

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

**MINUTES**  
**June 17, 2019**  
**6:00 P.M.**

**Present:**     **Mayor Matt Morgan**  
                 **Deputy Mayor Brian D. Sackett**  
                 **Commissioner Abby Shoemaker**  
                 **Commissioner Richard Drummond**  
                 **Commissioner Ben Paris**  
                 **Dan Langley, City Attorney**  
                 **J.D. Cox, City Manager**  
                 **Michelle Longo, City Clerk**  
                 **David P. Dowda, Police Chief**  
                 **Chris Kintner, Community Development Director**  
                 **Shad Smith, Public Works Director**  
                 **Lee Ricci, Human Resources Director**  
                 **Lisa Snead, Financial Services Director**  
                 **Clint Gioielli, Deputy Police Chief**  
                 **Trisha Fuston, Payroll/HR Coordinator**  
                 **Liane Cartagena, Senior Administrative Assistant**

- 1.     CALL TO ORDER.** Mayor Morgan called the meeting to order at 6:04 p.m.
- 2.     MOMENT OF SILENT MEDITATION**
- 3.     THE PLEDGE OF ALLEGIANCE**
- 4.     COMMUNITY ANNOUNCEMENTS.** Ms. Longo read the following announcements.
  - A.     Senior Matinee will be held on Wednesday, June 19, 2019 from 1:30 p.m. until 4:30 p.m., Longwood Community Building, 200 West Warren Avenue. This month's feature is *Holmes & Watson*.**

- B. The “Downtown Longwood Food Trucks” and “Art Market in the Park” will be held on Thursday, July 11, 2019 from 5:30 p.m. until 8:30 p.m. at Reiter Park, 311 West Warren Avenue.
- C. The “Downtown Longwood Cruise-In” Car Show will be held on Saturday, July 13, 2019 from 11:00 a.m. until 2:00 p.m. in the Historic District of Longwood.
- D. Federation of Families of Central Florida in partnership with The City of Longwood will host the 7th annual “Be a HERO Back to School Resource Fair” on Saturday, July 27, 2019 from 10:00 a.m. until 1:00 p.m. at the Longwood Community Building, 200 West Warren Avenue.
- E. Longwood Aquatics will be providing swim lessons throughout June and July and there will be open swim for Longwood Residents until July 27<sup>th</sup> at Lyman High School. For information regarding prices and registration contact 407-869-5600 or visit [www.LongwoodAquatics.com](http://www.LongwoodAquatics.com).

**5. PROCLAMATIONS / RECOGNITIONS**

- A. **District #2 Nomination of the Business Person of the Month Award for July 2019.**

Commissioner Drummond nominated Mr. Todd Morgan, CEO of Comprehensive Energy Services for the Business Person of the month for July 2019. Nomination carried by a unanimous voice vote.

- B. **Nomination of the Beautification Award.**

Deputy Mayor Sackett nominated Christ Church Longwood for the Beautification Award. Nomination carried by a unanimous voice vote.

**6. BOARD APPOINTMENTS. None.**

**7. PUBLIC INPUT**

- B. **Public Participation.**

Duane DeGeus, 460 East Evergreen Avenue, Longwood. He said his statement pertains to The Shoppes of Longwood, which I believe is a misnomer. It should actually be called The 300 Unit, four story apartment, the six-level parking garage at Wildmere Manor. Planet Fitness in an apartment building meets no one’s

definition of anchor retail, and will not be a community or regional attraction, only another place to pass by. He gave his take-aways from the June 5<sup>th</sup> Citizens Awareness and Participation Plan (CAPP) Meeting. I saw one out of seven Commission members in attendance. He asked if this type of meeting attendance is common and if this is a typical city reaction to first hand citizen input. Though held in a larger room than Commission Chambers, having such an anemic public address system nearly made it pointless. It ended up a disservice to the people gathered. If this is a normal CAPP meeting set up, then it only serves to stifle interaction and discussion. One only hopes this was not intentional. The Longwood online CAPP PDF document betrays the City's actual intent for this type of meeting. The PDF only recommends how the developer should address the residents' concerns. It gives no helpful guidance at all to affected residents in stating their position. The Citizens Awareness Participation Process name implies a laugh. Nevertheless, this developer seemed ill prepared to make his case. He spoke nothing about previously building projects adjacent to neighborhoods done under similar conditions. Aside crudely rendered line of site drawings, nothing addressed specific neighborhood and street concerns. No artistic, rear view, architectural rendering had even been prepared. When asked why this development on this property, the developer himself basically said the land was available, giving absolutely no assurance of betterment to the neighborhood, community, or region. In fact, it is likely the developer finds this property especially desirable because of the way past zoning allowance has caused its abnormal size configuration to come about. One of the people seated at the front perhaps has the power to authorize a neighborhood traffic study. However, he made clear his unwillingness to do that for these residential streets. Not a priority. Contrary to those overseeing city development, I see no need for this headlong rush. Local residents challenged this developer, or a more sympathetic one, to express a greater level of community concerns and come up with a plan that demonstrates provable, far-reaching merit. The City Commission should exercise patience and demand the same for all its residents. People in our neighborhood and the entire community want welcoming, fresh, and attractive retail, and can tolerate some form of multi-unit housing when it is planned to harmoniously co-exist with established, single-family homes and roads designed for them.

**A. Presentations: Mr. Jim Vickaryous will be giving an Opioid presentation. (Arrived late moved after public participation)**

Jim Vickaryous, Managing Partner with Vickaryous Law Firm gave a presentation on the Opioid epidemic.

**Mr. Ori with PRMG will be giving a Rate Sufficiency presentation. (Arrived late moved after public participation)**

Robert Ori with PRMG gave a Rate Sufficiency presentation.

**8. MAYOR AND COMMISSIONERS' REPORT**

**District #5.** Deputy Mayor Sackett said he is back from Canada and has caught up with everything. He asked where are we regarding hurricane preparation. He has recorded rainfall over the last 17 days, and we have had 16.6 inches of rain. He asked about cleaning out all of our drains, and where are we regarding sand for sand bags. He went to the Food Truck Event during the rain with his grandkids. He met with Lyman High School Principal Mike Rice about the Longwood Pool. It will be placed on a future meeting. He asked about being charged by the insurance company for physicals for himself and our firefighters.

**District #1.** Commissioner Shoemaker said she went to a ribbon-cutting and saw the wonderful apartments and the view at WaterVue. She attended the CAPP Meeting along with Mayor Morgan and did hear a lot of concerns from residents near the proposed Shoppes of Longwood. When we attend CAPP Meetings, we are not there to speak, just to listen and learn. I am hoping everything is taken into consideration that the residents made mention of, increased traffic, and traffic light concerns. Things are going to change, but I do hope that everything is doable. Where I am located, my house backs up to Church Avenue and was not thrilled when the Rangeline Woods subdivision went in. I hope The Shoppes of Longwood is a positive venture for the city, I hope that public safety is not over-burdened, and I hope the traffic situation is addressed. I have faith in our staff and City Manager it will be. I attended the Board Meeting Dinner on June 6<sup>th</sup> and thanked each volunteer. She went to the Wekiva Island Flag Retirement Ceremony, and Mayor Morgan was the speaker.

**District #2.** Commissioner Drummond said he was not at the June 5<sup>th</sup> CAPP Meeting since he had another obligation to attend which was CALNO. This is the Council of Local Governments in Seminole County hosted by Altamonte at their Eastmont Park Civic Center. It is amazing how much Seminole County cities and the county itself are growing. We exchange information and learn what we can each benefit from what the

other cities are doing. Altamonte is a shining example. They are very progressive in a lot of things they do, and Longwood needs to try to adopt some of the things they do also. June 6<sup>th</sup> was the Board Appreciation Dinner. He thanked the City Clerk for putting that on and thanked all the volunteers that assist the City by serving on boards and advisory committees.

**District #3.** Commissioner Paris said he generally avoids CAPP Meetings and tries to avoid any meeting where there will be more than one Commissioner because of the strict Sunshine Laws that govern all of the electives here in Seminole County. He noted when we are anywhere something can be discussed that the Commission may be voting on, it is very difficult for us. If anyone asks us a question or one of us speaks, that can be interpreted as a violation of the Sunshine Law. That is something that the Governor takes very seriously in the State of Florida. They are not very shy about handing down fines and removing electives from office. He pointed out there is a misunderstanding that the Commission allows development. We do not own the property. That is private property, and development will come through that property when people move onto it. We have an ability to negotiate some terms with the development, but a developer can right now build on that piece of property and not talk to the City at all, as long as they follow the Code. The Code on that property has been there for a very long time, and if the City decided now to change it, we would be sued for violation of property rights. We are tied by law to make sure this is close to a win-win situation. That is our curse and our job here, to try to find the closest balance we can.

**District #4.** Mayor Morgan said on June 4<sup>th</sup> he had a very interesting meeting with former State Senator Andy Gardner, who is now with Orlando Health. The conversation was how to create more beds here. South Seminole Hospital was also part of this meeting. They are going to be one of the first hospitals to provide an addiction-specific doctor on call. When somebody comes in for surgery, they will have someone to provide whatever needs to be provided for that addict to keep them sober as much as possible through that process. They are trying to provide more beds for those sick with addiction. On June 5<sup>th</sup> there was a great ribbon-cutting at the WaterVue Apartments and I also attended the CAPP meeting. On June 6<sup>th</sup>, I attended a MetroPlan meeting. He asked about the railroad arms synchronization and was told it was already being addressed. He asked for further clarification on that, and coming up in July they will be doing train operation testing. At the time the testing is done they will address the synchronization of the railroad arms. He brought up the area near the railroad tracks on Grant Street near the dead-end of the road and how there is access by kids to that area.

Seminole County Trail will be providing some kind of fence to separate the tracks from the trail. Regarding our Board Recognition Dinner, we cannot thank our board members enough. You are all part of this team and part of us moving forward. We get great ideas from many of you and you all work hard. He said Longwood Aquatics gives swimming lessons at Lyman High School, but they also will provide lessons at home. We have been very impressed with the coach that comes to our house to teach our son, Jackson. On June 10<sup>th</sup>, he attended a Leadership Seminole Board meeting at the Sheriff's office. June 14<sup>th</sup>, there was a Florida League of Cities Transportation and Inter-governmental Relations Committee meeting. They have moved on to motorized scooters in addition to the bike share program. He said they are also testing autonomous vehicles and trucks. On Flag Day, there was a Flag Retirement Ceremony at Wekiva Island and many people attended along with first responders from Longwood, other cities, countywide, and military veterans.

**9. ANY ADDITIONS OR DELETIONS TO THE AGENDA. None.**

**10. CONSENT AGENDA**

- A. Approve Minutes of the April 1, 2019 Regular Meeting.**
- B. Approve the Monthly Expenditures for May 2019.**
- C. Approve the Monthly Financial Report for May 2019.**

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

**11. PUBLIC HEARINGS. None.**

**12. REGULAR BUSINESS**

- A. Read by title only and adopt Resolution No. 19-1502, which amends the fiscal year 2018/2019 budget to provide for a transfer of funds to cover unbudgeted expenditures.**

Mr. Langley read Resolution No. 19-1502 by title only.

Ms. Snead presented the Item and answered questions.

Commissioner Shoemaker moved to adopt Resolution No. 19-1502 as presented Item 12A. Seconded by Deputy Mayor Sackett and carried by a unanimous roll call vote.

**13. CITY MANAGER'S REPORT**

**A. Human Resources Department Report.**

Ms. Ricci invited everyone to come to visit her to get in-depth on any of the topics she is going to run through tonight. I have two employees who are phenomenal. Tricia Fuston, who has been here 31 years, started as an intern in high school with the City, and Maggie, who has been here two and one half years. Maggie has a Master's in Public Administration. We currently have two unpaid interns. We are all very highly cross-trained, we help each other do whatever needs to get done. I really work hard to help the City Manager by figuring out where HR's role is. It is like being the "Mom" of the organization or being the police officer of the organization, setting the rules and policies. We want to be a strategic partner. We want to work with the City Manager and the Commission to build an environment of cooperation and work to make people as happy and productive as possible. We do that by working with all staff and retirees. Through risk management, we work not only with our employees but also with the citizens. Under the heading of Recruiting and Onboarding, we do a number of recruitments every year. Just this year alone, we posted 33 positions. Maggie predominately focuses on recruitment. Under those 33 positions, we have received over 683 applications, 19 new hires, and 14 promotions. Basically, our turnover rate hit 6.8%, which is exceedingly good. We should be very proud of that low number. With each new hire comes a background check, reference checking, and all kinds of criteria we have to set. We have a very thorough orientation program. For payroll, we have done 26 times a year, 160 plus checks for each employee. This year, we have over 3,000 checks we have cut. Each check is different, and everybody's needs are different. For Benefits and Compensation we have medical, dental, vision, LTD Life, Pension, Ancillary (Aflac), and leave time for every employee. In the next year, we will be putting a Request for Proposals (RFP) out for all our benefits programs. Compensation, we have job descriptions for every position. They are living, breathing creatures. Based on the citizens' needs, our operations change, so our job descriptions change. This past year, we created step plans for our non-union positions. We have a step plan for our Police Department and a pseudo step plan for our Fire Department. Mr. Cox instituted performance appraisals for performance evaluations. We are in the process of doing those on a quarterly basis. Each employee gets an evaluation. It is a very organized and easy form to work through, but gives employees important feedback and information they deserve. The Policy Manual is older than many of our employees. It was written in 1990. We are currently trying

to incorporate what our two union contracts have into it and making sure we are recognizing all parts as well as the original documents. Because it was written in 1990, it does not have a lot of the current compliance issues that are required and how drug and alcohol tests are done and complied with. We have some more chapters we have to massage and get through. The next step will be to have our Directors review this. We hope to have that new manual by October 1. Regarding Compliance, we are dealing with the Equal Employment Opportunity Commission (EEOC) and Verification of Employment (VOE). Public Record Requests are time consuming. With Employee Relations Issues, it is a privilege to work with our supervisors. They work very hard to manage employee relations. Regarding Labor Relations, the Teamsters and International Association of Fire Fighters (IAFF) Unions we work with we have very good relations with at this time. It is good we have a strong Commission that really understands those relationships make everybody stronger. Mr. Cox and I work hard to make sure we are communicating well in working with those groups. For Risk Management, it has been amazing to learn about it. When we hire a new person, the first day they go through ethics, safety, anti-Harassment and anti-bullying in the work place. We have recently done a Citywide anti-harassment training that all employees had to go through. We have monthly training that comes from Public Risk Management. We have a great Safety Committee made up of across departmental employees. We sit together and talk about all the trends, all kinds of accidents, and how we track these things, and the City and the citizens' dollars with the insurance we have. We currently have an RFP out for Property and Casualty Insurance. This includes auto liability, general crime, public officials, errors and omissions, employee benefits liabilities, workers compensation and property. She said we close on the proposals this Thursday and hopefully, we will have a recommendation to you through Mr. Cox by July 15<sup>th</sup>. Tricia, Maggie and I take a lot of pride in what we do.

**B. City Manager Report.**

Mr. Cox said regarding emergency preparedness, we do have an Emergency Response Plan that was adopted by the governing body at the time. It is still in place, and we continue to work that as time goes on. We do have a finalization meeting with some of our Directors regarding some details about our staffing levels based upon the last event and what we anticipate will be required. As far as the Public Relations side, we did release to the public the plan that Seminole County released to us on what their

plans are, so once we get this finalized, we will address that with the Commission.

Mayor Morgan asked if de-mucking is part of that.

Mr. Cox said de-mucking is not part of that and Public Works is working on a plan.

Mr. Cox reminded everyone this Thursday is the Budget Work Shop starting at 3:00 p.m. and we had an increase in our tax roll this year of \$6.1 million which equates to 8%. He said the shed that was requested to be demolished has been demolished. The Splash Pad at Reiter Park is now operational. He said we have sent a letter to West Construction about the close out being so late. We have indicated to them the stipulated penalties total \$66,000. We are waiting for their response to that. The Tennis Courts have to cure a bit longer, hopefully, in the next week or two, they will be able to set a date to paint and stripe. Regarding Ronald Reagan Boulevard (County Road 427), they continue to be behind. They are finishing underground drainage work this week, and they plan to pave it in about three weeks. Completion date is set for August 3<sup>rd</sup>, and final completion will be another thirty days beyond that. There will be some lane closures when we have cross walk construction going on and we will be notifying the public on this. The ones affected are Bay Avenue, Warren Avenue, Florida Avenue, and Jessup Avenue. He said that will take place in July. We are full for the July 15<sup>th</sup> meeting and I am trying not to add anything more to the list. For the August 5<sup>th</sup> meeting, I have targeted having back a draft of the request for proposal we discussed on sponsored City parks and facilities. We have had a question come up if we are interested in selling City properties, so we have a discussion scheduled for August 5<sup>th</sup> for that as well. He recognized all the police officers for being here tonight as well.

Mr. Cox recognized Freddie, one of our Canines. He has been with Corporal Hernandez for over eight years of service. He has physically apprehended and restrained 14 Felons from various felonies, including armed robbery, carjacking, grand theft auto, commercial, residential, and vehicle burglary, battery on a law officer, child molestation, and attempted homicide. He has also been responsible for locating 12 more felons following scent tracks who chose to surrender prior to Freddie having to physically restrain them. He and his team are responsible for locating over 35 grams of cocaine, 17 grams of heroin, 134 grams

of methamphetamine, 150 grams of cannabis, and \$50,000 cash used in narcotic investigations for various agencies.

Chief Dowda recognized Corporal Hernandez and Freddie and announced Freddie's retirement. He said Freddie will live out his retirement with the Hernandez family. Photos were then taken.

**14. CITY ATTORNEY'S REPORT.** None.

**15. CITY CLERK'S REPORT.**

Ms. Longo said June 20<sup>th</sup> is the Budget Work Session at 3:00 p.m. and the July 1<sup>st</sup> commission meeting is cancelled. The next meeting is on July 15<sup>th</sup>.

**16. ADJOURN.** Mayor Morgan adjourned the meeting at 8:18 p.m.

Minutes approved by City Commission: 09-09-2019

/S/  
**Matt Morgan, Mayor**

**ATTEST:**

/S/  
**Michelle Longo, CMC, FCRM**  
**City Clerk**

The Official signed minutes are on file in the City Clerk's Office.