

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

**MINUTES**  
**July 15, 2019**  
**6:00 P.M.**

**Present:**     **Mayor Matt Morgan**  
                 **Deputy Mayor Brian D. Sackett**  
                 **Commissioner Abby Shoemaker**  
                 **Commissioner Ben Paris**  
                 **Commissioner Richard Drummond**  
                 **Dan Langley, City Attorney**  
                 **J. D. Cox, City Manager**  
                 **Michelle Longo, City Clerk**  
                 **David P. Dowda, Police Chief**  
                 **Mike Peters, Fire Chief**  
                 **Chris Kintner, Community Development Director**  
                 **Chris Capizzi, Leisure Services Director**  
                 **Lee Ricci, Human Resources Director**  
                 **Lisa Snead, Financial Services Director**  
                 **Shad Smith, Public Works Director**  
                 **Liane Cartagena, Sr. Administrative Assistant**

- 1.     CALL TO ORDER.** Mayor Morgan called the meeting to order at 6:00 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, July 17, 2019, from 1:30 p.m. until 4:30 p.m., Longwood Community Building, 200 West Warren Avenue. This month's feature is *Rocketman*.**
  - B.     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.**

- C. Longwood Aquatics will be providing swim lessons throughout June and July and there will be open swim for Longwood Residents until July 27th at Lyman High School. For information regarding prices and registration, contact 407-869-5600 or visit Longwood Aquatics website.**
- D. Orlando Health South Seminole Hospital will be sponsoring the “Concert in the Park” Event on Friday, August 2, 2019, from 6:00 p.m. until 9:00 p.m. at Reiter Park, 311 West Warren Avenue. Music starts at 7:00 p.m. and food will be available for purchase. This is a free event.**

**5. PROCLAMATIONS / RECOGNITIONS**

- A. District #2 Presentation of the Business Person of the Month award for July 2019 to Todd Morgan, Founder & President / CEO of Comprehensive Energy Services, Inc., located at 777 Bennett Drive, Longwood.**

Commissioner Drummond read a brief biography on Todd Morgan and then presented him with the Business Person of the Month Award for July 2019. Photographs were then taken.

- B. Presentation of the Beautification Award to Christ Episcopal Church located at 151 West Church Avenue.**

Deputy Mayor Sackett presented Reverend Mother Michelle Roach with the Beautification Award for Christ Episcopal Church. Photographs were then taken.

**6. BOARD APPOINTMENTS**

- A. District #5 Nomination to the Parks & Recreation Advisory Board.**

Deputy Mayor Sackett nominated Ms. Judi Coad for reappointment to the Parks and Recreation Advisory Board. Seconded by Commissioner Paris. Nomination carried by a unanimous voice vote.

**7. PUBLIC INPUT**

- A. Public Participation.**

Larry Howard, 1065 Ridge Street, Longwood. He said his concern is with the vagrants and homeless people who live, pass out, and leave needles in the State Road 434 and U.S. Highway 17-92 area which is close to his house. He acknowledged the Police Department for doing a wonderful job. They have come over there, but there is only so much they can do. I have talked to some businesses such as the Fifth Third Bank and Pawn Shop, and everyone has had issues and called the police. The vagrants have two wheelchairs they change out and start begging. Another problem is that part of that property is in the County and part of it is in the City. We talked about a Neighborhood Watch area, but we have so many elderly people we cannot do that. I have talked to Sims Electric who have also had to call the police. His concern is people's thoughts on Longwood if they see the trash and needles left behind from these vagrants.

**8. MAYOR AND COMMISSIONERS' REPORT**

**District #1.** Commissioner Shoemaker said on July 12<sup>th</sup>, along with Mayor Morgan and Deputy Mayor Sackett, she attended the ribbon cutting for the American Muslim Community Clinic's new addition to their free Dental Clinic. This is a needed service in our community and many thanks to the American Muslim Community for making dental care available for those who otherwise could not afford it. While there, Ms. Desta Furneu spoke briefly about nationwide renewable energy goals and her involvement. She emailed me information today regarding her City adopting renewable energy goals. I forwarded her information to Mr. Cox, and he will review it to see if this is a doable and beneficial project for our City.

**District #2.** No report.

**District #3.** Commissioner Paris addressed Mr. Howard's statements as this was in his district. I do appreciate the City Manager looking into that on our behalf. Some of that territory is actually in Winter Springs. This is becoming an issue all along U.S. Highway 17-92 for a lot of our residents and business owners. The rules across the boards are not all the same. You can have a business on one side of U.S. Highway 17-92 and directly next door to it is the county, who are under a certain set of codes and ordinances, and on the other side of that you can be in either Winter Springs or Casselberry, who are under another set of rules and codes. This includes signage, how we enforce code enforcement, and handle panhandling. With the permission of the Commission, I would like to start a dialogue with Winter Springs regarding this. We need to consider annexing those properties along U.S. Highway 17-92. The best way to start is to have a conversation with the Commission and then allow staff

to follow along behind us once we have a framework and a dialogue started. He asked for verbal permission to get that conversation started.

It was the consensus of the Commission to allow Commissioner Paris to reach out to Winter Springs.

Commissioner Paris said regarding Lake Horton off of Orange Avenue, there is a retention pond and it is looking pretty good right now. Unfortunately, with the rainstorms that happen over the summer, a lot of trash gets washed into this little pond. It is an important pond for our runoff, and he asked if we could have staff look into putting some sort of catch net on there. This pond receives a lot of runoff from East Longwood. He asked for updates on construction for Taco Bell, Publix, LA Fitness, and the coffee shop. His most frequent calls come from people who want to know when these developments will be done, and he has no dates to advise on. Lastly, he has just learned there is a franchise fee for every dumpster in the City of Longwood. We are supposed to be collecting franchise fees from the waste management companies that pick up these dumpsters. He is not sure they are getting passed on to where they belong. He thinks it would be prudent for us to look into this and reach out to all of our vendors that are doing construction, roll-off dumpsters particularly, and get a list of who they are servicing. We can then get a list of dumpsters in the area and see if we can reconcile to make sure everybody is playing above deck.

**District #4.** Mayor Morgan said one of the reasons he had asked to start the social media initiative with Instagram, Twitter, and Facebook was to provide City improvement updates to keep the City informed. On Tuesday, June 18<sup>th</sup>, he was invited to Lake Mary High School to speak to their Transition Program which is a group of incoming freshmen that have continuous trials, tribulations, and troubles. On his way out, he was asked to speak to another class called the Advanced Opportunities Incoming Class for Potential English Honors Program. These students show a lot of promise but still get into trouble or do not take school seriously enough. They definitely do not see the opportunity of being part of their English Honors Program. They asked serious questions about bullying and how to deal with it. On June 19<sup>th</sup>, he attended a ribbon-cutting at the YMCA on Longwood/Lake Mary Road. On June 20<sup>th</sup>, he took part in another Seminole County Opioid Council Meeting. He emphasized the importance of therapy due to the mental health issue. He wanted to make sure these people stay off opioids when they get the opportunity to stay sober. He took part in the Leadership Seminole Board Meeting and will be part of the upcoming class in August with Commissioner Paris. On July 3<sup>rd</sup>, he went to the Advent Health Community Advisory Board who had a meeting and later that day they went to Red, Hot and Boom in Altamonte Springs. On July 5<sup>th</sup>, he had a

meeting with a Barrington Subdivision resident, followed by a meeting with the City Manager which he will continue to have once a week. On July 12<sup>th</sup>, he went to the ribbon cutting at the American Muslim Community Center Dental Clinic. On June 20<sup>th</sup>, he received an email from the Chamber of Commerce listing their annual list of Best Cities to Live in Florida, and Longwood ranked number 13 out of 2,509 Florida cities. He would like Commissioners and staff to add this tag to their signature when they send out emails. He said Longwood youth challenged him to get on a bike and do a jump off the BMX ramp. He asked Mr. Cox for an update regarding the Fire Department and moving them to a new location.

Mr. Cox asked if he could report back at the next Commission meeting.

Mayor Morgan said he wants to make sure all Commissioners get budget workshop reports for what every penny in this city is spent on before the next Budget Work Shop.

**District #5.** Deputy Mayor Sackett addressed the vagrancy on Ridge Road and Talmo Street which has been going on for years. He likes Commissioner Paris's initiative to get with Winter Springs and tackle this issue. He brought up the two wheel chaired homeless situations he had seen just last week. Our Police Department tries to address the problem and is doing a good job of it. He said we need to care for these people. He said Warren Avenue is in horrible condition and would like to know what is being done with that. The area where the fencing is going up at the old golf cart place, where the new high rises are coming in, is very rutted from vehicles. That is a gateway to our City, and we cannot have those ruts. There is a fire hydrant that is sinking along there also. The Dental Clinic was a wonderful ribbon cutting. School grades came out recently in Seminole County which is an A-rated school district. The surrounding high schools, Lyman, Lake Mary, and Brantley, are B-Rated. He pointed out Woodlands Elementary and Rocklake Middle are A-Rated. Mr. Cox and I went to Lyman High School to do an exploratory search with them to see what could potentially be done about getting a community pool, as well as addressing the needs of a swim team at Lyman. It was a very positive meeting.

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

Mayor Morgan requested that Items 10E and 10G be pulled for a separate discussion.

**10. CONSENT AGENDA**

- A. Approve Minutes of April 15, 2019, and May 6, 2019, Regular Meeting.**
- B. Approve the Monthly Expenditures for June 2019.**
- C. Approve the Monthly Financial Report for June 2019.**
- D. Approve a contract agreement and purchase order in the amount of \$100,000 to American Ramp Company to create a design-build plan and construct an asphalt BMX Pump Track at Candyland Park as part of a Children's FRDAP grant.**
- E. Authorize the City Manager to sign all necessary documents and approve the purchase orders for the lease of two vehicles for the Leisure Services department through the Enterprise Fleet Management Program and allow Enterprise's remarketing division to sell the two vehicles being replaced.**
- F. Approve an increase in the amount of \$10,000 to purchase order No. 19-000744 for Lynch Oil Company for fuel of citywide generators, lift station pumps, and storage tanks.**
- G. Approve a purchase order in the amount of \$101,320 to Kimley-Horn and Associates, Inc. for streetscape enhancements and landscape architectural design services related to the Ronald Reagan Boulevard (County Road 427) Landscape Architectural Enhancements project.**
- H. Approve a purchase order in the amount of \$52,711.70 to Barnes, Ferland and Associates, Inc. (BFA) for professional engineering services related to the Grant Street Asbestos Cement Water Main Replacement project.**

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

Discussion ensued on Item 10E, Ms. Snead explained the lease program with Enterprise Leasing and questions were answered.

Commissioner Drummond moved to approve Item 10E as presented. Seconded by Deputy Mayor Sackett and carried by a unanimous roll call vote.

Discussion ensued on Item 10G, Mr. Cox and Mr. Smith explained the project and process and questions were answered.

Commissioner Shoemaker moved to approve Item 10G as presented. Seconded by Deputy Mayor Sackett and carried by a unanimous roll call vote.

**11. PUBLIC HEARINGS.** None.

**12. REGULAR BUSINESS**

- A. Set the Tentative Millage Rate for the 2019/2020 Fiscal Year beginning October 1, 2019, and Authorize the City Manager to complete the Certification of Taxable Value (DR-420) and Maximum Millage Levy Preliminary Disclosure (DR-420MMP) forms via the Department of Revenue's E-Trim System.**

Ms. Snead presented the Item and stated they are proposing setting the tentative millage rate at 5.50. She mentioned that the tentative millage rate of 5.50 is 6.12% higher than the rollback rate of \$5.1827 for the fiscal year beginning October 1, 2019, and ending September 30, 2020.

Deputy Mayor Sackett moved to approve the tentative millage rate of 5.50 for the 2019/2020 fiscal year beginning October 1, 2019. Seconded by Commissioner Shoemaker and carried by a unanimous roll call vote.

- B. Read by title only and adopt Resolution No. 19-1503, adopting a policy for pay for employees during a declared emergency.**

Mr. Cox presented the Item.

Commissioner Paris moved to adopt Resolution No. 19-1503 as presented Item 12B. Second by Deputy Mayor Sackett and carried by a unanimous roll call vote.

**13. CITY MANAGER'S REPORT**

- A. Emergency Preparedness Update.**

Chief Peters gave an update on the emergency preparedness. He said the Atlantic Hurricane Season begins June 1<sup>st</sup> and ends November 30<sup>th</sup>. In preparation for a possible impact, the City staff has been working diligently to develop plans to protect and assist our citizens. To accomplish this task, we conducted preparedness meetings with leadership staff here at the City and reviewed the roles and responsibilities of each person during an emergency. We participated in

refresher training at the Seminole County Emergency Operation Center (EOC), detailing the duties of our representatives assigned there during an emergency. We have completed post-storm damage assessment training that has been conducted with the latest software for our crews here in the field. We have established agreements for debris collection with five different contractors and secured a multi-year agreement for a debris collection site here in the City. We will also be bringing an agreement to the Commission for approval in the near future for a debris monitoring contractor. These agreements will provide for improved record-keeping in strict compliance with FEMA regulations for faster reimbursement. It may cause our debris collection to be a little slower. Next, emergency storm season fuel supplies have been topped off. Annual service of emergency generators have been completed, and any deficiencies are being addressed. We have a stock of sandbags to be distributed through the Sandbag Distribution Plan in coordination with Seminole County. Reminder notices have been provided to our employees to begin preparing their personal affairs in case they are required to serve during or after an event. Awareness and Preparation Guides have been distributed to our citizens through newsletters and social media. We continue to refine and revise the way we respond to the challenges these events pose with each post-response review. We must remain flexible and adaptive if we are to provide the best possible service to our citizens. He answered questions.

**B. City Manager Report.**

Mr. Cox said regarding Ronald Reagan Complete Streets, we are moving forward with the hardscaping part of the project. As of today, Shad Smith advised the project is another two weeks behind schedule. They were supposed to be paving this week, but they are probably a couple of weeks out. Florida Department of Transportation (FDOT) has issued their seventh letter of concern to the contractor. They are at a point of 143% of the time where only 44% of the money has been used, and their liquidated damages have accumulated to \$200,000. He did not have an update for when the tennis courts at Reiter Park will be completed. We reached out to them today, and hopefully will be hearing back in the next few days on the completion date. Regarding liquidated damages, we sent West Construction the letter regarding the total of liquidated damages we came up with at \$66,000. They have replied to that with a much lower number, however, we had a consultation with our City Attorney, and they still owe us a number of close-out documents. The completion of the liquidated damages is still premature at this point until they can close out all the documents they owe us. Also, sub-contractors have contacted us and we have answered their questions without getting in the middle between a contractor and a sub-contractor. Regarding the

Lewis House, we had a second potential investor expressing interest in that building. He said this might be a great discussion item for the Commission to consider doing a Request for Proposal (RFP) since we have multiple interests of parties now. That will be targeted for the August 19<sup>th</sup> meeting. There is a new building going up where the old Patio Grill site was on 821 West State Road 434. There will be three new tenants, and one of them will be a Subway Restaurant. Our Economic Development Manager, Tom Krueger, has added a business spotlight link to the City's website on the first icon on the left. This link highlights one of our businesses on a regular basis. This month's feature is Nutrakey. We have a few things going on in August. On August 5<sup>th</sup> at 4:00 p.m. we scheduled our Budget Work Session. We hope to have all the loan documents for the East Longwood Project ready. We will begin the annual renewal of Special Assessments. There will be a presentation and award for the Property and Casualty Insurance Bid. There will be Request for Proposal discussions that sponsor City facilities and Parks, and discussion on the redevelopment of our downtown area. Craig Dunn, our Information Technology Director, will provide you with an update on Cyber Security, which is becoming a great concern across the nation. We will have the Florida League of Cities Conference, all the follow-up items from the East Longwood Project, additional discussions regarding the Round-Up Program Commissioner Shoemaker initiated earlier, updates on the Lewis House, and finally, a possible discussion on the swimming pool.

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

**15. CITY CLERK'S REPORT**

Ms. Longo said she would like to present a plaque to Mayor Morgan from Judge Jessica Recksiedler on behalf of the Seminole County Adult Drug Court Program. It is a thank you for being the Keynote Speaker at their graduation ceremony on May 30, 2019. She read the letter and photographs were then taken.

**16. ADJOURN.** Mayor Morgan adjourned the meeting at 7:29 p.m.

Minutes approved by City Commission: 09-16-2019

                    /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.