

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

**MINUTES**  
**October 7, 2019**  
**6:00 P.M.**

**Present:**     **Mayor Matt Morgan**  
                  **Deputy Mayor Brian D. Sackett**  
                  **Commissioner Abby Shoemaker**  
                  **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**  
                  **Chris Capizzi, Leisure Services Director**  
                  **Lee Ricci, Human Resources Director**  
                  **Shad Smith, Public Works Director**  
                  **Craig Dunn, Information Technology Director**  
                  **Marie Regan, Planner**  
                  **Phil Kersey, Building Official**

**Absent:**       **Commissioner Richard Drummond (excused)**

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.     **The “Downtown Longwood Food Trucks” will be held on Thursday, October 10, 2019, from 5:30 p.m. until 8:30 p.m. at Reiter Park, 311 West Warren Avenue.**

- B. The “Downtown Longwood Cruise-In” Car Show will be held on Saturday, October 12, 2019, from 5:00 p.m. until 8:00 p.m. in the Historic District of Longwood located off Church Avenue.
- C. The City of Longwood will host “Truck or Treat” on Saturday, October 19, 2019, from 3:30 p.m. until 6:30 p.m. at Reiter Park, 311 Warren Avenue. There will be a variety of trucks and other vehicles, free candy for children, bounce houses, balloon artists, face painters, hayrides, a children’s costume contest, pumpkin carving contest, and food vendors.

**5. PROCLAMATIONS / RECOGNITIONS**

- A. **Presentation of the Beautification Award to Judy’s Dolls, located at 280 West Warren Avenue.**

Mayor Morgan presented Judy and David Putz with the Beautification Award for Judy’s Dolls. Photographs were then taken.

- B. **Presentation of the Business Person of the Month Award for September 2019 to Golden Thai Restaurant, 977 West State Road 434.**

Commissioner Paris read a brief biography on Pirin Moonguaklang and presented her with the Business person of the Month Award for September 2019. Photographs were then taken.

- C. **Deputy Mayor Sackett to recognize Ms. Susan McMahon for her dedication and service to clean up Island Lake North.**

Deputy Mayor Sackett recognized Ms. Susan McMahon and presented her with a certificate. Photographs were then taken.

- Added On. D. **Mayor Morgan to recognize David Young for achieving Eagle Scout.**

Mayor Morgan recognized David Young and presented him with a certificate. Photographs were then taken.

**6. BOARD APPOINTMENTS. None.**

**7. PUBLIC INPUT**

- A. **Public Participation.**

Kim Carroll, 250 Palermo Vista Court, Longwood. She said she wanted to talk about the 24-hour convenience store/gas station that is being put in at the corner of Longwood Hills Road and Ronald Reagan Boulevard. This is a residential area and is going to be completely surrounded by houses, and to put in a 24/7 gas station is completely illogical. She said studies have shown lights from a 24/7 gas station will affect natural melatonin levels in people and animals. The noise, vagrancy, and the crime associated with having a 24/7 gas station there is not something we wanted for our community, and certainly not as the entrance to the Historic area. One of the other things I wanted to say is I know the Planning Department keeps saying that this is perfectly legal and that everything is within Code, but I want to remind you just because something is legal, it doesn't make it right. This is definitely not the right thing to do. With the Trail and School bus stop right across the street, and everything else going on, this is definitely not the right thing to do for the City of Longwood.

Nancy Godinho Ferreira, 130 Longwood Hills Road, Longwood. She said she lives right behind where this proposed gas station is supposed to be built. My parents have been there for over forty years and their property backs right up to it. We are worried about the environment, the lights, the noise, and being open for twenty-four hours. She wanted to know if there is a way to compromise if this is going to go through, closing it at 11:00 p.m. and opening up at 7:00 a.m. In a small community, it does not need to be open for twenty-four hours. If we cannot change the zoning, maybe we can put some type of stipulation that they cannot be open for twenty-four hours. It is going to affect the community and our property. I would like that to be considered because it is a residential area, and we do not need it there. There is one not even half a mile away, and one on State Road 434 the WaWa.

Lou Ziemba, 400 Palermo Vista Court, Longwood. He said he lives directly across the street from where the Circle K is proposed. He is afraid the real estate values will completely drop from being at the same entrance as their exit. The traffic pattern right now is extremely congested. This evening, it took twelve cars to pass before I could make a left hand turn to get here. What I am concerned about is the environmental impact that the gas station will have on our community. There will be runoff of gas, and whatever runoffs will occur will be going into the river that is directly behind it. It will environmentally impede upon all the wildlife that is there, and the lights will disturb our entire

community. He stated the side he lives on faces the road. I will not be able to enjoy the peace and quiet we currently do with lights being on twenty-four hours a day. There is a bus stop in the morning and with all the traffic right there, it will make it much more difficult. There is a short turn lane into the property which will create much more traffic than there is right now. It is a statistical fact that gas stations open twenty-four hours, and the neighborhood around it are more likely to be vandalized. We are not a gated community and I am concerned about this.

**8. MAYOR AND COMMISSIONERS' REPORT**

**District #1.** Commissioner Shoemaker said she participated in Lyman High School's Homecoming Parade and celebrated afterwards at Reiter Park. Last year we had rain and a sea of umbrellas. This year we had heat, and most of us were dripping wet with sweat. We are very fortunate to have Lyman High School in our community. At National Night Out, I assisted our Parks & Recreation Board handing out glow sticks, lollipops, literature regarding scheduled events, and the Round-Up Program. It was a wonderful event again. The weather was perfect with a nice breeze. She gave a shout out to all the volunteers who worked at the parade and National Night Out. We would not have had nearly the ease and success of holding these events without you. I was approached by a Lyman Junior ROTC Member requesting donations and volunteering for their program. I have given the form to the City Clerk if any of my fellow Commissioners would like to donate, which I plan to do. I have known of many ROTC success stories. My great-niece is now a Private in the Army National Guard and just completed AIT training. Recently, I was made aware of the disruption to the Citizens on Patrol (COPs) Park Ranger Program. They are not able to effectively patrol Candyland Park as they do not have a way to store the golf cart on-site. I would like Mr. Cox to look into this and find a remedy for this situation sooner rather than later. Our COPs are very dedicated volunteers. Those who go through the Park Ranger Program do so out of a sincere desire to monitor safety at Candyland Park. Regarding those that spoke about the Circle K, I just want to say a few things. We, as a Commission, are not being addressed about the Circle K. The Citizen Awareness Participation Plan (CAPP) meeting was held, but I could not attend. There are a lot of legitimate resident concerns, and I hope Circle K can remedy some of them. She noted she listened to the recording of the CAPP meeting, and it sounds like Circle K wants to be amicable. She thanked the residents for speaking. I hear your concerns, however, I have to trust staff and our legal counsel to do what is right within the legal guidelines.

**District 2.** No report.

**District #3.** Commissioner Paris said on October 1<sup>st</sup> was my fifth time cooking at National Night Out, and I did some rough math. That is roughly 2,500 hot dogs I have cooked in my lifetime. I do not know if I should be proud of that or sad about it, but I think I might be applying for a job at Golden Thai to see if they teach me to cook some food that fast. It was a great event and was very well attended. I hear the Police Department put up a great fight against the Fire Department this year. Only lost by double digits this year. I attended Leadership Seminole, along with the Mayor, and we got a chance to look at a bunch of the charities and philanthropic work being done around the County. It was really good to see what happens at Kids House, Meals on Wheels, Impower, and Boys Town where we got a tour. It was really nice to see all the good that happens. I think a lot of times we forget, in this crazy world when we watch the news, how much good is really going on. Seeing a young man here tonight, a Boy Scout, I can tell you there are good things occurring, regardless of what you see on television. Regarding Circle K, I am going to echo a lot of statements already made. In government, a lot of people wish we could wave magic wands and fix things. There are definitely limitations on what we can legally do. We do not have control over the property. It is not our property, and we do not individually pick and choose zoning. It is general zoning, and once they apply for something, we cannot go back and say “you can do this, but not that.” I am really hoping that staff and our legal counsel can help us find the right option for this. I know this is not a done deal yet, and a lot of people are upset, but there are still things that have to occur before they start breaking ground for a gas station. I do believe this is an important civic lesson to extend. If citizens are concerned about vacant property near them, pick up your phone and call your elected representative before it is sold. Let us know, that could definitely help us if we are going to start making adjustments to our zoning in our overlay districts. That is how we make those choices, before it is under contract. We cannot do it after without suffering hard, legal consequences.

**District #4.** Mayor Morgan said on September 24<sup>th</sup>, I took part in the CAPP Meeting for the Circle K gas station. During that same week, on September 26<sup>th</sup>, I took part in the Lyman High School Parade, which was awesome. The whole City was involved, even people who do not have children at Lyman attended. On Saturday, I spoke at Lake Eola for a Multi-Cultural Addictions Network where I spoke about my own trials and tribulations of battling opioid addiction. On Sunday, I went to various residents homes who called me about the Circle K project. That evening, I went to an event called Pray for Our Leaders. Also in attendance was Commissioner Shoemaker, other elected officials, and State Representatives. On September 30<sup>th</sup>, I went to Fox 35 to talk about The Lewis House and the opening up of the Request for Proposals (RFP). On

October 1<sup>st</sup>, at National Night Out, I stamped people's hand to get their hot dog. This was another great opportunity to be out in the community and ask people if they are happy with what we are doing as a City leader. On Tuesday, I assisted Chris Anderson, Supervisor of Elections, at Lyman High School to express the importance of getting registered to vote. That same day, I had a meeting with the City Manager and Senator Simmons. After that, I went to Full Sail University to attend an event put on by Ms. Sarah Hall, a Longwood Elementary teacher, for Future Teachers of Tomorrow for exceptional student education (ESE) which are Special Needs Teachers. They asked me to tell my story of being a parent to a son who is non-verbal and autistic, and what I went through as a kid. The following day, I had a meeting here at City Hall with former Senator Andy Gardner and Judy Dean of a group called, "I Love an Addict". I serve on the Seminole County Opioid Council, appointed by Seminole County Sheriff Dennis Lemma and I am trying to help bridge that gap to make them a part of that Council as well. On the 4<sup>th</sup>, I attended Leadership Seminole. The concert we had at Reiter Park on Saturday was so much fun. I have not danced since my wedding, but my wife got me up there. There were approximately 700 people there. He thanked Mr. Capizzi and his staff. He explained that 30 days before each fiscal year we do Performance Evaluations regarding the City Manager and the City Clerk. We are still within that window and want to get back on track with evaluations to be consistent.

Commissioner Paris commented that the Commission did have an evaluation in April for the City Manager since that did mark his one year with the City.

There was no objection from the Commission to follow the language outlined in the City Managers contract that states approximately one month prior to the end of the fiscal year the Commission shall evaluate the employee performance.

**District #5.** Deputy Mayor Sackett spoke about the Lewis House and said he would like to see something done with it historically, either a museum or an ice cream shop, within our village. He said regarding Circle K his real concern is how many 24-hour gas stations we have in our City. The Lyman Parade was wonderful and homecoming was a wonderful event as well. The Caribbean Music Event was phenomenal, and it had over 700 people. It is nice to see that Taco Bell is in town and will be great for all those Lyman students. I would suggest to our Police Department to maybe play Kick Ball next year at National Night Out. He noted Winn Dixie is remodeling and they have invited all of us to a ribbon-cutting at 8:00 a.m. on October 30<sup>th</sup>. CPWG Engineering, Inc. has put in a feasibility study on the school site for Lyman so the pool is moving forward. I have

a five year old grandson who plays on Longwood Babe Ruth and at his last game as short stop he had a triple play. I am a very proud Grandpa.

Commissioner Paris said he just received a text message that there is a fish kill at a retention pond on East Street and Silhouette Court and asked that the City Manager have someone check it out.

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

**10. CONSENT AGENDA**

- A. Approve Minutes of the June 20, 2019, Work Session and August 5, 2019, Regular Meeting.**
- B. Approve the Monthly Expenditures for September 2019.**
- C. Approve a purchase order in the amount of \$100,000 to Universal Engineering Sciences, Inc. for building services.**
- D. Approve a purchase order in the amount of \$352,219 to Helping Hand Lawn Care, Inc. for city-wide mowing services.**
- E. Approve a purchase order in the amount of \$64,080 to Futron Incorporation for renewal of information technology managed services agreement and authorize the City Manager to sign the Managed Network Services (MSN) Renewal document.**
- F. Approve a purchase order in the amount of \$72,422 to Ricoh US Inc. for expenses related to year three of a four-year equipment lease.**

Deputy Mayor Sackett requested that Items 10A, 10B, 10C, and 10D be pulled for separate discussion.

Deputy Mayor Sackett moved to approve Items 10E and 10F as presented. Seconded by Commissioner Paris and carried by a unanimous roll call vote with Commissioner Drummond absent.

Discussion ensued on Item 10A and Deputy Mayor Sackett asked for an update related to the conversation with the city of Winter Springs, annexations along U.S. Highway 17-92 and clarification regarding the repairs at Water Plant #1 in the amount of \$125,000.

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

Discussion ensued on Item 10B and Deputy Mayor Sackett asked about the cost of movie in the park.

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

Discussion ensued on Item 10C and Deputy Mayor Sackett asked about the building services costs and Mr. Kintner answered questions.

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

Discussion ensued on Item 10D and Deputy Mayor Sackett asked about Helping Hands Lawn Care, Inc. and that he received a complaint which had to do with the lawn and grade at Reiter Park.

Mr. Capizzi answered his questions and advised they are only responsible to mow and the grading concerns is nothing related to their services. He did note there is a warranty on the work that was done at the Park for two years.

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

## **11. PUBLIC HEARINGS**

### **A. City Commission to hear a public request for a Special Exception (SPE 01-19) to the Longwood Development Code (LDC) Article VI, Sign Regulations to allow exceptions for the monument and directional signs for Orlando Health South Seminole Hospital.**

Mr. Langley stated this is a quasi-judicial matter and anyone wishing to speak on behalf or in opposition to this agenda item is requested to step forward, stand, and be sworn in. He said if you

have not already done so, please complete the Request to Speak at a Public Hearing form and return to the City Clerk. He said the applicant may have the right to cross examine anyone who speaks for or against the item and those who speak have the right to cross examine the applicant. He then swore in those wishing to speak.

Mr. Kintner presented the Item and answered questions.

Mr. Langley asked for disclosure of ex-parte communications by the Commissioners. There were no ex-parte communications with the exception of Commissioner Paris who had a general conversation with someone who works at the hospital regarding the upgrade.

Mayor Morgan opened the public hearing. No one spoke in favor or opposition to Special Exception 01-19.

Commissioner Paris moved to close the public hearing. Seconded by Deputy Mayor Sackett and carried by a unanimous voice vote with Commissioner Drummond absent.

Commissioner Paris moved to approve Special Exception 01-19 as presented Item 11A. Seconded by Commissioner Shoemaker.

Deputy Mayor Sackett had questions regarding the sign.

Motion carried by a unanimous roll call vote with Commissioner Drummond absent.

## **12. REGULAR BUSINESS**

### **A. City Commission approval of the City of Longwood's Age-Friendly Action Plan.**

Ms. Regan presented the Age-Friendly Action Plan and answered questions.

Deputy Mayor Sackett moved to approve the City of Longwood's Age-Friendly Action Plan as presented Item 12A. Seconded by Commissioner Paris and carried by a unanimous voice vote with Commissioner Drummond absent.

**B. City Commission discussion on the Public Risk Management Bylaw provision.**

Commissioner Paris addressed this Item and noted he was not particularly fond of having to prepare a resolution to go out to bid and a 45-day window in which we get notice on what our rates are going to be.

Mr. Adam Balls with World Risk Management addressed the 45-day concerns. He said we work closely with the PRM team and Client Executive, and the City of Longwood. He said one of the main reasons the City has been with PRM for as long as they have, as well as many other cities here locally and other parts of the state, is we pride ourselves on being the most transparent program in the state. We have at least four quarterly Board Meetings throughout the year where we go through all kinds of information surrounding what is going on in the Pool and sharing that information with every member throughout the course of the year. The notice requirement has been in place since the beginning of the Pool. Mr. Cox asked about the 45-day notice shortly after the meeting where the decision was made to stay with PRM. It is not something we can take out. It is something that does need to be voted by the Board, which PRM does on an annual basis in the member bylaws review. It is something we can bring up at our next Board Meeting with PRM in November, and there is another one shortly after the holiday. To let you know and put it in perspective, I work with other Pools throughout the country and have for my career. There is a national association called Association of Governmental Risk Pools (AGRIP), and to put this into perspective we are not the only Pool Program to have some form of notification requirement. If you go to AGRIP, there are about 400 Pools across the country, and a majority of those have notification requirements. If you look into the average, you will see PRM has one of the lowest requirements. Typically, they run 60, 90 or 120 notification requirements. He said PRM is your external financing. They have paid over \$8 million in claims defending the City over the years, which is a significant amount of claim payment. What we do as a team is we purchase reinsurance, insurance for the Pool. There is a lot of mechanics that go on behind the scenes, and what we need to know leading up to October 1 is, who is in and who is out. It is not just a product, it is a trust, a relationship, and a partnership. The Board Meeting this year was on April 26. That is the first meeting of the year where we are giving renewal indications to our members. They are still somewhat conservative

in nature because we are still quite far out from October 1, and because we live in Florida and have hurricanes, we are giving ample indication and education on what is going on in the marketplace to all our members at that meeting. From there, we have our Annual Meeting in June. At that meeting, we are giving further indication, more market update, and basically not to exceed budgetary number all of our members can utilize. What has been critical to us over the years is making sure that we are never delivering bad news late, and putting you in a position where you cannot react to it. We are so transparent in staying in front of what the budget is that if for whatever reason there is a major issue and it is not going to work with your team, they have the ability to react to that with more than enough time to do an RFP. We can put this at the Board level and have a good discussion. We do not have any input or a vote. It is an inter-governmental agreement that is voted upon by all the Members. The other safeguard you could do, if you wanted to, is send in the notification tonight, and cross that hurdle if there is a concern. He said he hopes some of that background helps them understand because we were really torn and worked really hard with your staff and all departments. We want you to be happy, but wanted to bring some clarity to this.

Commissioner Paris thanked the speaker and said we work for what is best for the City of Longwood, not across the country. He said what concerns him is they have attempted to send this out for an RFP. In fact, we directed our City Manager when he was first here, to email and let you know we want to go out for an RFP. No one responded to tell us you have to actually go get a vote in order to do this. Every year we have been here, we have had an increase. The one year we go out for RFP, we see a significant decrease. I am just a small town politician, but that makes some questions pop up in your head, and that is all public. You talk about transparency, one of the things I worked on while being elected in this City, is transparency. I do not understand how no one else could not be bothered by being part of such a special club but we do not know our premiums; then if we go out for RFP it is a decrease. Your explanations were very nice, but saying we do not know better because none of us are on the Board, that is something we need to figure out. Maybe we need to select one of our elected officials to be on that Board, because we certainly do not know that information. We have an employee on the selection process that is also on your Board. That is called somewhat shady government where you have someone select who is going to stay on and also serving on your

Board as an employee for the City of Longwood. That is a questionable practice that would be difficult to explain. It is one thing to have an elected representative by the citizens, because that is what we were elected to do. It is another thing to have a paid employee by the City, representing the City, and selecting the members that are going to be doing business with the City.

Mr. Hasib Bangloria, with World Risk Management said the not-to-exceed budgetary numbers are released annually in June, which is about 90 to 120 days prior to October 1 renewal. This allows ample opportunity for the respective cities and county governments to take under consideration and evaluate whether there is a need or desire to go to bid. Secondly, I wanted to highlight from 2008 to 2018, a ten-year span, and Longwood's insurance premiums were \$675,000 approximately in 2008. In 2018 they were somewhere in the \$520,000 range, which represents something around 20% plus reduction of premium, while the property values and payroll went up about 20%. All in, that is in excess of a 30% reduction in that ten-year period. From 2008 to 2018, Longwood did not go out for RFP for insurance services. PRM was able to provide reduced rates and all that without having the RFP process in place, and just doing the right thing. Obviously, there are market environments as well as your individual claims history that comes into effect. Your staff and you have done quite a bit to improve on the claims experience over that duration, which is why that rate ultimately went down without the necessity of a bid process.

Further discussion ensued on the 45-day clause. It was noted to change this clause, it would have to be a bylaw amendment and require a super majority vote of the General Board of PRM. It was also discussed to bring this clause to the Board of Directors for conversation at the next PRM Board Meeting.

Mr. Cox asked for clarification as to what the Commission was asking staff to do.

Commissioner Paris said he suggested that staff begin to draft some sort of resolution that the Commission can vote on that says going forward, any vendor that has a 45-day clause and the opt-out resolution restriction, we would consider not doing business with these vendors.

Mr. Cox asked if anyone has done a "what-if" impact on PRM with no 45-day to deliver services.

Mr. Bangloria said honestly, from a pure practical standpoint, it might not have much of an impact one way or another because we are coming out with figures on renewal numbers in June. What he thinks the concerning part is, especially as it relates to property insurance, is we want to have that bound up in August, meaning sealed and delivered for the program. We do not want to be negotiating property renewals while there is a hurricane out there in late August or September, like Irma.

Mr. Cox noted he has not been in communication with PRM even though he was appointed as the representative for the Board. He said Ms. Ricci is the alternate and has been the one attending the meetings and in touch with them. Any one of the Commissioners can serve on the Board, it does not have to be the City Manager or a staff member.

- C. Read by title only and set October 21, 2019, as the public hearing date and approve the first reading of Ordinance No. 19-2164, amending Chapter 78 Article II of the City Code regarding communications facilities in the public right-of-way.**

Mr. Langley read Ordinance No. 19-2164 by title only.

Mr. Shad Smith presented the Item and answered questions.

Deputy Mayor Sackett moved to approve Ordinance No. 19-2164 and set October 21, 2019 as the public hearing date. Seconded by Commissioner Shoemaker and carried by a unanimous roll call vote with Commissioner Drummond absent.

**13. CITY MANAGER'S REPORT**

Mr. Cox said he was asked at a recent Commission meeting for a Complete Streets Update and invited Mr. Kintner and Mr. Smith to give the update.

Mr. Kintner gave an update on the 17-92 Complete Streets Corridor Study. He said MetroPlan of Orlando has agreed to do this study, and we have been providing them information we have, including the 17-92 Small Area Study the Commission approved in 2015 and the 434 and 17-92 Plans that were done as part of a joint project with Friends of Longwood. MetroPlan is preparing a scope and will get that to us for our review. He said he has let Casselberry, Winter Springs, and Seminole County know this project exists, and may help partner with it. We are

waiting for the scope from MetroPlan, and then have community meetings and get everyone involved to see how we can improve that corridor.

Mr. Smith said regarding some of the Complete Streets of Ronald Reagan Boulevard, you can already see some of these aspects like the on-street parking, wider sidewalks, and one of the key things we put in is the wider bike lanes that are almost done. The cross walks are now shorter than they were before because we narrowed the median. The time to cross the road is shorter which is a safer thing for the pedestrians. The next stage is the hardscape and landscape in the next month. They are adjusting the train timing and are making the trains a little further apart which will allow the signals to operate better. SunRail has really invested a lot of time on this.

Mr. Cox said we have the Lewis House RFP and the Downtown RFP on the agenda for the next Commission meeting on October 1, and we already have the preliminary draft for that and will be finalizing it for the next agenda. Regarding Naming Sponsorship RFP, I met with Mr. Capizzi earlier today and he has been working on the details and all the stipulations. We are looking at the RFP going out on October 31, and then the initial draft will be ready for consideration in February. The timing is actually very good because it will not be during the holidays. He said we have preliminary numbers for the Round-Up Donations. We have three one-time donations, one recurring monthly donation, and there are 14 regular Round-Up Donors that signed up. We are still waiting for the State to release the funding for FEMA. They are asking questions about the expedited debris removal process. He gave an update on Hurricane Dorian. Seminole County's collected claims came to \$2.4 million, which exceeded the FEMA reimbursement threshold of \$1.6 million. Our claim was \$155,000. He said regarding banners, I have had a couple of conversations with Judy Coad. They are looking at just the Park, but a further question was the rest of the City. Banners are a golden opportunity to begin branding the community. His recommendation is we form a local committee to help us decide what we want that look to be.

Mayor Morgan said for the Park, it should be seasonal, but for the City, that should be our brand as an eye catcher.

Commissioner Sackett said he feels the banners should be consistent and stay the same and is historical, tasteful and along a theme.

Commissioner Paris stated he feels staff is capable to select the banners for the City.

Commissioner Shoemaker agreed staff is capable and also noted the Parks & Recreation Board has good ideas.

Mr. Cox said Taco Bell is now open, and the site plan for Kiwi Apartments on State Road 434 and East Street has now been approved. He congratulated promotions that took place in the Police Department. He said work has started along Grant Street with the dewatering operations, and this week they will be laying pipe for the East Longwood Septic Tank Abatement Program. The Altamonte Force Main Project is moving along quickly with an early completion date of January. He said he and the Mayor met with Senator Simmons who said he would sponsor us for a new Fire Station. He will also meet with Representative Plakon because legislation is required on both sides. Finally, regarding illnesses, his doctor limited him on the length of days to work and he is trying to adhere to his direction. Sometimes I will alter my hours a little if I know it will be a late night. I will try my best to attend as many community events as I can.

**14. CITY ATTORNEY'S REPORT.** No report.

**15. CITY CLERK'S REPORT**

Ms. Longo stated the City has sponsored the Longwood Historic Society Monster Dash again this year and there are 4 free race entries with the sponsorship. It will take place on Saturday, October 26 and reviewed the schedule. She noted Commissioner Drummond does wish to participate and if no other Commissioner is able, she will, along with staff members if interested. She advised the Commission she would be out of the office attending the Florida Association of City Clerks Fall Academy the following week Monday through Wednesday. She also noted the Mayors and Managers Meeting will be held on Tuesday, October 15 and is hosted by Seminole County.

**16. ADJOURN.** Mayor Morgan adjourned the meeting at 8:25 p.m.

Minutes approved by City Commission: 12-02-2019

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/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.