services for the residents of the City. The fees for this service are currently included on the resident's monthly water bill. In October 2025, the City signed a new agreement with WastePro. This agreement calls for the City to shift the collection of the solid waste fees from the City residents' water bill to an assessment that is collected from the residents' property tax bills starting October 1, 2026 (see pages 9-10 on attached contract). WastePro has offered the City a discount of $2 per unit per month if the City moves to this collection method. Should the City move to collect solid waste collection fees in a non-ad valorem assessment, those fees will be removed from the residents' water bills.

Budget Impact:

This item has no anticipated impact on the budget.

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Florida

Agenda Item 12B

Recommendation:

The City Manager and Director of Financial Services recommend the City Commission adopt Resolution No. 26-1733, which completes the first step to establishing and imposing assessments within the 2026 Solid Waste Assessment.

REQUESTED MOTION/ACTION:

I move to set September 10, 2026, as the public hearing date and adopt Resolution No. 26-1733 as presented.

Prepared By:

Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. 2025 Waste Pro of Florida Inc. Solid Waste & Recycling Collection Services Contract
2. Resolution No. 26-1733

Historic LONGWOOD Florida

Agenda Item 12C

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

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

Date: **August 3, 2026**

Subject: **Read by title only and adopt Resolution No. 26-1727, amending the City's fee schedule Appendix B to include fire safety inspection and re-inspection fees and lift assist fees.**

Introduction:

This agenda item requests approval of Resolution No. 26-1727 amending the City's fee schedule Appendix B to include fire safety inspection and re-inspection fees and lift assist fees.

Background/Discussion:

This Resolution proposes establishing fire safety inspection fees and lift assist fees authorized by Ordinance No. 26-2286, if adopted.

Budget Impact:

This item is anticipated to generate revenue supporting Fire Department operations.

At a proposed rate of $80 per inspection and based on the 1,770 inspections the city has conducted in the last year, the new fire inspection fee could bring in over $140,000 annually.

Lift assists are less common, but with an annual estimate of 50 lift assists and a proposed $100 fee, this could generate approximately $5,000 in annual revenue while also reducing unnecessary service requests and improving the availability of emergency response units.

The Resolution has been changed to have an effective date of October 1, 2026 to line up with the start of the 2026-2027 Fiscal Year.

Recommendation:

The City Manager and the Fire Chief recommend the adoption of Resolution No. 26-1727 as presented.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 26-1727 as presented.

Historic LONGWOOD Florida

Agenda Item 12C

Prepared By:
Troy Feist, Fire Chief
Chris Kintner, Community Development Director

Reviewed By:
William Watts, City Manager

Attachments:
1. Resolution No. 26-1727

Historic LONGWOOD Florida

Agenda Item 12D

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

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

Date: **August 3, 2026**

Subject: **Discussion regarding Resolution No. 23-1624 related to development along the City's northern border and an annexation application for the Meadowlands subdivision.**

Introduction:

Staff requests discussion regarding Resolution No. 23-1624 related to development along the City's northern border and an annexation application for the Meadowlands subdivision.

Background/Discussion:

In January 2023, the City Commission adopted Resolution No. 23-1624, which relates to the development of property along the City's northern border.

Resolution No. 23–1624 states in part, "The City Commission of the City of Longwood hereby wishes it to be known that **they are not in support of any applications for annexation and comprehensive plan future land use map amendments that propose to develop the unincorporated area north of the City**, broadly defined as being north of Longwood Hills, east of Brentwood Club, west of Bay Meadow Farms, and inclusive of the areas surrounded by Lazy Acres Lane and **adjacent to Meadowbend Drive, in a manner inconsistent with the existing and historic density and uses**. **This includes not supporting development proposals for single-family homes and/or townhomes that exceed the density and uses allowed under the City' s Country Estates future land use and zoning categories**. The City Commission expresses support for maintaining the current character of this vital and unique area."

On May 29, 2026, the City's Community Development Department received an annexation application from Davey Gibbs and Brian Denham of GK Real Estate & Development, LLC for two parcels comprising 52.36 acres at 1870 Meadowbend Drive. This submittal is within the area covered by the resolution.

The applicant declared as part of their annexation application that they intend to pursue the assignment of the Low Density Residential Future Land Use, which has a maximum density of 4.0 dwelling units per acre (maximum 209 units). This exceeds the Country Estates zoning set as the limit in the resolution, which is 0.25 dwelling units per acre (maximum 13 units).

The applicant's engineer has stated most recently in a July 7, 2026 e-mail, that they intend to pursue a project of 95 single-family home units, which works out to roughly 1.8 units/acre, which is significantly below the maximum density of the Low Density Residential zoning but significantly above the limit established by the resolution.

The applicant also submitted a Comprehensive Plan and Zoning amendment, the review of which is contingent on the Commission's decision on the annexation application. Unlike some land use-related items that come before the Commission, annexation and comprehensive plan amendments are legislative (as opposed to quasi-judicial) decisions and the City Commission has wide discretion to deny the request.

As it stands currently, staff would recommend denial of the application for an annexation agreement and ordinance based on the language in Resolution No. 23-1624. This item has been scheduled to allow the Commission to discuss the resolution, and to hear a presentation from the applicant about the project and determine whether any changes are desired.

Budget Impact:
This item is a discussion item and has no significant budget impact.

Recommendation:
Should the City Commission wish to move ahead with the project, staff requests direction regarding whether changes should be made to the language in the resolution, or whether the resolution should be rescinded entirely to promote the project.

Should the City Commission wish to keep the resolution language as-is, staff will still need to bring forward an agenda item for an annexation agreement to a future meeting with a recommendation for denial based on the resolution language, unless the applicant withdraws the application before that time.

REQUESTED MOTION/ACTION:
The City Manager and Community Development Director request that the City Commission provide direction as to whether a resolution should be brought forward to revise or rescind Resolution No. 23-1624 or whether the resolution should be left in place.

Prepared By:
Chris Kintner, Community Development Director

Reviewed By:
William Watts, City Manager

Attachments:

1. Resolution No. 23-1624

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Agenda Item 12E

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

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

Date: **August 3, 2026**

Subject: **Consideration of Temporary Use Permit 12-26 from MD Associates, LLC for a medical trailer at 450 West State Road 434.**

Introduction:

This agenda item requests that the City Commission consider approval of a Temporary Use Permit (12-26) for a medical trailer at 450 West State Road 434.

Background/Discussion:

This item follows up on an issue discussed at a Special Exception Public Hearing on March 2, 2026.

At this meeting, the applicant submitted a special exception to make a medical trailer at 450 West State Road 434 permanent. The trailer had been subject to a code violation related to an expired temporary use permit (TUP). The application was rejected in part because the relevant section of code is not one that is eligible for a Special Exception. However, at that meeting, the Commission expressed to staff a desire to see the applicant be able to use the trailer on a permanent basis.

Staff, including the Fire Marshal and Building Official, discussed how to address the issue in a legal manner. The primary concern is that considering the trailer as "permanent" is something not anticipated by the Florida Building Code or Florida Fire Prevention Code. While staff had initially considered proposing a development code change to address Commission direction, after discussion with the relevant professionals, staff arrived at the solution of a recurring TUP that would give the applicant certainty of being able to utilize the trailer and address the outstanding code issue. By considering the trailer as being essentially "long-term temporary," it avoids issues that would be generated by trying to apply the FBC or FFPC to this mobile structure.

The 6-month approval proposed as part of this TUP replaces the existing TUP 02-23 and its extension, and would automatically renew for another 6-month period for up to five 6-month periods (not to exceed a total of three years). The applicant could then pursue another TUP if desired.

There are some provisions that would lead to this TUP not being automatically renewed, including the finding of a code violation, a change of ownership to a tenant that is not operating a cardiologist practice, or the removal of the trailer without prior authorization.

There are some relatively minor building code issues that need to be addressed in short order. Staff hopes to have these resolved with the applicant prior to the agenda item being heard, but, they are listed as conditions in case that does not occur.

Budget Impact:

There is no significant budget impact with the approval of this temporary use permit. TUPs do have an application fee of $150 that will need to be paid by the applicant at the beginning of each 6-month renewal period.

Recommendation:

The City Manager and Community Development Director recommend that the City Commission approve TUP 12-26 for a medical trailer at 450 West State Road 434.

REQUESTED MOTION/ACTION:

I move to approve TUP 12-26 as presented.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, City Manager

Attachments:

1. TUP 12-26 - 450 West State Road 434
2. Medical Trailer Photo
3. Site Plan

Historic LONGWOOD Florida

Agenda Item 12F

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

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

Date: **August 3, 2026**

Subject: **Read by title only and adopt Resolution No. 26-1730, amending the 2025-2026 fiscal year budget to authorize funding for a Stormwater Rate Study.**

Introduction:

This agenda item requests that the City Commission read by title only and adopt Resolution No. 26-1730, amending the 2025-2026 fiscal year budget to authorize the transfer of $50,000 from the Stormwater Master Plan Update Project account line (406-3520-541-6313) to the Professional Services account line (406-3520-541-3100) to provide funding for the completion of the Stormwater Rate Study.

Background/Discussion:

The City continues to evaluate and enhance its stormwater management program to ensure the long-term sustainability, operational efficiency, and financial stability of the stormwater utility. A comprehensive Stormwater Rate Study is needed to evaluate the current funding structure, determine whether existing revenues are sufficient to support ongoing operations and future capital needs, and ensure the City has a sustainable funding strategy for maintaining and improving its stormwater infrastructure.

The study will analyze current stormwater utility rates, assess anticipated system demands, review operational and capital improvement needs, and provide recommendations to ensure rates are equitable, adequately support required services, and align with the City's long-term stormwater management goals. The results will assist the City in making informed financial decisions, planning for future infrastructure investments, and maintaining compliance with regulatory requirements while continuing to protect residents, businesses, and public infrastructure from stormwater-related impacts.

The City previously planned to initiate a Stormwater Master Plan Update project; however, the project has been deferred to Fiscal Year 2027 to align with the FEMA grant awarded to the City in June. As a result of this schedule adjustment, funding is available within the Master Plan Update Project account line (406-3520-541-6313). Staff is requesting to reallocate $50,000 of these available funds to the Professional Services account line (406-3520-541-3100) to support completion of the Stormwater Rate Study.

This budget amendment will allow the City to evaluate future stormwater funding needs and establish a sustainable funding approach without increasing the overall Stormwater Fund budget.

Budget Impact:
Approval of Resolution No. 26-1730 will result in no increase to the overall 2025-2026 fiscal year Stormwater Fund budget. Upon approval, $50,000 will be reallocated from the Master Plan Update Project account line (406-3520-541-6313) to the Professional Services account line (406-3520-541-3100) to provide funding for the Stormwater Rate Study.

Recommendation:
The City Manager and the Public Works Director recommend the adoption of Resolution No. 26-1730 as presented in Item 12F and authorize the City Manager to execute any associated documents.

REQUESTED MOTION/ACTION:
I move to adopt Resolution No. 26-1730 as presented.

Prepared By:
Matthew Hockenberry

Reviewed By:
William Watts, City Manager

Attachments:
1. Resolution No. 26-1730
2. Exhibit "A"

Historic LONGWOOD Florida

Agenda Item 12G

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

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

Date: **August 3, 2026**

Subject: **Read by title only and adopt Resolution No. 26-1731, approving an Interlocal Agreement with Seminole County for the Urban County Partnership Program.**

Introduction:

This agenda item requests the City Commission to read by title and adopt Resolution No. 26-1731, approving an Interlocal Agreement between Seminole County and the City of Longwood for participation in the Urban County Partnership Program of the state CDBG program.

Background/Discussion:

The Seminole County Urban County Partnership Program is authorized under 24 CFR § 570.307(a) of the Community Development Block Grant (CDBG) regulations. This program provides grants for public facilities and public services within the boundaries of Urban County Partners, such as the City of Longwood.

Participation in this program will allow the City to receive CDBG funding for eligible projects, which will enhance public services and infrastructure. Seminole County requires the City to execute an Interlocal Agreement to formalize this partnership and facilitate the allocation of funds.

Budget Impact:

The impact on the budget is positive for the agreement will allow for reimbursement of budgeted projects. These funds will allow the funding available through half cent county sales tax revenues and gas tax revenues to be allocated to other projects in the future. Approval of this resolution will enable the City to access CDBG funds through the Urban County Partnership Program, reducing financial burdens on City resources for qualifying projects.

Recommendation:

The City Manager and Public Works Director recommend to read by title and adopt Resolution No. 26-1731, approving an Interlocal Agreement between Seminole County and the City of Longwood for participation in the Urban County Partnership Program and authorize the City Manager to execute associated documents.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 26-1731 as presented.

Agenda Item 12G

Prepared By:
Shad Smith, Public Works Director

Reviewed By:
William Watts, City Manager

Attachments:
1. Resolution No. 26-1731
2. Interlocal Agreement for the Urban County Partnership Program

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Agenda Item 12H

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

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

Date: **August 3, 2026**

Subject: **Approval of a purchase order for $253,515.73 to Huffman Inc. DBA NuWave Concrete for the construction services of sidewalk upgrades and concrete repair.**

Introduction:

This agenda item requests the City Commission approval of a purchase order in the amount of $253,515.73 to Huffman Inc. DBA NuWave Concrete for construction services related to the Highland Street, N. Oleander Street and S. Grant Street Sidewalk Upgrades Project as well as sidewalk repairs on US HWY 17-92, Thames Circle, E. Marvin Avenue, and E. Church Avenue.

This approval is contingent upon approval of Item 12G so that the city has available the funding through the executed Interlocal Agreement between Seminole County and the City of Longwood for the Urban County Partnership Program, since a portion of this funding is reimbursed through the Urban County Partnership Program (CDBG).

Background/Discussion:

The City of Longwood Sidewalk Upgrade Project aims to enhance pedestrian infrastructure along key municipal corridors. The primary focus of this initiative is to improve safety, accessibility, and connectivity for students and community members.

The project scope includes constructing new sidewalks, upgrading or replacing existing segments, and installing Americans with Disabilities Act (ADA) compliant curb ramps to ensure full accessibility. These strategic improvements support community development by increasing overall walkability and establishing safer routes to school.

While adjacent school corridors remain a priority, this purchase order incorporates additional infrastructure locations in need of repairs. As part of this effort, infrastructure improvements will be constructed at the following locations:

1	Highland St. Sidewalks & ADA Ramps (New Construction)	$ 131,904.52
2	S. Grant St. & SR 434 Sidewalk Addition (New Construction)	$ 16,204.24

3	E. Church Ave. & N. Oleander St. Sidewalks & ADA Ramps (New Construction)	$ 14,597.10
4	Highland St. Sidewalk Repairs from Longdale Ave. to Orange Ave.	$ 26,640.95
5	Thames Cir. Sidewalk & Driveway Approach Repairs	$ 9,861.60
6	E. Church Ave. Sidewalk Repairs from Lakeview Dr. to US HWY 17-92	$ 25,236.81
7	US HWY 17-92 Sidewalk Repairs from SR 434 to Dog Track Rd	$ 14,223.51
8	E. Marvin Ave. & S. Oleander St. Sidewalk & Inlet Repair	$ 10,678.50
9	Highland St. & Orange Ave. Inlet Repair	$ 4,168.50

This project will be completed using a piggyback agreement through Seminole County Invitation for Bid IFB-604269-22/LNF, ensuring cost efficiency and compliance with procurement standards. Additionally, the Purchase Order will not be executed until the project is approved by the City's Commission.

The quote includes contract-covered piggyback items, non-contract supplemental project items totaling $6,644, and a 5% project contingency totaling $12,077.48. The non-contract supplemental items are separately identified and are not being processed as piggyback contract items. Public Works and Purchasing has determined these items are necessary for cohesive project execution and that separating the work may cause delays, duplicate mobilization costs, additional coordination, and increased total project cost.

The contingency is included as part of the total approved not-to-exceed project amount to address unforeseen conditions, minor quantity adjustments, or related work necessary to complete the approved project scope. Use of contingency funds must be reviewed and approved in writing before the work is performed and must be supported by appropriate documentation. The contingency does not authorize unrelated work or work outside the approved project scope. Any costs exceeding the approved PO amount, or any material change to the approved scope, terms, or project requirements, will require a change order or other appropriate approval in accordance with City purchasing procedures.

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Agenda Item 12H

Budget Impact:

Funding in the amount of $189,346.81 is available and has been budgeted in the Capital Improvement Longdale Sidewalks, Line Item 310-3520-541-6314. Upon successful completion of the project, the City will be eligible for reimbursement of these costs through the Urban County Partnership Program (CDBG) Grant, up to an amount not to exceed $207,000. The remaining funds in the amount of $64,168.92 are available in the Capital Improvement Longdale Sidewalks, Line Item 310-3520-541-6314 and CIP/Sidewalk Construction Residential, Line Item 310-3520-541-6328.

Recommendation:

The City Manager and Public Works Director recommend approval of a purchase order in the amount of $253,515.73 to Huffman Inc. DBA NuWave Concrete for the construction services of Sidewalk Upgrades and Concrete Repair, and authorize the City Manager to execute any necessary documents.

REQUESTED MOTION/ACTION:

I move to approve Item 12H as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Scope of Work for the City of Longwood Sidewalk Upgrade Project
2. Repairs & Additions Maps - Exhibit A
3. Huffman Inc. DBA NuWave Concrete - Project Summary Cost

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Agenda Item 12I

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

From: **Liane Cartagena, City Clerk**

Date: **August 3, 2026**

Subject: **Read by title only and adopt Resolution No. 26-1729, which amends the Rules and Regulations and adopts an Updated Fee Schedule for Longwood Memorial Gardens Cemetery.**

Introduction:

This agenda item requests approval of Resolution No. 26-1729 adopting updated Rules and Regulations for Longwood Memorial Gardens Cemetery and an updated Cemetery Fee Schedule. The proposed Rules and Regulations and Fee Schedule are intended to implement and complement the amendments to Chapter 26 of the City Code contained in Ordinance No. 26-2285.

Background/Discussion:

Staff recently completed a comprehensive review of Longwood Memorial Gardens operations, ownership records, burial procedures, cremation services, columbarium operations, and administrative practices. As part of that effort, Ordinance No. 26-2285 was prepared and adopted to modernize Chapter 26 of the City Code and provide additional authority regarding ownership records, transfers, cremains, columbaria, permits, administrative procedures, and abandonment of burial rights. This resolution is intended to implement and supplement those code amendments through the adoption of updated Rules and Regulations and an updated Cemetery Fee Schedule.

The current Rules and Regulations were last updated in 2013. The updated Rules and Regulations establish the operational procedures, standards, and administrative requirements necessary for the day-to-day management of Longwood Memorial Gardens. Additionally, cemetery fees have not been adjusted since 2004. As a result, staff undertook a comprehensive review of cemetery operations, regulations, and fees to ensure that Longwood Memorial Gardens can continue to be administered efficiently, consistently, and in accordance with current operational needs.

Based upon the findings of the fee study, staff recommends targeted fee adjustments only in categories that are below market benchmarks while maintaining existing fees in categories that are already benchmarked appropriately.

Approval of this resolution will adopt the updated Longwood Memorial Gardens Rules and

Regulations as Exhibit "A" and the updated Cemetery Fee Schedule as Exhibit "B", thereby implementing the provisions authorized by Chapter 26 and providing a modern framework for cemetery administration and operations.

Budget Impact:

The proposed fee adjustments are anticipated to improve cost recovery associated with cemetery administration, recordkeeping, operational services, and long-term maintenance of Longwood Memorial Gardens.

Recommendation:

The City Manager and the City Clerk recommend the adoption of Resolution No. 26-1729 as presented in Item 12I.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 26-1729 as presented.

Prepared By:

Liane Cartagena, City Clerk

Reviewed By:

William Watts, City Manager

Attachments:

1. 2026 Cemetery Fee Study
2. 2013 Fee Schedule with Updates
3. Resolution No. 26-1729
4. Exhibit A - Cemetery Rules & Regulations 2026
5. Exhibit B - Cemetery Fee Schedule

Historic LONGWOOD Florida

Agenda Item 12J

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

From: **Liane Cartagena, City Clerk**

Date: **August 3, 2026**

Subject: **Read by title only, set August 17, 2026, as the public hearing date, and approve the first reading of Ordinance No. 26-2288, which proposes an amendment to the Longwood City Code for Special Service Fees.**

Introduction:

This agenda item requests the City Commission read by title only, set August 17, 2026, as the public hearing date, and approve the first reading of Ordinance No. 26-2288, amending the Longwood City Code Chapter 2, Article VII, Section 2-425, proposing an increase to the Special Service Fees for outstanding Lien (Property) Searches to include Special Assessments, Utility Balances, Fees, and Fines.

Background/Discussion:

On November 2, 2015, the City Commission adopted Ordinance No. 15-2067, increasing the City's special service fee for municipal property searches from $15 to $25 per request. The fee has remained unchanged for more than ten years. The City receives requests for property searches in connection with real estate transactions to determine whether outstanding municipal obligations exist on parcels within the City. Property searches may include City liens, special assessments, utility balances, code enforcement actions, permit information, fees, fines, and other records maintained by various City departments. Each request requires staff to research records across multiple departments, compile and verify the information, prepare a comprehensive response, and provide the completed report to the requestor.

Since the fee was last updated, the time and administrative resources required to process these requests have increased. To evaluate the City's current fee, staff conducted a comparison of twenty-three (23) surrounding municipalities in Seminole, Orange, and Volusia County that provide similar property search services. The study found that Longwood's current fee of $25 is among the lowest in the region, while the average fee charged is approximately $56 and the median fee is $50.00.

The proposed Ordinance increases the City's property search fee from $25 to $40 per request. The proposed fee remains below the regional average while more accurately reflecting the staff time and administrative resources required to perform the service.

To allow sufficient time for title companies, property search vendors, closing agents, and other frequent users of the City's property search service to update their systems and fee schedules, the ordinance provides for an effective date of February 1, 2027. This implementation period will also allow the City adequate time to update forms, website content, payment systems, and administrative procedures before the new fee becomes effective.

A Property Search Fee Study comparing surrounding municipalities is attached for the Commission's review.

Budget Impact:

The increase in special service fees would have a positive impact on the budget.

Recommendation:

The City Manager and City Clerk recommend the approval of Ordinance No. 26-2288 on the first reading and set August 17, 2026, as the public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 26-2288 on the first reading and set August 17, 2026, as the public hearing date.

Prepared By:

Liane Cartagena, City Clerk

Reviewed By:

William Watts, City Manager

Attachments:

1. Property Search Fee Comparison Study
2. Ordinance No. 26-2288