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

MINUTES
July 20, 2026
6:00 PM

<u>Present:</u>

Mayor Tony Boni
Deputy Mayor Abby Shoemaker
Commissioner Brian D. Sackett
Commissioner Matthew McMillan
Commissioner Matt Morgan
Dan Langley, City Attorney
William Watts, City Manager
Liane Cartagena, City Clerk
Troy Feist, Fire Chief

David Dowda, Police Chief
Dustin Woolbright, Financial Services Director
Chris Kintner, Community Development Director
Chris Capizzi, Leisure Services Director
Shad Smith, Public Works Director
Magdala Ridore, Human Resources Director
Craig Dunn, Information Technology
Matthew Hockenberry, Deputy Public Works Director
Jacqueline Aubrey, Community & Media Relations Manager

1. **CALL TO ORDER.** Mayor Boni called the meeting to order at 6:01 p.m.

2. **OPENING INVOCATION.** Rabbi Yaakov Majesky of Chabad of North Orlando gave the invocation.

3. **THE PLEDGE OF ALLEGIANCE.** Mayor Boni led the Pledge of Allegiance.

   Mr. Watts requested that the Commission pull Agenda Item 12C to allow staff to conduct a deeper review and coordinate with Seminole County in light of recent legislative changes.

   Commissioner Morgan moved to pull Item 12C from Regular Business. Seconded by Commissioner Sackett and carried by a unanimous voice vote.

4. **COMMUNITY ANNOUNCEMENTS.** None.

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.**

   Commissioner McMillan read a brief biography on Jill Byrne and presented her with the Business Person of the Month for July 2026. Photographs were then taken.

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

Commissioner McMillan presented Catherine Acordo, on behalf of her parents, with V-Care Assisted Living Facility, 480 E. Church Avenue with the Beautification Award for the 3rd Quarter of 2026. Photographs were then taken.

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

Mayor Boni read the proclamation and presented it to Mr. Capizzi. Photographs were taken.

6. BOARD APPOINTMENTS

7. PUBLIC INPUT

A. Public Participation.

Michael Pfenning, 502 Orange Avenue, commended the City Manager, Fire Chief, and IT Director for meeting with him prior to the meeting to discuss various agenda items. He said the meeting clarified several agenda items for him, including the emergency management plan and a generator replacement project. However, he still sought more information on the City's use of Flock license plate reader cameras and the county's response to the emergency management plan. He concluded by encouraging more residents to engage with City leadership.

John William Blum, 289 Leyland Tree Lane Unit 203, raised concerns regarding the increase in apartment complexes within the City over the past decade and the potential challenges that arise when properties change ownership from developers to outside property management entities or foreign entities. Acknowledging that tenant protection measures are primarily governed at the state level, Mr. Blum requested the Commission consider a future agenda item addressing stricter code compliance measures and the potential requirement for property management entities to register with the City, thereby creating a direct point of contact for residents with concerns.

Jo Ann Rebello, 301 Loch Lomond Avenue, expressed concern regarding Agenda Item 12F, which pertains to the establishment of a special assessment mechanism. She inquired about what safeguards would be in place to prevent automatic imposition of assessments once the mechanism is established. She referenced the stormwater fee as a prior example of a fee that was originally presented as temporary and limited but became permanent and increased over time. She requested that the public be notified and given the opportunity to weigh in before any assessments are implemented.

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.

Ms. Cowan and Ms. Mulvaney presented a proposed concept for Cue The Music at The Canopy, an intimate music listening room to be located at 150 Jessup Avenue, Longwood. The presenters described the concept as a dedicated listening room modeled after venues like the Bluebird Cafe in Nashville, offering a 75-guest capacity, a beer and wine bar, and professional acoustic treatment. They stated the venture is privately funded and would preserve the building's exterior. They addressed potential noise, parking, and neighborhood concerns, noting they had received verbal approval from the neighboring church. The presenters requested Commission support to move forward with a conditional use permit and special exception application. Commissioners responded favorably, citing its compatibility with Reiter Park and its potential to draw visitors.

Mr. Watts clarified the procedural status, confirming the applicants were pursuing a conditional use permit through the community development process.

8. MAYOR AND COMMISSIONERS' REPORT

District #3. Commissioner McMillan reported attending the Rock, Freedom and Fireworks event and the dedication of the Liberty Tree by the Sons and Daughters of the American Revolution. He congratulated Marissa O'Connor on her induction as the new President of the Rotary Club of Historic Longwood and announced that their weekly meeting moved to Wednesdays at 7:30 a.m. and has introduced an "Impact Club" membership option with reduced dues and flexible participation.

District #4. Commissioner Morgan confirmed membership in the Rotary Club of Historic Longwood is open to all individuals regardless of residency and encouraged support for the Longwood Historic Society. He reported attendance at the Metro Plan Orlando meeting and the start of deconstruction at the site of the future Fire Station 15 on July 7. He expressed enthusiasm for the City's future ability to control the disposition of the former Fire Station 15 property. He also reported delivering a speech at the Walk for Our Lives event on July 11, and referenced his role on the Board of Directors of Recovery Connections of Central Florida. On July 15, he was a keynote speaker at a fentanyl awareness event co-sponsored by the Seminole County Sheriff's Office. He acknowledged the second budget workshop and, on July 18, participated in an Autism Fathers' Panel at Northland Church. He extended birthday wishes to Mayor Boni and concluded by stating his opposition to Flock Safety cameras.

District #5. Commissioner Sackett reported receiving constituent inquiries regarding Waste Pro collection services for bulk items. City staff confirmed that Waste Pro may impose a bulk item charge but noted that residents should contact Waste Pro in advance, with Thursday being the typical bulk pickup day. He praised the recent Rock, Freedom and Fireworks event, noting the ease to exit the Longwood fireworks display versus the Altamonte event. He announced that registration is currently open for the Longwood Babe Ruth Softball and Baseball program. He raised a concern regarding the removal of the wildflower garden in front of City Hall due to excavation work by a telecom company and requested that it be restored. He announced that Fire Station 15 is scheduled to hold a Community Open House on August 29.

Commissioner Sackett reported that following the budget workshop, he reviewed budget line items and identified a projected overestimate in the workers' compensation line. After consulting with staff, the projection was revised, resulting in a reduction of approximately $100,000, which is expected to bring the City's reserve fund to the targeted level of 17 percent.

District #1. Deputy Mayor Shoemaker sought clarification regarding the workers' compensation budget adjustment.

Ms. Ridore advised that the City is insured through Public Risk Management. She explained that the reduction reflected a correction of overestimated projections, not a renegotiation with the carrier.

Deputy Mayor Shoemaker attended the recent Rock, Freedom and Fireworks event, expressing its personal significance to her and emphasizing the importance of securing funding for future fireworks displays. She thanked staff for facilitating her remote participation in a recent budget workshop. She noted that despite a recent illness, she continued to handle constituent calls, routing them through the City Manager for resolution. She then asked Mr. Watts to provide an update on staff's response to a resident concern regarding the ballfields at Candyland Park.

Mr. Watts explained that the seasonal closure of ballfields at Candyland Park is necessary for re-sodding and maintenance to ensure the fields are playable year-round. He reported that he has had preliminary discussions with Mr. Capizzi about exploring alternative strategies for field rehabilitation. These strategies include staggering the restoration of different fields to keep some available for public use and investigating a potential rental option for residents.

District #2. Mayor Boni thanked City staff for their extensive work on the upcoming budget, highlighting the ongoing efforts to make adjustments and find savings. He commended the success of the Rock, Freedom and Fireworks event, noting the large attendance and the efficient and safe dispersal of the crowd which he attributed to the efforts of the Police Department and Parks and Recreation. He also promoted the Rotary Club of Historic Longwood, encouraging Longwood business owners to join the weekly Wednesday meetings at 7:30 a.m. at Chianti's Restaurant. He concluded by expressing his excitement about the demolition for the new Fire Station 15 and the future construction of the new, state-of-the-art facility on the site.

9. COMMISSION AND STAFF ADDITIONS OR CHANGES

A. ADDITIONAL ITEMS RAISED DURING MAYOR'S AND COMMISSIONERS' REPORTS

Deputy Mayor Shoemaker proposed the removal of the specified minimum starting salary for the appointed positions of City Manager and City Clerk on the Budget Book, arguing that since the Commission determines the salary, listing a minimum could unnecessarily constrain future Commissioners. The Commission discussed whether to publish minimum and/or maximum salary ranges for these appointed positions within the City's pay plan. Points raised included the HR perspective that a minimum provides a budgeting baseline; concerns about public perception and constraining future Commission flexibility; and the fact that salaries are public records.

Mayor Boni directed Ms. Ridore, Mr. Watts, and Ms. Cartagena to analyze pros and cons, consult other cities, and return with findings on a future agenda for Commission consideration.

Commissioner McMillan stated his attendance at the county-offered CERT training gave him a better understanding of the emergency management plan addressed in Agenda Item 12C pulled earlier for further review. He commended the improved budget workshop process for this year, which included a pre-budget workshop and a master plan.

B. ANY ADDITIONS OR DELETIONS TO THE AGENDA. None.

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.**

Commissioner Sackett requested to pull Item 10G for discussion.

Commissioner Sackett moved to approve Items 10A through 10F as presented. Seconded by Deputy Mayor Shoemaker and carried by a unanimous roll call vote.

Commissioner Sackett questioned the Purchase Order No. 26-00240 expense in Item 10G since it involved an FDOT (Florida Department of Transportation) road, not City of Longwood owned road.

Mr. Hockenberry explained as part of an agreement with FDOT, street sweeping State Road 434 and US Highway 17-92 is a new requirement. In exchange, FDOT will reimburse the City $10,528 with the City making up the difference through its stormwater fund. He added the City is now sweeping these roads seven times a year which reduces runoff and vegetation.

Commissioner Morgan moved to approve Item 10G as presented. Seconded by Commissioner McMillan and carried by a 4-1 roll call vote with Commissioner Sackett voting no.

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.**

Mr. Langley read Ordinance No. 26-2285 by title only.

Mayor Boni opened the public hearing. No one spoke in favor or opposition to Ordinance No. 26-2285.

Commissioner Morgan moved to close the public hearing. Seconded by Commissioner Sackett and carried by a unanimous voice vote.

Commissioner Morgan moved to adopt Ordinance No. 26-2285 as presented in Item 11A. Seconded by Commissioner Sackett and carried by a unanimous roll call vote.

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.**

Mr. Woolbright presented the Item.

Commissioner Morgan stated since 2013, the City of Longwood has had the same millage rate of $5.500 unlike other cities in Seminole County. He asked Mr. Watts about cities that have raised their millage.

Mr. Watts reported several Seminole County municipalities adjusted their millage rates in 2025 including Oviedo, Altamonte Springs, Casselberry, and Winter Springs.

> Commissioner Morgan moved to approve the tentative millage rate of $5.500, 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, as presented in Item 12A. Seconded by Commissioner Sackett and carried by a unanimous roll call vote.

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.**

Mr. Langley read Ordinance No. 26-2286 by title only.

Mr. Feist presented the Item.

> Commissioner McMillan moved to approve the first reading of Ordinance No. 26-2286 as presented in Item 12B. Seconded by Commissioner Morgan and carried by a unanimous roll call vote.

A recess was taken at 7:41 p.m. The meeting reconvened at 7:51 p.m.

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

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.**

Mr. Langley read Resolution No. 26-1728 by title only.

Mr. Hockenberry presented the Item.

> Commissioner Morgan moved to adopt Resolution No. 26-1728 as presented in Item 12D. Seconded by Deputy Mayor Shoemaker and carried by a unanimous roll call vote.

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.**

Deputy Mayor Shoemaker moved to approve Item 12E as presented. Seconded by Commissioner McMillan and carried by a unanimous roll call vote.

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.

Mr. Langley read Ordinance No. 26-2287 by title only.

Mr. Watts presented the Item, explaining this is a necessary precursor for implementing a solid waste assessment, as required by the City's contract with Waste Pro, and could also be used for other potential assessments such as for fire services. The solid waste assessment would restructure the current monthly fee into an annual assessment on the property tax bill. It was noted this Item establishes the legal framework for the City to impose special assessments.

Commissioner McMillan moved to approve the first reading of Ordinance No. 26-2287 as presented in Item 12F and set August 3, 2026 as a public hearing date. Seconded by Commissioner Morgan and carried by a unanimous roll call vote.

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.

Commissioner McMillan moved to designate Commissioner Sackett as the Voting Delegate for the Florida League of Cities Annual Business Meeting August 2026. Seconded by Commissioner Morgan and carried by a unanimous voice vote.

13. CITY MANAGER'S REPORT

Mr. Watts reported that Fire Station 15 construction costs were being finalized, Public Works was improving infrastructure, the Police Department was in the final stages of its accreditation assessment, and new trees would soon be planted in the historic downtown. Finally, he announced that Juan, the City's Building Official, has accepted a position with the City of Sanford and wished him well.

14. CITY ATTORNEY'S REPORT

None.

15. CITY CLERK'S REPORT

Ms. Cartagena confirmed Commissioner Sackett's appointment would be recorded and reminded the Commission about the upcoming Key to the Awards nominations on August 3, 2026.

16. ADJOURN

Mayor Boni adjourned the meeting at 8:08 p.m.

Minutes approved by City Commission: August 3, 2026.

SEAL

Tony Boni

Tony Boni, Mayor

ATTEST:

Liane Cartagena, City Clerk