

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

AGENDA
August 17, 2026
6:00 PM

- 1. CALL TO ORDER**
- 2. OPENING INVOCATION**
- 3. THE PLEDGE OF ALLEGIANCE**
- 4. COMMUNITY ANNOUNCEMENTS**
 - A. The Senior Matinee will be held on Wednesday, August 19, 2026, from 1:30 p.m. until 3:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. This month's feature is *I Can Only Imagine*.**
 - B. The Longwood Fire Department will host an Open House at Fire Station 15, located at 311 West Warren Avenue, on Saturday, August 29, 2026, from 9:00 a.m. to 1:00 p.m. The event will feature fire truck tours, bounce houses, food and beverages, games, and more. Please note that parking is limited near Fire Station 15; however, additional parking is available at the Hospital Parking across the street.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. Presentation of the 2026 Key to the City Award to Gerald "Jerry" Edward Steward, Lifestyle Coordinator at Cascade Heights.**
 - B. Introduction of the new Law Enforcement K9, Scout.**
 - C. District #4 Nomination of the Business Person of the Month Award for September 2026.**
 - D. Proclaiming August 21, 2026, as "National Senior Citizen's Day" in the City of Longwood.**
- 6. BOARD APPOINTMENTS**
- 7. PUBLIC INPUT**
 - A. Public Participation.**
- 8. MAYOR AND COMMISSIONERS' REPORT**
 - A. Districts #5, #1, #2, #3, and #4.**

9. COMMISSION AND STAFF ADDITIONS OR CHANGES

- A. ADDITIONAL ITEMS RAISED DURING MAYOR'S AND COMMISSIONERS' REPORTS**
- B. ANY ADDITIONS OR DELETIONS TO THE AGENDA**

10. CONSENT AGENDA

- A. Approval of the August 3, 2026, Regular Meeting Minutes.**
- B. Approve the Monthly Expenditures for July 2026.**
- C. Approve the Monthly Financial Report for June 2026.**
- D. Approval of a Collective Bargaining Agreement between the City of Longwood, Florida and the Teamsters' Union Local 385**
- E. Approval of Purchase Order in the amount of \$51,613.00 to CPH Consulting, LLC to update the City's 10-Year Water Supply Facilities Work Plan.**

11. PUBLIC HEARINGS

- A. Read by title only and adopt Ordinance No. 26-2288, which proposes an amendment to the Longwood City Code for Special Service Fees.**

12. REGULAR BUSINESS

- A. Selection of Beautification Award Sign Design.**
- B. Discussion regarding Garage Sale Permit requirements.**

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:	September 10, 2026 (rescheduled)	6:00 PM	Regular Meeting
	September 21, 2026	6:00 PM	Regular Meeting

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: August 17, 2026

Subject: Approval of the August 3, 2026, Regular Meeting Minutes.

Introduction:

The City Clerk is presenting the minutes of the August 3, 2026, Regular Meeting for approval.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Clerk recommends the approval of the August 3, 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. CC08-03-2026Mins

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: August 17, 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 \$223,474.33 from July 17, 2026, through July 31, 2026, which includes check numbers from 171252 through 171329.

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 \$223,474.33.

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 Report

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: August 17, 2026

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

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

Budget Impact:

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

Recommendation:

The City Manager and the Director of Financial Services recommend approval of the Unaudited Financial Reports as of June 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 June 2026
2. Budget Transfer Report June 2026
3. Purchase Card Report June 2026

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: David Dowda, Police Chief

Date: August 17, 2026

Subject: Approval of a Collective Bargaining Agreement between the City of Longwood, Florida and the Teamsters' Union Local 385

Introduction:

This agenda item requests the City Commission ratify the Collective Bargaining Agreement between the City of Longwood, Florida and the Teamsters' Union Local 385 for the period of October 1, 2026 to September 30, 2029.

Background/Discussion:

The current collective bargaining agreement with the Teamsters' Union Local 385 expires September 30, 2026. On May 22, 2026 City and Teamsters' representatives began negotiating to update and extend the agreement. During negotiations, several articles were discussed in detail. The final proposal is a three (3) year contract which includes revisions to the previous agreement. The most significant revisions include:

1. Article 7 – The pay differential established for those officers permanently assigned to night shift patrol will increase from \$.50 per hour to \$1.00 per hour.
2. Article 10 – A new vacation accrual level for members with 20 or more years of service will be established. It provides 21 hours accrual per month, totaling 252 hours per year.
3. Article 11 – Members will be permitted to convert 2 to 4 days of Sick Leave to Personal Leave each fiscal year; contingent on the member's Sick Leave balance.
4. Article 12 – Patrol officers' annual boot stipend will be increased, resulting in an annual cost increase of approximately \$1,290.00. Detectives' clothing stipend will be increased, resulting in an annual cost increase of approximately \$1,860.00.
5. Article 28 — This article establishes salary increases, contingent on annual commission approval, over the term of the agreement for bargaining unit members employed prior to October 1, 2026.
6. Article 32 – Compensation for members assigned as Field Training Officers will increase, resulting in an annual cost increase of approximately \$1,500.00.

The specifics of these revisions and other changes are detailed in the attached copy of the collective bargaining agreement.

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The members of the Teamsters' Union Local 385 voted on the content of this agreement on July 28th and July 29th, 2026. On July 29th, Chief Dowda was notified by the Teamster's Shop Steward that the membership voted in favor of the proposed agreement.

Budget Impact:

The necessary funds are available in the 2026 – 2027 police department budget.

Recommendation:

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

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

David Dowda, Police Chief

Reviewed By:

William Watts, City Manager

Attachments:

1. Collective Bargaining Agreement - Teamsters' Union 385

Agenda Item 10E

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: August 17, 2026

Subject: Approval of Purchase Order in the amount of \$51,613.00 to CPH Consulting, LLC to update the City's 10-Year Water Supply Facilities Work Plan.

Introduction:

This agenda item requests the City Commission approval of a purchase order to CPH Consulting, LLC in the amount of \$51,613.00 for professional engineering services associated with updating the City's 10-Year Water Supply Facilities Work Plan.

Background/Discussion:

On June 18, 2026, the City received notification from the St. Johns River Water Management District (SJRWMD) that the 2025 Central Florida Water Initiative Regional Water Supply Plan (CFWI RWSP) was approved by the respective water management district governing boards on November 12, 2025.

As a result, the City is required to update and adopt its 10-Year Water Supply Facilities Work Plan and incorporate the update into the City's Comprehensive Plan by May 12, 2027, in accordance with Section 163.3177(6)(c)3, Florida Statutes.

The Work Plan update will evaluate current and projected water demands, available water supplies, regulatory requirements, and planned capital improvements to ensure the City's long-term water supply needs are adequately addressed.

CPH has the technical expertise and knowledge of the City's utility infrastructure to complete the update, including coordination with applicable agencies and preparation of the revised Work Plan for regulatory review and adoption. This proposal is submitted in accordance with the Master Agreement for continuing professional services dated May 26, 2023, between the City of Longwood (CITY) and the firm of CPH Consulting, LLC, (CPH).

Budget Impact:

Funding in the amount of \$51,613.00 is available in the current 2025-2026 fiscal year in the Enterprise Professional Services Line Item 401-4120-536-3100.

Agenda Item 10E

Recommendation:

The City Manager and Public Works Director recommend approval of a purchase order in the amount of \$51,613.00 to CPH LLC for updating City's 10 Year Water Supply Plan and authorize the City Manager to execute any necessary documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10E as presented.

Prepared By:

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

Reviewed By:

William Watts, City Manager

Attachments:

1. Professional Services Proposal to CPH LLC For Water Supply Plan
2. CFWI-2025-Regional Water Supply Plan-Introduction

Agenda Item 11A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: August 17, 2026

Subject: Read by title only and adopt 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 and adopt 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

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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 adoption of Ordinance No. 26-2288.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 26-2288 as presented in Item 11A.

Prepared By:

Liane Cartagena, City Clerk

Reviewed By:

William Watts, City Manager

Attachments:

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

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: August 17, 2026

Subject: Selection of Beautification Award Sign Design.

Introduction:

The City Clerk requests the Commission select the preferred design for the City of Longwood Community Beautification Award sign.

Background/Discussion:

The current Beautification Award sign was last updated in October 2023 and is now in poor condition due to normal wear and exposure. There are three replacement sign concepts for the Commission's consideration. Each design incorporates the City of Longwood logo and presents the award in a professional and visually appealing manner while remaining suitable for long-term outdoor use.

The proposed replacement sign will be a 36-inch by 27-inch double-sided aluminum composite (ACM) sign with protective laminate, mounted on two 4-inch by 4-inch posts. The durable materials are designed to withstand outdoor conditions and provide a long service life while maintaining a professional appearance.

The Commission is requested to review the proposed designs and select the preferred option. Upon selection, staff will proceed with fabrication and installation of the new Beautification Award sign.

Budget Impact:

There are sufficient unencumbered funds to cover these obligations.

Recommendation:

The City Manager and City Clerk request the Commission to choose select and approve one of the five proposed Beautification Award sign designs.

REQUESTED MOTION/ACTION:

I move to approve Option #__ as the new Beautification Award Sign Design.



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Prepared By:

Liane Cartagena, City Clerk

Reviewed By:

William Watts, City Manager

Attachments:

1. Beautification Award Design Options

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: August 17, 2026

Subject: Discussion regarding Garage Sale Permit requirements.

Introduction:

This agenda item requests that the City Commission provide policy direction regarding the City's existing garage sale permit requirements contained in Chapter 66, Article II of the Code of Ordinances. Based on the Commission's direction, staff will prepare an ordinance for future consideration to amend the Longwood City Code, if appropriate.

Background/Discussion:

Under the current Code, residents are required to obtain a garage sale permit from the City prior to conducting a garage sale. The permit is issued at no cost through the City Clerk's Office and establishes the location and timing of the sale. The permit must also be displayed during the sale.

As part of an ongoing review of the City's Code of Ordinances, staff evaluated whether the current permit process continues to provide sufficient public benefit while balancing the administrative resources required to issue and maintain the permits.

Because garage sales typically occur on weekends, compliance with the permit requirement is largely dependent upon voluntary participation by residents or complaint-driven responses. While the City continues to address public safety concerns and Code violations as appropriate, the permit itself provides limited practical oversight of garage sale activity. Staff believes that maintaining reasonable operational standards within the Code while eliminating the administrative permit requirement would better align the ordinance with current operational practices.

To assist in this evaluation, staff completed a comparative study of 18 municipalities within Seminole, Orange, and Volusia Counties.

The study found:

- Eleven (11) municipalities (61%) require a garage sale permit.
- Seven (7) municipalities (39%) do not require a garage sale permit.
- Of the eleven municipalities requiring permits:

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- Eight (8) charge a permit fee.
- Three (3) issue permits at no cost, including the City of Longwood.
- Among municipalities charging a fixed permit fee, fees range from \$1.00 to \$10.00, with both the average and median fee being \$5.00.

The research also found that municipalities that do not require garage sale permits generally continue to regulate the activity through provisions addressing frequency, duration, signage, rights-of-way, and other neighborhood impacts.

Based upon this review, staff believes the Commission has two policy options:

Option 1 – Eliminate the Permit Requirement (Staff Recommendation)

Remove the requirement for residents to obtain a garage sale permit while retaining appropriate regulations governing garage sale activities, including:

- Maximum duration of sales;
- Frequency of sales;
- Hours of operation;
- Sign placement and removal;
- Parking and traffic safety;
- Merchandise displayed within public rights-of-way; and
- Other neighborhood protections.

This option would modernize the Code by eliminating an administrative process while preserving reasonable operational standards and enforcement authority.

Option 2 – Retain the Permit Requirement and Establish a Fee

If the Commission determines that a permit process should remain, staff recommends establishing a permit fee to partially offset the administrative costs associated with processing applications and maintaining the program. Based on the municipal survey, a fee of approximately \$5.00 would be consistent with neighboring jurisdictions.

Following Commission direction, staff will prepare an ordinance for consideration at a future meeting.

Budget Impact:

Garage sale permits are currently issued at no charge and therefore generate no revenue. Eliminating the permit requirement would result in a minor reduction in administrative workload associated with processing permit applications. Alternatively, establishing a permit

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fee would provide a modest revenue source to offset a portion of the administrative costs associated with administering the program.

Recommendation:

The City Clerk and City Manager recommend that the City Commission provide policy direction regarding the City's garage sale permit requirements. Staff recommends eliminating the permit requirement while retaining reasonable regulations governing garage sale operations and directing staff to prepare an ordinance for future Commission consideration.

REQUESTED MOTION/ACTION:

I move to direct staff to prepare an ordinance eliminating the garage sale permit requirement while retaining appropriate regulations governing garage sale operations for future Commission consideration.

or

I move to direct staff to prepare an ordinance retaining the garage sale permit requirement and establishing a permit fee for future Commission consideration.

Prepared By:

Liane Cartagena, City Clerk

Reviewed By:

William Watts, City Manager

Attachments:

1. Garage Sale Permit Study