

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

MINUTES
February 17, 2020
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
Michelle Longo, City Clerk
David P. Dowda, Police Chief, Temporary City Manager
Chris Kintner, Community Development Director
Shad Smith, Public Works Director
Lee Ricci, Human Resources Director
Lisa Snead, Financial Services Director
Adam Bryant, Lieutenant

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.** Commissioner Paris led the Pledge of Allegiance.
4. **COMMUNITY ANNOUNCEMENTS.** Ms. Longo read the following announcements.
 - A. **Senior Matinee will be held on Wednesday, February 19, 2020, from 1:30 p.m. until 4:30 p.m. at the Longwood Community Building, 200 West Warren Avenue. This month's feature is *Angel Has Fallen*.**
 - B. **Longwood Movie in the Park will be held on Friday, February 21, 2020, beginning at 7:00 p.m. in Reiter Park, 311 West Warren Avenue. This is a free event and the movie will be *The Addams Family*.**

5. PROCLAMATIONS / RECOGNITIONS

A. District #1 Nomination of the Business Person of the Month Award for March 2020.

Commissioner Shoemaker nominated Mr. Lincoln Bhagwandass for the Business Person of the month for March 2020.
Nomination carried by a unanimous voice vote.

6. BOARD APPOINTMENTS. None.

7. PUBLIC INPUT

A. Presentation. Michelle Mangum, Director of Government Relations with True Health will give a presentation.

Ms. Mangum gave a presentation on how True Health provides healthcare at a reasonable cost to everyone, their services, and locations.

B. Public Participation.

John C. Maingot, 848 Maraval Court, Longwood. He said his reason for being here this evening is for the Request for Proposals (RFP) that are coming up involving the economic redevelopment and exchange of property for development in the City. He has just been made aware there is a lot of research and work being done. He asks all City staff to proceed with caution. It would behoove the City to appoint a Committee of residents and business people who can look at things from a different perspective. Once you have made a commitment it is hard to change course on it. He said although the work is being done, he feels this Committee could ask some specific targeted questions that you may have not been able to address. He used the Community Building's parking lot as an example stating this area is going to be used for some sort of structure. He asked where are the people who use the Community Building going to park. He also mentioned the Fire Department being relocated towards I-4. In the best interest of the City, its people, and the Commission, you should attempt to appoint a Committee of individuals who can partner with the Commission and make further research into those commitments you are going to make.

8. MAYOR AND COMMISSIONERS' REPORT

District #4. Mayor Morgan said the grand opening for the BMX, skateboard, and scooter pump track was amazing. It received so much

headway and there was a lot of positivity coming out of it. There were easily 200 kids that came out. It is a huge win for the City of Longwood. He thanked all of those involved including Chris Capizzi, the Parks and Recreation/Leisure Services department, and one of our Longwood residents, Chad DeGroot who is a professional BMX Hall of Famer. Mr. DeGroot helped us with the design of the track, got us connected with the right people, and even helped us fill out a grant. We had the opportunity to spend a total of \$100,000 to build a brand new playground that Candyland much needed and Central Florida's very first pump track. It is a major draw for our City. We had other professional BMX riders present, four of whom are Longwood residents. It is great to see them giving back to their community. The kids look up to them. We want to continue to make Longwood stand out. This pump track is going to draw people from all over the state of Florida. He noted the asphalt around the pump track is bound together by the grass underneath and around it. We need to give the sod and grass a chance to root. He said Mr. Capizzi will be speaking on this later on. He thanked the Commissioners for getting up early on their Saturday and attending the grand opening for LA Fitness. It is a big brand and it will provide the anchor and the demographics to those mom and pop shops around it. He is very excited about this partnership. He addressed Mr. Maingot's question and said the Committee is the City of Longwood and if we are doing our job the right way, we are taking into account what almost 16,000 residents want and feel is best. One of the major concerns they have always had since I have lived here had been the Fire Department. We are going to be starting the process of getting them that new Fire Department without raising people's taxes and being creative around the way to do it while adding to Longwood.

District #5. Deputy Mayor Sackett said recently he participated in the LightUp Lyman, an introduction to all the Spring Activities going on at Lyman. It is wonderful to see so many kids so positive about what is going on at Lyman. It is a fantastic school to get involved in. I was selling them Lyman hoodies and blankets because it was cold that night. He said he attended the grand opening of the pump track and his grandson ran the pump track all through the asphalt. He was the first injury on the track. He thanked the Longwood Fire Department for fixing his boobos. He attended the grand opening of LA Fitness. He said it is a beautiful, clean facility and the employees are ready to help you out. He noticed the sign wavers and spinners are back on the weekend and the banners are out in abundance. He thinks we need to get our Code people involved and educate the people that we do not do sign spinners because it will distract the traffic on State Road 434 and Rangeline Road. We do not do the flags unless they are permitted. There are codes in place that need to be observed. Those little signs are popping up everywhere and we look

kind of junky. We have to stop that. He said after our last meeting he met with Ms. Snead on the finances to find out how things work with sick days and vacation days. He said what happened with our City Manager was outside the box and he learned we have nothing in place for the people that are responsible to us. His frustration was learning something and knowing nothing can happen as a result. We need something that lets us know sooner so that we do not run across that. There is nothing in our policies that takes care of that. He thanked Ms. Snead for helping him understand.

Mayor Morgan noted we may need to put in the next contract you need to be in the office to perform the job of city manager on a 9:00 a.m. to 5:00 p.m. basis.

He mentioned the RFP and how he agrees with it and will discuss further when it comes up. He attended the Annual Banquet Fundraiser for Buddyball and they reached the maximum they were expecting.

District #1. Commissioner Shoemaker said she had a prior commitment to facilitate Leadership Seminole's Arts and Culture Day on the 7th so she missed the pump track's grand opening. I am so excited about this pump track. I wish I was younger and did not have to worry about broken bones because I want to do it. It looks like so much fun. It is very good to have in our community. She said she attended the LA fitness grand opening with her fellow Commissioners and after that, she attended the Health Fair where she had a lot of fun, participated in quite a few challenges, and ended with a massage.

District #2. Commissioner Drummond said he attended the BMX pump track grand opening. His only regret was he got there late because he had to work and missed the Mayor riding a BMX bike around the track. He attended the LA Fitness grand opening and it was amazing. I cannot believe what a beautiful job they did with that old building that sat empty for the eight years that I have lived here. It is suddenly redeveloped and it is beautiful. It is a great addition to the City of Longwood.

District #3. Commissioner Paris said he did not attend the pump track grand opening because he was at Leadership Seminole. He thanked the City for sponsoring him to go to this program. The fact that we have these awesome ribbon-cuttings and more to come, just shows the turn this City is taking as far as smart development goes. The investment to the citizens and to the Community is paying off. I have received fewer complaints in the past year than most of my terms in office. I feel like the community is noticing the changes we have made and how great we are doing. I hope to continue on with that.

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

10. **CONSENT AGENDA**

- A. **Approve Minutes of February 3, 2020, Regular Meeting and February 5, 2020, Special Meeting.**
- B. **Approve the Monthly Expenditures for January and February 2020.**
- C. **Approve the Monthly Financial Report for January 2020.**

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

11. **PUBLIC HEARINGS**

- A. **Read by title only and adopt Ordinance No. 20-2170, a General Longwood Development Code Update.**

Mr. Langley read Ordinance No. 20-2170 by title only.

Mr. Kintner presented the Item.

Deputy Mayor Sackett said he visited the Alta Apartments location and feels the 75-foot easement is too close in proximity to the neighborhood.

Mr. Kintner said he took into account the point that Deputy Mayor Sackett is referencing and noted we tried to keep the easements above 60-feet to districts not backing up against residential areas. He also noted in the East End District along 17-92 we have 10-foot minimum for buildings up to 35-feet, 25-foot minimum for buildings above 35-feet, 50-foot minimum for buildings above 60-feet, and 100-foot minimum for buildings above 60-feet and adjacent to residential areas.

Mayor Morgan opened the public hearing. No one spoke in favor or opposition to Ordinance No. 20-2170.

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

Commissioner Paris moved to adopt Ordinance No. 20-2170 as presented Item 11A. Seconded by Commissioner Drummond and carried by a unanimous roll call vote.

B. Read by title only and adopt Ordinance No. 20-2172, which updates the Longwood Economic Development Tax Abatement (LEDTA) Program.

Mr. Langley read Ordinance No. 20-2172 by title only.

Mr. Kintner presented the Item.

Mayor Morgan opened the public hearing. No one spoke in favor or opposition to Ordinance No. 20-2172.

Commissioner Drummond moved to close the public hearing. Seconded by Commissioner Paris and carried by a unanimous voice vote.

Commissioner Drummond moved to adopt Ordinance No. 20-2172 as presented Item 11B. Seconded by Commissioner Shoemaker and carried by a unanimous roll call vote.

12. REGULAR BUSINESS

A. City Commission appointment of Acting City Manager and approve the Acting City Manager Agreement effective February 17, 2020.

Mr. Langley presented the item and said at this point we do not have a City Manager and there is a need to have an Acting City Manager. There is a distinction in the Charter drawn between a Temporary City Manager, who acts during the temporary absence of the City Manager and the Acting City Manager who assumes the role of the City Manager when the City does not have a City Manager. Chief Dowda has performed the role of both Temporary and Acting in the past. This Item would appoint Chief Dowda as the Acting City Manager and approve the Acting City Manager Agreement.

Commissioner Shoemaker moved to appoint Chief David Dowda as Acting City Manager and approve the Acting City Manager Agreement effective February 17, 2020. Seconded by Commissioner Drummond and carried by a unanimous roll call vote.

B. City Commission to confirm the appointment of Clint Gioielli as Acting Police Chief effective February 17, 2020.

Commissioner Paris moved to confirm the appointment of Clint Gioielli as Acting Police Chief effective February 17, 2020. Seconded by Commissioner Drummond and carried by a unanimous roll call vote.

C. City Commission to discuss and consider commencement of process under City Charter Section 4.04 for the appointment of City Manager; qualifications and compensation and take action the Commission deems appropriate.

Ms. Ricci presented the Item and went over the previous recruitment process. She said Human Resources (HR) posted the position, ICMA then reviewed the applications and submitted a shortlist to the Commission who then finalized that process with interviews, and HR did background checks and made reference calls. Ms. Ricci went over a few different options for the process. The first would be to hire a search firm. A number of Cities use search firms, and estimates would be 25-33% of the person's total compensation. It can be costly to use, however, you do get search firm capabilities who build pools of candidates and track those candidates throughout their career. Another option would be to advertise the position on our website which feeds into Indeed, as well as ICMA's website for the cost of less than \$600. If we have all the applications go directly to the Commission, the Commission would then review and cull down the list, then provide those to ICMA to review and vet, then bring back the finalists. She noted the last time we advertised there were 94 applications. If the Commission has a candidate they are interested in, we can discuss it and present it to ICMA to vet. She mentioned the job description possibly needs to be reviewed. There is a preference in the job description that says 20 years of experience preferred and a minimum of 5 years. Our advertisement last time said 10 years preferred. She recommends 10 years experience preferred rather than 20 years. She said we also need to look at the pay band. In the packet she provided to the Commission, there is a document that has the current pay band for the City Manager which starts at \$130,000. She provided another document showing the City Manager salaries of other cities in our area, which is a year old. She noted our starting range is near the lower end of what other City Managers are making in the area. We are being fiscally responsible with our pay band. If

we were to advertise pay, she recommends stating the amount we would be willing to go up to. She recommends Step One to Step Four, \$130,000 to \$146,000 range. She thanked Mr. Kintner and Mr. Krueger for putting together the proposed advertisement brochure. There are some things that still need to be addressed on the last page like the salary and the dates of posting. This is a draft copy. The other thing I would like the Commission to discuss is how the background and reference checks are to be handled. Other cities do this differently. Some have it handled in HR, some use a Police Department, and others use a third party. If you go with a search firm, they should include that in their package.

Commissioner Drummond asked if she shared the background with the Commission when she did it the last time.

Ms. Ricci replied no, there was nothing of matter or merit to share.

Commissioner Paris said he does not think we need to use a search firm. He thinks we should open the position up for a certain time period and when we close it have HR do the initial brush off, turn those over to the Commission, we can send them to ICMA to vet, and then it can be turned over back to the Commission to follow the similar interview system we did last time. I believe a third party background check would be easier for everyone involved. It makes it less awkward for staff to be vetting their potential boss and knowing things they may not want to know. It also takes our Police Department out of the mess for the exact same reason. There are plenty of very reputable third party firms. They are not very expensive and there are plenty in Seminole County. I would be happy to even help point you in the direction of getting some RFPs from them. I think we can make this quick. I would like to see us get something written up to approve and send out and see what applicants we get in.

Mayor Morgan said we all have our ideal type of what we think the City Manager should be. He thinks it is not necessary to put it out in a worldwide search. He wants someone who knows our City, will be out in social events, is going to want to live in the City of Longwood or already does, and is present and wants to be a part of this City, not just for the business front but also the social front.

Commissioner Paris agrees to have it out on ICMA's website, as well as on our website and Indeed for our locals and internals.

Commissioner Shoemaker agrees to have it both internal and external.

Deputy Mayor Sackett said he likes the way ICMA does it. They are very thorough and their presentation is very good. I ran a daycare for years and used a third party for background checks. Those are the best to use. I am also fine with the \$146,000 for the top step.

Ms. Ricci advised one of the items she neglected to mention was a recommendation to possibly amend the job description to include Florida experience. That may be some language you may want to discuss. The last time we posted, we posted for 30 days. She asked if the Commission would like to expedite that.

Discussion ensued on the City Manager's job application, recruitment process, candidate requirements, salary, and whether they should live in the City of Longwood.

Mr. Langley said the first thing we have to decide is to post a job and what we want to post. Step two is to find out who will be weeding through the applications in the first round.

Ms. Ricci said if we are comfortable with the brochure and the minimum qualifications, HR can correct the typo, plug in some dates, and have it posted prior to this week's end. We first need to confirm that the posting is what you want and secondly when you want it posted.

Discussion ensued on the job description and qualifications, the vetting process, when to post the job, and how long the post should be up. The job posting with 10 years experience and Florida experience preferred, salary range of \$130,000 to \$135,000 which is steps 1 and 2, and vetting process to have HR go through them first, then send to ICMA for their review, and ICMA to present a final list to the Commission were agreed on.

It was the consensus of the Commission to have the job posting for 30 days carried by a four-to-one (4-1) voice vote with Commissioner Shoemaker voting nay.

Mr. Langley said the next step is to formally select members for the ICMA Committee and confirmed these individuals are willing

to serve. At the next meeting, the Commission can formally appoint those people as the Committee.

Discussion ensued on structure and management of the City Manager. It was noted this is something that can be further discussed.

D. City Commission authorization for staff to enter into negotiations with Taurus Investment Holdings, LLC and bring back a formal proposal for the redevelopment of city properties in the Heritage Village.

Mr. Kintner presented the Item and explained the Commission is only authorizing staff to enter into negotiations with Taurus Investment Holdings and not the approval of a specific development plan. He noted Taurus expressed their willingness to work with the City to accomplish the City's goals. He felt comfortable with their capacity, abilities and their willingness to understand the importance of the Historic District. He answered questions from the Commission.

Discussion ensued on the work this firm has done, the ratings given to them, and the financial aspect of the work they would be doing.

Commissioner Paris moved to approve Item 12D as presented. Seconded by Commissioner Drummond and carried by a unanimous roll call vote.

E. City Commission approval to award the Reiter Park Naming Rights and Sponsorship contract to Orlando Health, Inc.

Mr. Capizzi presented the Item and explained this is for the naming rights and sponsorship for the Reiter Park Amphitheater and Splash Pad to Orlando Health, Inc. He noted they were the sole company to bid on the project, and if awarded, they would pay the city a total of \$15,000 broken up into two \$7,500 payments over a two year period. Orlando Health will receive exclusive sponsorship and naming rights to the Amphitheater and Splash Pad. They are an integral part of our events and have been constantly involved in sponsoring many of the City's events. He answered questions from the Commission.

Discussion ensued on Orlando Health's contributions, what the sponsorship would be used for, and their proposal including the provision on the right of the first refusal.

Commissioner Shoemaker moved to approve Item 12E as presented except for the proposal of Orlando Health, Inc. given the right of the first refusal. Seconded by Mayor Morgan and carried by a unanimous roll call vote.

F. Read by title only and adopt Resolution No. 20-1521, establishing a Public Art Mural Program.

Mr. Langley read Resolution No. 20-1521 by title only.

Mr. Kintner presented the Item and noted earlier the Commission approved an ordinance which included works of art placed under an art program that is approved or endorsed by the City Commission by resolution. By requiring the consideration under a program established by resolution, it allows the flexibility of the Commission to establish one or multiple programs that include guidelines for decision-making. He said the proposed program allows property owners to donate an easement on a building to support a mural. The City would complete a call to artists for potential mural designs, select a design, and execute an agreement with the building owner and the artist to complete the mural. This makes it to where you are not infringing on private speech. This does not affect any previous approval under this language. This does not need to be the only program but this is the one we think is a good starting point and allows predictability and control of the content that is being put out there. He answered questions from the Commission.

Commissioner Shoemaker moved to adopt Resolution No. 20-1521 as presented Item 12F. Seconded by Commissioner Drummond and carried by a unanimous roll call vote.

G. Read by title only and adopt Resolution No. 20-1522, providing for the City's withdrawal from the Public Risk Management of Florida (PRM) Insurance Pool and directing that notice be sent to Public Risk Management of Florida regarding the non-renewal of the City's insurance policy.

Mr. Langley read Resolution No. 20-1522 by title only.

Ms. Snead presented the Item.

Deputy Mayor Sackett expressed concerns about the City having a high-risk number and asked what the cost would be to join a company if we were on the higher end.

Ms. Ricci said all of the claims go through PRM and she was unable to answer.

Ms. Snead noted that putting PRM on notice does not mean you cannot use them or cannot decide to stay with them.

Discussion ensued on the bid process, savings from the last bid process, reductions, and its 45-day clause. It was requested by Commissioner Paris to see the numbers of the three proposals received from last Request for Proposal to see the savings.

Ms. Snead noted the City about two years ago changed the liability insurance deductible from \$1,000 to \$10,000. As a result it lowered what we were paying for insurance.

Commissioner Shoemaker moved to adopt Resolution No. 20-1522 as presented Item 12G. Seconded by Commissioner Paris and carried by a three-to-two (3-2) roll call vote with Deputy Mayor Sackett and Commissioner Drummond voting nay.

H. Read by title only and adopt Resolution No. 20-1523, amending Chapter 2, Section A of the City of Longwood Purchasing Policies and Procedures Manual regarding general procurement policies.

Mr. Langley read Resolution No. 20-1523 by title only.

Ms. Snead presented the Item.

Mr. Langley clarified this is an amendment to our purchasing policy. It applies to any new invitations to bid, RFPs, or IFBs. If you are maintaining your existing contract, this policy would not come into play because you are not procuring a new contract. However, if you do go off to bid after you have given this 45- day notice and you do an RFP, and the PRM bylaws are not changed to accommodate this policy, then they would not be a qualified proposer. He thinks it is important to understand that distinction as you do have a current contract with PRM. If you chose to

renew, once you find out what their rates are, this policy does not prohibit the Commission to renew since it is already in place.

Commissioner Paris asked Ms. Snead to send the numbers from the last bid process to the Commissioners.

Ms. Snead said she was able to get the numbers and went over them. The PRM contract amount submitted was \$352,189, the Florida Municipal Insurance Trust Fund was \$461,555, the Preferred Government Insurance Trust (PGIT) was \$563,967 and the amount of the contract for PRM expiring was \$534,167. The PGIT was higher and the Florida Municipal Insurance Trust Fund was \$72,612 lower than what PRM was at, however, their proposal was \$109,366 higher than PRM's contract amount.

Commissioner Paris asked how much is the additional hundred thousand dollars for servicing the current open insurance claims. He asked if there is a cost to that.

Ms. Ricci said there is a run-out service fee and open claims are \$50,000.

Discussion ensued on savings and other factors of insurance.

Commissioner Paris moved to adopt Resolution No. 20-1523 as presented Item 12H. Seconded by Commissioner Shoemaker and carried by a three-to-two (3-2) roll call vote with Deputy Mayor Sackett and Commissioner Drummond voting nay.

It was agreed to wait until after April to begin the procurement process.

13. CITY MANAGER'S REPORT. No report.

14. CITY ATTORNEY'S REPORT. No report.

15. CITY CLERK'S REPORT

Ms. Longo stated, Tuesday, February 18th Casselberry will host the Mayors and Managers Group Meeting at 11:30 a.m. On Wednesday, February 19th we will be having a Ribbon Cutting at Adventures R US Academy located at 880 East State Road 434 at 5:00 p.m. On Thursday, February 20th we have the Seminole County Chamber annual State of the County luncheon at the Hilton in Altamonte Springs at 11:30 a.m. That same day, February 20th we have another Ribbon Cutting at Kustom US

