

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

AGENDA
December 1, 2025
6:00 PM

- 1. CALL TO ORDER**
- 2. OPENING INVOCATION**
- 3. THE PLEDGE OF ALLEGIANCE**
- 4. COMMUNITY ANNOUNCEMENTS**
 - A. The annual tree lighting and holiday concert will be held on Thursday, December 4, 2025, at 7:00 p.m., followed by a musical performance from Groove Slayers at Reiter Park. Food will be available for purchase.**
 - B. The Longwood Christmas Parade will be held on Saturday, December 6, 2025, beginning at 3:00 p.m. and will make its way through the Historic District of Longwood.**
 - C. Celebrate the Season event will be held on Friday, December 12, 2025, from 6:00 p.m. until 9:00 p.m. at Reiter Park. There will be games, food trucks, snow, and a laser light show for the finale.**
 - D. The “Downtown Longwood Cruise-In” Car Show will be held on Saturday, December 13, 2025, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood, located off Church Avenue.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. District #4 Presentation of the Business Person of the Month Award for November to George Margoles, President & CEO of Recovery Connections located at 1607 Cherrywood Lane, Longwood.**
 - B. Recognition to FF/PM Louie Bruno & FF/EMT Nomar Ramos for receiving a Regional First Responder Award from Children's Safety Village.**
- 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. Approve the Minutes of the November 17, 2025, Regular Meeting.
- B. Approve the Monthly Expenditures for November 2025.
- C. Submittal of Complete Streets Program 2024 Annual Report.
- D. Approve a change order for \$45,000.00 to Helping Hands Lawn Care, Inc. for Citywide Landscaping Services.

11. PUBLIC HEARINGS

- A. Read by title only, set December 15, 2025, as the public hearing date, and approve the first reading of Ordinance No. 25-2275, which amends Article IX of the Longwood Development Code to create Section 9.4.0, establishing regulations and procedures for Certified Recovery Residences.
- B. Read by title only, set February 2, 2026, as the public hearing date, and approve the first reading of Ordinance No. 25-2276, which amends Longwood Comprehensive Plan to reflect the adoption of the City's Mobility Fee and Bicycle-Pedestrian Master Plan.
- C. Read by title only, set December 15, 2025, as the public hearing date, and approve the first reading of Ordinance No. 25-2277, which amends Article IX of the Longwood Development Code to create Section 9.5.0 addressing changes related to Senate Bill 180.

12. REGULAR BUSINESS

- A. Read by title only, set December 15, 2025, as the public hearing date, and approve the first reading of Ordinance No. 25-2278, amending the Longwood City Code Section 2-2 (j) governing appeals of trespass warnings.
- B. Read by title only and adopt Resolution No. 25-1697 which amends the Fiscal Year 2025/2026 budget and authorizes funding for the installation of electricity for LED lighting at the Candyland Sports Complex Skate Park.
- C. Read by title only and adopt Resolution No. 25-1705, which provides for the adoption of Seminole County's 2025-2030 Local Mitigation Strategy Plan (LMS).

D. Consideration of an amendment to the existing agreement between the City of Longwood and Fishback Dominick LLP for the provision of legal services.

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:	December 15, 2025	6:00 PM	Regular Meeting
	January 5, 2026 (Canceled)	6:00 PM	Regular Meeting
	January 19, 2026	6:00 PM	Regular Meeting

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: December 1, 2025

Subject: Approve the Minutes of the November 17, 2025, Regular Meeting.

Introduction:

The City Clerk is presenting the minutes of the November 17, 2025, Regular Meeting for approval.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Approval of the minutes.

REQUESTED MOTION/ACTION:

I move to approve Item 10A as presented.

Prepared By:

Liane Cartagena, City Clerk

Reviewed By:

Liane Cartagena, City Clerk

Attachments:

1. CC11-17-2025Mins

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: December 1, 2025

Subject: Approve the Monthly Expenditures for November 2025.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$485,220.60 from November 1, 2025, through November 14, 2025, which includes check numbers from 169625 through 169698.

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 approval of expenditures in the amount of \$485,220.60.

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 Expense Report_11.1.25-11.14.25

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: December 1, 2025

Subject: Submittal of Complete Streets Program 2024 Annual Report.

Introduction:

This agenda item requests that the City Commission accept the 2024 annual report for the City's Complete Streets Program.

Background/Discussion:

This is the seventh annual report on the progress of the City's Complete Streets Policy, which covers the previous calendar year, 2024. The 2025 report will occur in 2026.

Among other things, the policy calls for significant interdepartmental coordination on the scoping of projects to ensure that the needs of a variety of modes are considered and integrated where possible. The policy has resulted in a number of significant projects for the City in the past, notably the improvements on Church Avenue, and Florida Central Parkway. In 2023, the Seminole Trail Connector was completed which connects the downtown area via a bike path and sidewalks to the Cross Seminole Trail. The City also completed the redesign and construction of US Hwy 17-92 Median Landscaping to introduce human scale to the roadway. In addition, staff worked with consultants and finished the Complete Street Planning and Engineering studies for West Warren Avenue and East Church Street.

Throughout the calendar year 2024, Public Works Department has constructed over 15,000 linear feet new sidewalks throughout the City's neighborhoods to improve pedestrian safety. City staff also repaired over 1,300 linear feet of sidewalks throughout the City and continued to coordinate with Best Foot Forward to ensure pedestrian safety at intersections.

On September 16, 2024, City of Longwood adopted Resolution No. 24-1674, adopting the Vision Zero Action Plan and Goal to eliminate the traffic related deaths and severe injuries within the city limits. This was a follow up to a joint submittal of a SS4A Regional Planning Grant in partnership with MetroPlan Orlando and other agencies in the region. Through this program, MetroPlan Orlando would create a Regional Comprehensive Vision Safety Action Plan that would include focused local Vision Zero Action Plans.

A "Complete Street" is one planned, designed and maintained to comfortably accommodate pedestrians, cyclists, transit riders, and motorists of all ages and ability levels. Complete Streets

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feature elements such as sidewalks, bicycle lanes, full-featured transit stops, pedestrian and bicycle-oriented traffic signals, medians, pedestrian crossing islands, curb extensions and more. There is no single design for a Complete Street – each one is unique and tailored to the context of the facility. For example, bike lanes may be functional for one type of road, but less so for another.

The policy is intended to promote improvements in safety for all users of the facility while connecting employment, education, residential, recreation, retail centers and public facilities; promoting healthy lifestyles, and creating more livable communities. Street design that is inclusive of all modes of transportation has been shown to improve conditions for existing businesses, and is a proven method for revitalizing an area and attracting new development.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and the Community Development Director recommend the City Commission accept the 2024 Complete Streets Report as presented.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:

Anjum Mukherjee, Senior Planner

Reviewed By:

William Watts, City Manager

Attachments:

1. 2024 Complete Streets Annual Report

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 1, 2025

Subject: Approve a change order for \$45,000.00 to Helping Hands Lawn Care, Inc. for Citywide Landscaping Services.

Introduction:

This agenda item requests the City Commission approval for a change order in the amount of \$45,000 to Helping Hands Lawn Care, Inc. for continued citywide landscaping services.

Background/Discussion:

To ensure the ongoing safety, appearance, and accessibility of City properties and rights-of-way, the City executed an Interim Mowing Maintenance Service Agreement with Helping Hands Lawn Care, Inc. on August 7, 2025, allowing services to begin immediately. An amendment to this agreement was approved on October 15, 2025, expanding the scope of mowing services to include additional areas and extending the agreement through January 9, 2026. A second amendment to this agreement was approved on November 19, 2025, expanding the scope of mowing services to include special assessments and extend the agreement through January 31, 2026. This extension will prevent any lapse in service and allow sufficient time to solicit and award a follow-on contract.

City staff now requests approval of a change order in the amount of \$45,000 to Helping Hands Lawn Care, Inc., increasing the total purchase order to \$185,000. This adjustment will ensure sufficient funding to maintain reliable, citywide landscaping coverage throughout this transitional period.

The City is currently in the process of issuing an Invitation to Bid (ITB) for Mowing and Landscape Maintenance Services. This change order with Helping Hands Lawn Care, Inc. is intended as a temporary measure to ensure uninterrupted service until a new contractor is selected, and a project kickoff meeting has been completed. Once the new citywide mowing and maintenance contract is awarded, and the contractor is fully mobilized, the interim mowing maintenance agreement with Helping Hands Lawn Care will be phased out.

Budget Impact:

Funding for citywide landscaping services has been budgeted in the Fiscal Year 2025-2026. The increase will be supported by the following funding sources:

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- \$35,200.00 from Line Item 001-3520-541-3400
- \$9,400.00 from Line Item 406-3520-541-3400
- \$400.00 from Line Item 401-4120-536-3400

Recommendation:

The City Manager and Public Works Director recommend approval of a change order in the amount of \$45,000.00 to Helping Hands Lawn Care, Inc. for continued citywide landscaping services and authorize the City Manager to execute any necessary documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10D as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Amendment II - Interim Contract For Mowing Maintenance Services
2. Exhibit "C" - Price Schedule - OCT 25' - JAN 26'

Agenda Item 11A

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: December 1, 2025

Subject: Read by title only, set December 15, 2025, as the public hearing date, and approve the first reading of Ordinance No. 25-2275, which amends Article IX of the Longwood Development Code to create Section 9.4.0, establishing regulations and procedures for Certified Recovery Residences.

Introduction:

This agenda item requests that the City Commission conduct a public hearing for Ordinance 25-2275, a Longwood Development Code Amendment intended to amend Article IX to create Section 9.4.0 to establish regulations and procedures for Certified Recovery Residences, and set December 15, 2025 as the second public hearing date.

Background/Discussion:

In the last legislative session, the Legislature of the State of Florida adopted Chapter 2025-182 amending §§397.487 and 397.4871, Florida Statutes, relating to certified recovery residences. The term "recovery residence" refers to dwelling units that hold a valid certificate of compliance and are actively managed by a certified recovery residence administrator as defined in Section 397.311, Florida Statutes. Another term used in state statutes is "sober living home."

Chapter 2025-182 requires all municipalities and counties to adopt Ordinances establishing a process for the review and approval of certified recovery residences no later than January 1, 2026. It also requires a process for "reasonable accommodations" to land use or zoning regulations to allow for approval of a certified recovery residence. This would most often apply in the case of single-family residences, where the LDC's definition of family states: "One or more persons occupying a single dwelling unit; provided that such family shall not contain over three persons unless all persons are related by law, blood, adoption, or marriage and are not immediate kindred," for which the recovery residence would otherwise need a special exception.

The Ordinance shall not supersede any declaration of covenants, conditions, or restrictions of a condominium, cooperative, or homeowners' association governed by Chapters 718, 719, or 720, Florida Statutes.

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This item appeared before the Land Planning Agency at its November 12, 2025, meeting and was approved 3-0 with two members absent.

Budget Impact:

There is no anticipated budget impact associated with this item.

Recommendation:

The City Manager and Community Development Director recommend the City Commission approve Ordinance No. 25-2275 on the first reading and set December 15, 2025, as the second public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance 25-2275 on first reading and set December 15, 2025, as the second public hearing date.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 25-2275
2. Chapter 2025-182
3. Business Impact Statement - Ordinance No. 25-2275

Agenda Item 11B

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: December 1, 2025

Subject: Read by title only, set February 2, 2026, as the public hearing date, and approve the first reading of Ordinance No. 25-2276, which amends Longwood Comprehensive Plan to reflect the adoption of the City's Mobility Fee and Bicycle-Pedestrian Master Plan.

Introduction:

This agenda item requests that the City Commission conduct the transmittal public hearing for Ordinance No. 25-2276, a Comprehensive Plan Text Amendment updating the Plan to reflect the adoption of the City's Mobility Fee and Bicycle-Pedestrian Master Plan.

Background/Discussion:

The City has adopted a Mobility Plan and Fee as well as an updated Bicycle-Pedestrian Master Plan. As such, this amendment aims to update the Comprehensive Plan to reflect those changes and update the map series.

This item appeared before the Land Planning Agency at its November 12, 2025, meeting and was approved 3-0 with two members absent.

If approved by the City Commission, this item will be forwarded to the Florida Department of Commerce for review. Staff is requesting an adoption Public Hearing date of February 2, 2026, to allow for the state's review period as well as to allow staff to respond to any comments generated by state reviewers.

Budget Impact:

There is no anticipated budget impact associated with this item.

Recommendation:

The City Manager and Community Development Director recommend the City Commission approve Ordinance No. 25-2276 on the first reading and set February 2, 2026, as the second public hearing date.

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REQUESTED MOTION/ACTION:

I move to approve Ordinance 25-2276 on first reading and set February 2, 2026, as the second public hearing date.

Prepared By:

Chris Kintner, Community Development Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 25-2276
2. CPA 01-25 - Data, Inventory and Analysis
3. Map Series
4. Business Impact Estimate - Ordinance No. 25-2276

Agenda Item 11C

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: December 1, 2025

Subject: Read by title only, set December 15, 2025, as the public hearing date, and approve the first reading of Ordinance No. 25-2277, which amends Article IX of the Longwood Development Code to create Section 9.5.0 addressing changes related to Senate Bill 180.

Introduction:

This agenda item requests that the City Commission conduct a public hearing on Ordinance No. 25-2277, a Longwood Development Code Amendment intended to amend Article IX to create Section 9.5.0 to address changes related to Senate Bill 180, and set December 15, 2025, as the second public hearing date.

Background/Discussion:

In the last legislative session, the Legislature of the State of Florida adopted Chapter 2025-190 (Senate Bill 180) Florida Statutes, which in part prohibits impacted local governments from proposing or adopting certain moratoriums, amendments, or procedures for a specified timeframe. Senate Bill 180 is a wide-ranging piece of legislation related to emergency management, but the key language related to the Longwood Development Code is as follows:

"Each county listed in the Federal Disaster Declaration for Hurricane Debby (DR-4806), Hurricane Helene (DR-4828), or Hurricane Milton (DR-4834), and each municipality within one of those counties, may not propose or adopt any moratorium on construction, reconstruction, or redevelopment of any property damaged by such hurricanes; propose or adopt more restrictive or burdensome amendments to its comprehensive plan or land development regulations; or propose or adopt more restrictive or burdensome procedures concerning review, approval, or issuance of a site plan, development permit, or development order, to the extent that those terms are defined by s. 163.3164, Florida Statutes, before October 1, 2027, and any such moratorium or restrictive or burdensome comprehensive plan amendment, land development regulation, or procedure shall be null and void ab initio. This subsection applies retroactively to August 1, 2024."

The result of this language is that the City is precluded from passing ordinances that could be considered more burdensome than current regulations, and that this language applies

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retroactive to August 1, 2024. This affects Ordinance No. 24-2254, a general LDC update ordinance that included some updates related to the Live Local Act as well as other more general LDC changes.

Because "burdensome" is undefined and in lieu of eliminating the entire ordinance, the City Attorney's office prepared Ordinance No. 25-2277 by which an applicant could contest an individual qualifying regulation or procedure as "burdensome." This request would be considered and, if deemed consistent with state law, the standard could be removed as it applies to the specific request.

SB 180 is currently the subject of multiple lawsuits and the bill's sponsor as well as other legislators have indicated that this portion of the law may be "tweaked" in the next legislative session. This ordinance includes language that suspends its application in case of the removal or substantial change to this language.

This item appeared before the Land Planning Agency at its November 12, 2025, meeting and was approved 3-0 with two members absent.

Budget Impact:

There is no anticipated budget impact associated with this item.

Recommendation:

The City Manager and Community Development Director recommend the City Commission approve Ordinance No. 25-2277 on first reading and set December 15, 2025, as the second public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 25-2277 on first reading and set December 15, 2025, as the second public hearing date.

Prepared By:

Chris Kintner, Community Development Director

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Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 25-2277
2. Chapter 2025-190
3. Business Impact Statement - Ordinance No. 25-2277

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Daniel W. Langley, City Attorney

Date: December 1, 2025

Subject: Read by title only, set December 15, 2025, as the public hearing date, and approve the first reading of Ordinance No. 25-2278, amending the Longwood City Code Section 2-2 (j) governing appeals of trespass warnings.

Introduction:

This agenda item requests the City Commission consideration and approval of Ordinance No. 25-2278.

Background/Discussion:

On April 21, 2025, the City Commission adopted Ordinance No. 25-2266, which created Section 2-2, City Code of Ordinance concerning Control of Access to City-Owned, Controlled, and Leased Property. Since the adoption of Ordinance No. 25-2266, the City has issued four trespass warnings for violations of Ordinance No. 25-2266 concerning video/audio recording within the Police Department lobby. It has been obvious that the violators knowingly violated the Ordinance. A hearing on one of the trespass warning appeals was conducted on October 24, 2025, wherein the appellant used his time during the hearing to challenge the constitutionality of Ordinance No. 25-2266. On November 7, 2025, Special Magistrate Amy Goodblatt issued an Order in Joshua Joseph Gray's Appeal of Trespass Warning 2025TP00387 finding, among other things, that Ordinance No. 25-2266 is constitutional.

Based on experience learned from trespass warning appeals and based on the Special Magistrate finding Ordinance No. 25-2266 constitutional, it makes sense to clarify the trespass warning appeal provisions of Ordinance No. 25-2266 to focus the hearing on the original purpose of the trespass warning appeal process to afford the person being trespassed warned with due process to challenge whether a violation of the Ordinance occurred and whether the trespass warning was properly issued. Ordinance No. 25-2278 proposes amendments to the trespass warning appeals process to provide such clarifications.

Budget Impact:

The changes in the Ordinance will not increase costs and may result in reduced expenses.



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Recommendation:

The City Manager and City Attorney recommend the City Commission approve Ordinance No. 25-2278 on the first reading and set December 15, 2025, as the second public hearing date.

REQUESTED MOTION/ACTION:

I move to approve Ordinance No. 25-2278 on the first reading and set December 15, 2025, as the second public hearing date.

Prepared By:

Daniel W. Langley, City Attorney

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 25-2278

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Chris Capizzi, Leisure Services Director

Date: December 1, 2025

Subject: Read by title only and adopt Resolution No. 25-1697 which amends the Fiscal Year 2025/2026 budget and authorizes funding for the installation of electricity for LED lighting at the Candyland Sports Complex Skate Park.

Introduction:

This agenda item requests the City Commission read by title only and adopt Resolution No. 25-1697, which amends the fiscal year 2025/2026 budget and authorizes funding for the installation of electricity for LED lighting at the Longwood Candyland Sports Complex Skate Park.

Background/Discussion:

Approval of this budget amendment will allocate \$10,493.84 to Duke Energy for the installation of two additional LED light poles for the skate park at Candyland Sports Complex. Duke Energy will run electricity from an existing power source outside Candyland Sports Complex into the park. This new connection would power two different poles with LED lighting in order to provide much-needed light for the skate park and pump track into the evening.

Budget Impact:

To accommodate this project, staff has identified that a transfer from the Recreation Impact Fee Fund Reserves 136-5999-999-9810 can be made. Upon approval of Resolution No. 25-1697, funding in the amount of \$10,493.84 will be allocated to the Capital Equipment expense line item 136-3210-572-6400.

Recommendation:

The City Manager, Director of Financial Services, and Director of Leisure Services recommend City Commission to read by title only and adopt Resolution No. 25-1697, which amends the fiscal year 2025/2026 budget, and authorize the City Manager to execute associated documents.

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REQUESTED MOTION/ACTION:

I move to approve Resolution No. 25-1697 as presented.

Prepared By:

Chris Capizzi, Leisure Services Director

Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 25-1697
2. Exhibit A

Agenda Item 12C

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 1, 2025

Subject: Read by title only and adopt Resolution No. 25-1705, which provides for the adoption of Seminole County's 2025-2030 Local Mitigation Strategy Plan (LMS).

Introduction:

This agenda item recommends the City Commission read by title only and adopt Resolution No. 25-1705, which provides for the adoption of Seminole County's 2025 – 2030 Local Mitigation Strategy (LMS) Plan that is required in order to be considered for continued grant funding through the Federal Emergency Management Agency (FEMA).

Background/Discussion:

The primary purpose of the LMS is to establish an ongoing process that encourages hazard mitigation as part of a daily routine for Seminole County and its municipalities. The LMS process encouraged Seminole County to assess its vulnerabilities to all types of hazards, identify a comprehensive list of goals, objectives, plans, programs and projects in order to decrease or eliminate the effects of the identified vulnerabilities and then finally prioritize the implementation of the selected initiatives.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Public Works Director recommend the City Commission read by title only and adopt Resolution No. 25-1705, adopting Seminole County's 2025-2030 Local Mitigation Strategy Plan and authorize the City Manager to execute any associated documents.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 25-1705 as presented.

Prepared By:

Shad Smith, Public Works Director

Agenda Item 12C

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution No. 25-1705
2. Seminole County's Local Mitigation and Resiliency Strategy 2025-2030
3. Seminole County Local Mitigation Strategy Application Letter

Agenda Item 12D

To: The Honorable Mayor and City Commissioners

From: William Watts, City Manager

Date: December 1, 2025

Subject: Consideration of an amendment to the existing agreement between the City of Longwood and Fishback Dominick LLP for the provision of legal services.

Introduction:

This item seeks City Commission consideration of an amendment to the existing agreement between the City of Longwood and Fishback Dominick LLP for the provision of legal services. The amendment updates the hourly billing rates for legal representation effective January 1, 2026. Fishback Dominick LLP has served as the City's legal counsel since 2009, providing general legal services, representation at City Commission meetings, and ongoing advisory support to City staff and officials.

Background/Discussion:

The City of Longwood has utilized the legal services of Fishback Dominick LLP since 2009. Over the years, the firm has provided consistent and comprehensive legal support to the City, including representation at Commission meetings, legal guidance on municipal operations, review and preparation of contracts, ordinances, resolutions, and general counsel services across all departments.

Fishback Dominick LLP has proposed an amendment to the existing agreement to address updated billing rates while leaving the current retainer rate of \$6,250 in place, effective January 1, 2026. The proposed amendment represents the first-rate adjustment since October 1, 2023, and reflects changes in market conditions and professional service costs within the Central Florida region. The proposed rates are as follows:

Position	Proposed Rate (Effective Jan. 1, 2026)	Current Rate (as of Oct. 1, 2023)
Lead Attorney (Dan Langley)	\$330.00	\$280.00
Other Partner Attorneys	\$300.00	\$280.00
Associate Attorneys	\$280.00	\$280.00
Paralegals & Law Clerks	\$175.00	\$146.00
Legal Assistants	\$100.00	\$99.00

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The City's long-standing relationship with Fishback Dominick LLP has provided continuity and institutional knowledge in managing the City's legal affairs. The firm's familiarity with City operations and policies has proven beneficial in ensuring consistent and efficient legal representation.

Approval of this amendment will authorize the updated rates as outlined above and continue the City's engagement with Fishback Dominick LLP for ongoing legal services.

Budget Impact:

The fiscal impact will vary based on the level and nature of legal services required throughout the year. The adjustment in hourly rates will result in an increase in legal expenses beginning January 1, 2026. Sufficient funding will be incorporated into the City's annual operating budget to accommodate the updated rates.

Recommendation:

The City Manager requests that the City Commission consider the proposed amendment to the agreement between the City of Longwood and Fishback Dominick LLP for the provision of legal services and provide direction to staff.

REQUESTED MOTION/ACTION:

I move to approve the amendment to the existing agreement between the City of Longwood and Fishback Dominick LLP for the provision of legal services as presented in Item 12D.

Prepared By:

William Watts, City Manager

Reviewed By:

Dustin Woolbright, Director of Financial Services

Attachments:

1. Amendment to amended and restated retainer agreement for legal services.