

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

AGENDA
December 15, 2025
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, December 17, 2025, from 1:30 p.m. until 3:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. This month's feature is *The Christmas Chronicles*.**
 - B. The Longwood Movie in the Park will be held on Friday, December 19, 2025, beginning at 7:00 p.m. in Reiter Park, 311 West Warren Avenue. This is a free event and the movie will be *How the Grinch Stole Christmas*.**
 - C. Breakfast with Santa will be held on Saturday, December 20, 2025, from 9:00 a.m. until 10:30 a.m. at the Longwood Community Building, 200 West Warren Avenue. Tickets are available for purchase.**
 - D. Santa Visits Longwood will be held on Saturday, December 20, and Sunday, December 21 from 11:00 a.m. until 6:00 p.m. or however long it takes to finish each area. Routes are only within city limits and as follows:
- Saturday: East of Ronald Reagan Boulevard
- Sunday: West of Ronald Reagan Boulevard**
 - E. The City of Longwood will host Food Trucks and a Concert in the Park on Saturday, January 10, 2026, from 4:00 p.m. until 8:00 p.m. at Reiter Park. The concert will begin at 6:00 p.m.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. Proclaiming the year 2026 as the "250th Anniversary of the Founding of the United States" in the City of Longwood.**
 - B. District #5 Nomination of Business Person of the Month Award for January 2026 (Presentation scheduled for January 19, 2026).**
 - C. Nomination of the Beautification Award (Presentation scheduled for January 19, 2026).**

- D. **Nomination and selection of the recipient(s) of the Martin Luther King, Jr. Good Citizenship Award (Presentation scheduled for January 19, 2026).**

6. BOARD APPOINTMENTS

7. PUBLIC INPUT

- A. **Public Participation.**

8. MAYOR AND COMMISSIONERS' REPORT

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

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 December 1, 2025, Regular Meeting Minutes.**
- B. **Approve the Monthly Expenditures for November 2025.**
- C. **Approve the Monthly Financial Report for October 2025.**
- D. **Approval of a \$31,213.20 Change Order to Central Florida Environmental (CFE), LLC, for additional construction services related to the Bennett Drive Drainage Improvement Project.**
- E. **Approval of a \$40,000.00 increase to Purchase Order No. 26-00055 with Ferguson Enterprises, LLC, to procure water and sewer supplies for ongoing maintenance and operations.**
- F. **Approval of a \$50,000.00 increase to Purchase Order No. 26-00042 with Fortiline Waterworks to procure water and sewer supplies for ongoing maintenance and operations.**
- G. **Approval of the 2025 – 2029 Voluntary Cooperation and Operational Assistance Mutual Aid Agreement between the City of Longwood Police Department and the City of Orlando Police Department.**

11. PUBLIC HEARINGS

- A. **Read by title only and adopt 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 and adopt 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.**
- C. Read by title only and adopt Ordinance No. 25-2278, amending the Longwood City Code Section 2-2 (j) governing appeals of trespass warnings.**

12. REGULAR BUSINESS

- A. Consideration of a Historic District Grant Application (HG 03-25) for 192 West Warren Avenue.**
- B. Read by title only and adopt Resolution No. 25-1705, which provides for the adoption of Seminole County's 2025-2030 Floodplain Management Plan (FMP) to Supplement Seminole County's Local Mitigation Strategy (LMS) Plan.**
- C. Read by title only and adopt Resolution No. 25-1709, which amends the Fiscal Year 2025/2026 budget and authorizes the funding for upgrades at City parks through FRDAP proceeds, allocates funds for emergency sanitary sewer repairs, and approves a budget transfer to purchase shoring boxes for sewer repair workers.**

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:	January 5, 2026 (Cancelled)	6:00 PM	Regular Meeting
	January 19, 2026	6:00 PM	Regular Meeting
	February 2, 2026	6:00 PM	Regular Meeting

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Liane Cartagena, City Clerk

Date: December 15, 2025

Subject: Approval of the December 1, 2025, Regular Meeting Minutes.

Introduction:

The City Clerk is presenting the minutes of the December 1, 2025, 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 December 1, 2025, Regular Meeting 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. CC12-01-2025Mins

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: December 15, 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 \$323,130.41 from November 15, 2025, through November 30, 2025, which includes check numbers from 169699 through 169734.

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 \$323,130.41.

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 Expenditure Report 11.15.25_11.30.25

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services

Date: December 15, 2025

Subject: Approve the Monthly Financial Report for October 2025.

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 October 2025. This item is a reporting of the budgeted financial activity for the month of October 2025.

In addition to the monthly and quarterly financial reports, included on this agenda are the budget transfer report for the month of September 2025 and detailed information on the Purchasing Card expenses for the period of October 4, 2025, through November 3, 2025.

Budget Impact:

The Unaudited Monthly Financial Report reflects a modified budget and actuals for the month of October and Financial Statements for the fourth quarter of the year.

Recommendation:

The City Manager and the Director of Financial Services recommend approval of the Unaudited Financial Reports as of October 2025.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.



Agenda Item 10C

Prepared By:

Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. Purchasing Card Expense Report October 2025
2. Budget Transfer Report October 2025
3. Unaudited Financial Report October 2025

Agenda Item 10D

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 15, 2025

Subject: Approval of a \$31,213.20 Change Order to Central Florida Environmental (CFE), LLC, for additional construction services related to the Bennett Drive Drainage Improvement Project.

Introduction:

This item requests City Commission approval of an increase in the amount of \$31,213.20 to Central Florida Environmental (CFE), LLC, Purchase Order No. 25-00973 for additional construction services related to the Bennett Drive Drainage Improvements Project.

Background/Discussion:

The project focuses on stormwater improvements on Bennett Drive to help reduce flooding around local businesses. Phase I of the project was completed in 2021 and included expanding the shared pond near UPS and installing drainage pipes up to the edge of Bennett Drive.

Phase II of the project, currently under construction, includes installing a new stormwater system. This will involve placing a large drainage pipe under the northbound lane of Bennett Drive, along with six concrete access points and eight stormwater inlets to collect stormwater from nearby properties. A portion of the road will need to be reconstructed during construction of the new pipe and structures and another longer portion will need to be resurfaced to create a suitable driving surface for the length of the pipeline installation. Once complete, the new system will connect to the earlier Phase I work and carry stormwater to the joint pond near UPS.

During installation of the stormwater pipes and structures, the following occurred:

- Unexpectedly, a city watermain was found during installation of a stormwater pipeline. The watermain conflicted with the pipe run. To avoid the watermain, the pipeline had to be removed back to the previous structure and the structures needed to be modified and installed deeper than planned. This also resulted in reinstallation of the pipes connecting to the modified structures.
- Included in the project was a shift in the city waterline to allow for a new structure and pipeline. Due to the water line valve locations, shutting off the water to perform the work would have impacted multiple businesses for up to 3 days. To avoid the impacts, line stops were installed to isolate the section of pipe to be relocated. Additionally, to

Agenda Item 10D

secure the waterline from moving during the relocation, two concrete thrust blocks needed to be installed.

The work associated with these two items was unexpected and had to be done to stay on schedule. This Change Order pays for the work associated with this necessary work.

Budget Impact:

Funding of \$31,213.20 is budgeted and available in the Public Facilities Bennett Drive Drainage Improvement, Line Item 310-3520-541-6324, for the 2025-2026 fiscal year.

Recommendation:

The City Manager and Public Works Director recommend the approval of a Change Order for \$31,213.20 to Central Florida Environmental (CFE), LLC, and authorize the City Manager to execute associated 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. Change Order - Bennett Drive Drainage Improvements PH 2 (IFB-ED24ATLOG0123)

Agenda Item 10E

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 15, 2025

Subject: Approval of a \$40,000.00 increase to Purchase Order No. 26-00055 with Ferguson Enterprises, LLC, to procure water and sewer supplies for ongoing maintenance and operations.

Introduction:

This item requests City Commission approval for an additional \$40,000.00 to Purchase Order 26-00055 with Ferguson Enterprises, LLC, increasing the total to \$80,000.00. These funds are for procuring necessary water and sewer supplies for the repair and maintenance of the City's distribution systems.

Background/Discussion:

The City requires a steady supply of water and sewer materials to support various infrastructure projects, repairs, and routine maintenance. Ferguson Enterprises, LLC has been a reliable vendor for these materials, providing quality supplies that meet the City's operational standards. The requested funds will cover essential supplies such as pipes, fittings, valves, and other components critical for maintaining and repairing the City's water and sewer systems. Procurement of these items is available by piggyback agreement on the existing Seminole County Florida Contract for the Purchase of Inventory Parts Utilities Department (Contract #IFB-605032-25), which is currently valid until October 15, 2028.

Budget Impact:

Funding has been budgeted and is available for the 2025-2026 fiscal year as follows:
Public Utilities Budget – 402-4120-536-4600 Repairs and Maintenance.

Recommendation:

The City Manager and Public Works Director recommend approving an increase of \$40,000 to Purchase Order 26-00055 with Ferguson Enterprises, LLC, raising the total to \$80,000.00 for the procurement of water and sewer maintenance and operations supplies, and authorizing the City Manager to execute any associated documents.

REQUESTED MOTION/ACTION:

I move to approve Item 10E as presented.



Agenda Item 10E

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Ferguson Enterprises Term Contract No. IFB-605032-25

Agenda Item 10F

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 15, 2025

Subject: Approval of a \$50,000.00 increase to Purchase Order No. 26-00042 with Fortiline Waterworks to procure water and sewer supplies for ongoing maintenance and operations.

Introduction:

This agenda item requests the City Commission approve an additional \$50,000 to Purchase Order No. 26-00042 with Fortiline Waterworks, increasing the total to \$90,000.00. These funds are essential for purchasing water and sewer materials required for the maintenance and repair of the City's distribution systems.

Background/Discussion:

The City requires a reliable supply of water and sewer materials and supplies to support ongoing infrastructure projects, repairs, and routine maintenance. Fortiline Waterworks has proven to be a dependable and cost-effective supplier, as demonstrated by recent interactions highlighting their competitive pricing and timely deliveries.

The requested funds will cover essential supplies, including pipes, fittings, valves, and other components critical for the maintenance and operation of the City's water and sewer systems. These materials can be procured using the Fortiline Waterworks Contract #WH22-047, which was awarded through a competitive solicitation facilitated by The City of Boynton Beach.

Budget Impact:

Funding has been budgeted and is available for the 2025-2026 fiscal year as follows:
Public Utilities Budget – 401-4120-536-4600 Repairs and Maintenance;
Public Utilities Budget – 401-4120-536-5200 Operating Supplies.

Recommendation:

The City Manager and Public Works Director recommend the approval of additional funds in the amount of \$50,000.00 to existing Purchase Order No. 26-00042 with Fortiline Waterworks to procure water and sewer-related supplies for ongoing maintenance and operations and authorize the City Manager to execute any necessary documents.

Agenda Item 10F

REQUESTED MOTION/ACTION:

I move to approve Item 10F as presented.

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager

Attachments:

1. Letter of Extension to Annual Supply of Brass Fittings & Accessories

Agenda Item 10G

To: The Honorable Mayor and City Commissioners

From: David Dowda, Police Chief

Date: December 15, 2025

Subject: Approval of the 2025 – 2029 Voluntary Cooperation and Operational Assistance Mutual Aid Agreement between the City of Longwood Police Department and the City of Orlando Police Department.

Introduction:

This agenda item requests City Commission approval for the Mayor and Police Chief to sign the Voluntary Cooperation and Operational Assistance Mutual Aid Agreement between the City of Longwood Police Department and the City of Orlando Police Department.

Background/Discussion:

In accordance with F.S. 23.1225(3), mutual aid agreements may be entered into by the Chief Executive Officer of an agency who is authorized to contractually bind the agency. The proposed agreement will create and maintain combined operational law enforcement cooperation between the City of Longwood Police Department and the City of Orlando Police Department from execution of this agreement through December 31, 2029.

The City of Longwood Police Department and the City of Orlando Police Department are so located in relation to each other that it is to the advantage of each to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to;

- Intensive situations including, but not limited to, emergencies as defined under F.S. 252.34, and
- Continuing multi-jurisdictional law enforcement problems to protect the public peace and safety and preserve the lives and property of people.

The City of Longwood Police Department and the City of Orlando Police Department have the authority pursuant to F.S. 23.1225, the Florida Mutual Aid Act, to enter into a combined mutual aid agreement for law enforcement services that;

- Permit voluntary cooperation and assistance of a routine law enforcement nature across jurisdictional lines, and
- Provides for rendering assistance in a law enforcement emergency as defined in F.S. 252.34.

Agenda Item 10G

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and the Police Chief recommend approval of the Mutual Aid Agreement between the City of Longwood Police Department and the City of Orlando Police Department.

REQUESTED MOTION/ACTION:

I move to approve Item 10G as presented.

Prepared By:

David Dowda, Police Chief

Reviewed By:

William Watts, City Manager

Attachments:

1. Voluntary Cooperation and Operational Assistance Mutual Aid Agreement 2026-2029
2. F.S. 23.1225
3. F.S. 252.34

Agenda Item 11A

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: December 15, 2025

Subject: Read by title only and adopt 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 second reading and public hearing to adopt 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.

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.

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

Agenda Item 11A

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

The City Manager and Community Development Director recommend the City Commission adopt 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.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 25-2275 as presented in Item 11A.

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 15, 2025

Subject: Read by title only and adopt 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 second reading and 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.

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 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.

Agenda Item 11B

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 adopt Ordinance No. 25-2277.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 25-2277.

Prepared By:

Chris Kintner, Community Development Director

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 11C

To: The Honorable Mayor and City Commissioners

From: Daniel W. Langley, City Attorney

Date: December 15, 2025

Subject: Read by title only and adopt 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 adopt Ordinance No. 25-2278, amending the Longwood City Code Section 2-2 (j) governing appeals of trespass warnings.

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.

Agenda Item 11C

Recommendation:

The City Manager and City Attorney recommend the City Commission adopt Ordinance No. 25-2278, which amends the Longwood City Code Section 2-2 (j) governing appeals of trespass warnings.

REQUESTED MOTION/ACTION:

I move to adopt Ordinance No. 25-2278 as presented in Item 11C.

Prepared By:

Daniel W. Langley, City Attorney

Reviewed By:

William Watts, City Manager

Attachments:

1. Ordinance No. 25-2278

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: December 15, 2025

Subject: Consideration of a Historic District Grant Application (HG 03-25) for 192 West Warren Avenue.

Introduction:

This agenda item requests the City Commission consider a Historic District Matching Grant Application from Nathan Roy for the property at 192 West Warren Avenue.

Background/Discussion:

The property on 192 W. Warren Avenue is designated as a “contributing” structure in the Longwood Historic District. Per the terms of the Historic District Matching Grant Program, established by Resolution 17-1432, contributing structures are eligible for up to \$5,000 in grant funding to restore or improve a structure. The purpose of the Downtown Historic District Matching Grant Program is to provide assistance to property owners to restore and improve architectural features of facades of structures within the City of Longwood Downtown Historic District, with primary emphasis given to contributing structures. Grants are also given to projects that make structural improvements to extend the useful life of a structure. This project meets the aim and objective of the historic grant.

Work will include repair of the foundation and piers as well as repair of termite damage. The proposal provided within the application is for a total of \$11,500 in qualifying expenses, which would result in a maximum match of \$5,000 under the program guidelines. The grant application process requires the applicant to pay all monetary amounts in full and any grants awarded will be provided as reimbursement following the successful permitting and final inspection of all related work.

Staff finds that the proposal as shown is consistent with the guidelines of the Historic District and will provide greater longevity for the facades and structure of the historic building. All work completed under this grant program must be permitted through the Building Division where applicable and must be in compliance with the Longwood Development Code and all other applicable codes and regulations.

Agenda Item 12A

Budget Impact:

\$15,000 is budgeted each fiscal year for the Historic District Grant Program. For FY 25-26 there is currently an available balance of \$15,000 allocated to historic grants, which would support this grant application.

Recommendation:

The City Manager and the Community Development Director recommend approval of the Historic District Grant Application HG 03-25 for 192 West Warren Avenue and awarding a grant in the amount of \$5,000.

REQUESTED MOTION/ACTION:

I move to approve the Historic District Grant HG 03-25 as presented in Item 12A.

Prepared By:

Kristin Zack, Planner

Reviewed By:

William Watts, City Manager

Attachments:

1. HG 03-25 Application

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Shad Smith, Public Works Director

Date: December 15, 2025

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

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 Floodplain Management Plan (FMP) that is required to maintain the City's status in the Community Rating System (CRS).

Background/Discussion:

The primary purpose of the FMP is to establish an ongoing process of floodplain management as part of a daily routine between Seminole County and its municipalities. Adoption of the FMP will provide the City with a plan to reduce community flooding, as well as, identify 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 adopt Resolution No. 25-1705 as presented in Item 12B.

REQUESTED MOTION/ACTION:

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

Prepared By:

Shad Smith, Public Works Director

Reviewed By:

William Watts, City Manager



Agenda Item 12B

Attachments:

1. Resolution No. 25-1705
2. 2025-2030 Floodplain Management Plan

Agenda Item 12C

To: The Honorable Mayor and City Commissioners

From: Dustin Woolbright, Director of Financial Services, Shad Smith, Public Works Director, Chris Capizzi, Leisure Services Director

Date: December 15, 2025

Subject: Read by title only and adopt Resolution No. 25-1709, which amends the Fiscal Year 2025/2026 budget and authorizes the funding for upgrades at City parks through FRDAP proceeds, allocates funds for emergency sanitary sewer repairs, and approves a budget transfer to purchase shoring boxes for sewer repair workers.

Introduction:

This agenda item requests the City Commission read by title only and adopt Resolution No. 25-1709, which amends the Fiscal Year 2025/2026 budget and authorizes the funding for upgrades at City parks through FRDAP proceeds, allocates funds for emergency sanitary sewer repairs, and approves a budget transfer to purchase shoring boxes for sewer repair workers.

Background/Discussion:

Capital Projects Fund

Approval of this budget amendment will allow Leisure Services to utilize two FRDAP grants awarded to the City for \$100,000 in park renovations. One \$50,000 grant will fund the renovation of the skate park, replacing modular equipment with permanent concrete structures and upgrading ballfield elements at Candyland Sports Complex. The second \$50,000 grant will support the renovation of basketball courts and playground equipment at Sandalwood Park.

Public Utilities Fund

The City currently has had two emergency sanitary sewer issues requiring attention:

1. Emergency Repair – 774 E. Wildmere Avenue (Sanitary Sewer Main Damage)

On October 15, 2025, a communications subcontractor accidentally struck and damaged a sanitary sewer service line approximately nine feet deep, serving the residence at 774 E. Wildmere Avenue. Due to the unusual depth and extent of the damage, this situation poses an urgent risk of sewage backup into the residence and potential roadway undermining. A claim for reimbursement is being processed with the responsible subcontractor.

Staff contacted three vendors with experience in emergency repairs. Two were unable to

Agenda Item 12C

mobilize, leaving Cathcart Construction as the only available vendor.

2. Emergency Sanitary Sewer Main Depression – 564 Ronald Reagan Boulevard

Staff identified a growing depression in the inside travel lane at approximately 564 Ronald Reagan Boulevard. Cathcart Construction responded, identified the source of the failure, stabilized the area, and is prepared to complete the emergency repairs to prevent further damage to the roadway and utilities.

The total cost for these two emergency repairs is \$256,574.94, which was not budgeted.

Additionally, repairs are needed for the water plant RTU (Remote Terminal Unit) to improve the control of water pressure and reduce the risk of excess pressure damaging the City's water lines. Adoption of this resolution will authorize staff to transfer funds from the Water Plant Replacement CIP expenditure line to the Water Plant R&R CIP expenditure line to cover the cost of these repairs.

While conducting sewer repairs over the Thanksgiving weekend, staff identified the need for trench boxes to ensure worker safety and stability during repairs. This resolution will authorize the transfer of funds from operating expenditures to capital expenditures for the purchase of these boxes.

Budget Impact:

Capital Projects Fund (320):

Expenditures are increased by \$100,000 with a revised projected 320 fund balance of \$131,330. The revenue from the FRDAP grants was already included in the adopted budget.

Public Utilities Fund (401):

Expenditures are increased to reflect the emergency repairs to the sewer system for \$256,574.94, and a decrease to Reserves of \$256,574.94. For the purchase of the trench boxes, capital expenditures will be increased by \$20,000 and operating expenditures decreased by \$20,000.

Recommendation:

The City Manager and Director of Financial Services recommend approval of Resolution No. 25-1709.

REQUESTED MOTION/ACTION:

I move to approve Resolution No. 25-1709 as presented.



Agenda Item 12C

Prepared By:

Dustin Woolbright, Director of Financial Services

Reviewed By:

William Watts, City Manager

Attachments:

1. Resolution 25-1709
2. Resolution 25-1709 Exhibit A
3. Resolution 25-1709 Exhibit B