

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

WORK SESSION
MINUTES
July 12, 2021
1:00 P.M.

Present: Mayor Brian D. Sackett
Deputy Mayor Abby Shoemaker
Commissioner Matt McMillan
Commissioner Matt Morgan
Clint Gioielli, Acting City Manager
Michelle Longo, City Clerk
David P. Dowda, Police Chief
Mike Peters, Fire Chief
Chris Kintner, Community Development Director
Shad Smith, Public Works Director
Chris Capizzi, Leisure Services Director
Craig Dunn, Information Technology Director
Judith Rosado, Finance Director
Magdala Riodore, Interim Human Resources Director
Maricarmen Colon-Medina, Accounting Manager
Rex Grice, Financial Procurement Analyst

- 1. CALL TO ORDER.** Mayor Sackett called the meeting to order at 1:00 p.m.
- 2. REVIEW AND DISCUSS PROPOSED BUDGET FOR FISCAL YEAR 2021-2022**

Commissioner Morgan moved to suspend the rules. Seconded by Commissioner McMillan and carried by a unanimous voice vote.

Mr. Gioielli started by expressing his appreciation to Ms. Judith Rosado, Finance Director, and her team, along with the other Directors for working hard to finalize this fiscally responsible proposed budget. He also thanked the Mayor and Commissioners for their continued support. He noted Ms. Rosado made additional improvements to the format of the proposed budget manual and corresponding worksheets which he believes will make it easier for everyone to follow. He said staff has

continued to provide the Commission and any citizens who request not only the proposed budget manual but also the worksheet manual which offers full transparency and detailed explanations. He passed out an itinerary that assists with corresponding page numbers in the proposed budget manual as the presentation proceeds with different departments. He clarified this is a working document and there will be changes, updates, and corrections necessary before moving for finalization. It was noted there could be another Work Session upon Commission approval before August allowing Ms. Rosado to finalize the book.

Mr. Gioielli provided a brief overview of the budget. He said the proposed budget is \$53.6 million. This represents an increase of 3% over the current approved budget. Proposed expenditures are approximately \$41.6 million representing an overall decrease of 5% compared to the current approved budget. He noted COVID has impacted the budget and this proposed budget includes assumed reductions in anticipated revenue based on the impact experienced during the last two fiscal years. He also noted during the current year, the City did receive reimbursement through the CARES Act for some of the City's COVID-19 related expenses. Those reimbursements totaled approximately \$88,000.

Mr. Gioielli said the City of Longwood is anticipating receiving \$6.5 million through the American Rescue Plan. The first of these two installments are expected to happen soon and the other one year after the first. He noted this proposed budget is offered without any consideration of the American Rescue Plan funding and does not provide funding for any of the capital needs on the capital improvement plan list. He suggested the Commission consider utilizing some of the funding to replace lost revenue which can allow for capital improvement needs to be met without increasing the debt service, once the funding is received. He said, if the Commission decides to do that, it would not hinder their ability to take part in the American Rescue Plan and offer citizen assistance such as small business or resident support or address other liable needs if desired. Additionally, this same plan can move forward since the Plan does allow for the recognition of the reduction in revenue in the current and future budgets.

Mr. Gioielli said each Director will come forward and offer an overview of the proposed budgets for their department before answering any questions the Commission may have. He said the budget includes the addition of the Community and Media Relations Manager position, approved by the Commission. Additionally, one Police Officer position has been recategorized as a Lieutenant which offers a succession plan and upward mobility within the department, without increasing staffing. Both these positions would be funded using the budgeted but unused

Deputy Chief revenue. This unique opportunity increases the City's community and media relations presence while preparing the next generation of law enforcement leaders in our community without increasing the budget. He thinks this is important considering the approaching retirement of one of our Police Managers.

Mr. Gioielli said the proposed budget requests the addition of a Building Inspector paid through the Building Fund. There has been a significant increase in permits and inspections first experienced significantly in 2020, and for the current year, it is on track to see comparable numbers. Currently, this increased need is met through contract services. He proposed that the service and turnaround time could improve should a City employee carry out that function. There is a significant offsetting saving in the Contractual Services line should the position be approved. He believes the extra work in increased revenues justifies this need and he said this is a good problem for our City to have. He mentioned Mr. Kintner will be proposing the funding for a Mobility Fee Study offering the City a special opportunity to start managing its own related funding instead of relying on another organization to oversee and allocate it. This is not a proposed new fee, it is simply staff's desire to manage what will be an existing program internally, recognizing they would know better what to do with the revenue of our community. He believes it is a short-term expense for a significant long-term return on investment for our residents.

Mr. Gioielli said that with the retirement of the Public Works Streets Manager and the impending retirement of the Public Works Utility Manager in the next fiscal year, Public Works has proposed a complete reorganization. They plan to improve services for the community while preparing the less tenured employees by increasing their level of accountability so they can be leaders in the future. Also, included in the proposed budget is the addition of the grants line overseen by a Grants Manager after the grant policy was approved by the Commission based on the recommendation during the audit. This was accomplished by increasing the responsibilities of a current employee so that an increase in staffing was not necessary.

Mr. Gioielli said there are budget lines for the department's impact fees which is a newer program for the City. These strategic adjustments have been proposed while accomplishing several of the City's priorities. He said we plan to increase services for our citizens and continue to strive to be a good employer, meaning no reduction in staffing. The proposed budget does include a proposed 4% wage increase and the necessary 8.4% adjustment to cover the City's health insurance costs. He believes it is critical during this current climate to continue to strive to be a good

employer while potential applicants still have yet to return to the workforce. He said others have expectations of higher pay based on employer competition, especially in the private sector with the pressure on the impending \$15 an hour minimum wage, where many private employers have already made that adjustment. He said staff proposed no tax increases and reported an anticipated reserve of 27%.

Mr. Gioielli noted that while our City tends to meet its capital improvement costs and needs through increased debt service, at some point it may be advantageous for the Commission to consider using some of the reserve money for direct purchase in place of increasing debt service. If this can be done for a few years, combined with the American Rescue Plan money used to meet our capital needs and recognizing the recently passed impact fees would be allowed to be used for capital, we could free up the past debt reducing our expenses and make the City more healthy than it is in the future years to come. He noted the budget from 2019 was considered when preparing for this year with the inflation and growth of the current budget.

Ms. Michelle Longo, City Clerk, presented for the City Clerk, and Commission Budget. She noted one change on the Commission's budget for the Commission Development line 4020. The conference for 2022 will be held in Hollywood, Florida so the budget was increased by \$1,000. For the City Clerk's budget, she said one of the changes was a cemetery position. She felt this position was better suited to fall under Public Works and would be a part-time position. No additional funds would have to be budgeted because they can be covered by the sale of cemetery lots. She said she would be able to cover that position and help fund it. She noted this position could report to the Streets Supervisor and would be easier because Public Works was already out there doing the work for the cemetery. She has spoken with the Public Works Director who also thought this was a good idea. If the Commission approved the position, Public Works can finalize a list of duties which would include having someone mowing the cemetery, picking up the trash, cleaning the fountains, trimming the trees, pulling weeds, edging, clearing dead flowers, cleaning around headstones, painting anything needed, opening/closing the gates, assisting with funerals and grave markings, and hauling any excess dirt. She then answered questions.

Discussion ensued on what the position would entail.

Ms. Longo noted work at the cemetery is being split by Leisure Services and Public Works and this position would have one Public Works employee dedicated to taking care of all the duties for the cemetery.

Discussion ensued on the position being part-time, the pay for the position, the issues currently faced at the cemetery, the specific duties the position would have, and having the position in the Public Works department.

Mayor Sackett suggested the salary of the Executive Assistant to the City Clerk and the City Manager should be discussed at a later meeting to be split and paid out of both budgets.

Mr. Gioielli, Acting City Manager, for the City Manager budget. He noted there were no changes made for the upcoming fiscal year. He said for the current year we anticipate a significant return and we are proud of the fact we took significant cuts last year to be lean during COVID which will be carried forward to the next year. He said some of the funding can be used to facilitate the needs of the Community Relations position.

Ms. Longo for the City Attorney budget. There were no reported changes to the City Attorney's budget.

Ms. Maggie Ridore, Interim Human Resources Director, for the Human Resources budget. She said there were very few changes and reported saving the City money by having an 8% reduction of the budget. With Ms. Ricci's, former Human Resources Director, departure we adjusted for her salary so there were savings there. She mentioned one major item on the budget being the Contingency Fund which was reduced from \$100,000 to \$50,000 because historically it has not been used and it is set aside for the insurance deductible which is \$10,000. If insurance claims are under \$10,000 it is handled in-house. There are no other major changes to the budget lines. She said we do not have much control over liability insurance because we have to plan for attorney fees and potential liabilities that oftentimes we cannot foresee.

Mr. Gioielli pointed out the 3100 line and said the money that Human Resources (HR) normally budgets for Police Department physicals has been moved over to the Police Department and there has been an increase in pre-employment background money from \$1,000 to \$2,000 because of the current employment-employee working climate.

Ms. Ridore noted she has budgeted out \$20,000 for a Request for Proposal (RFP) for Health Insurance.

Ms. Longo, City Clerk, for the General Services budget. She reported an item that changed was the Citywide's copy paper moved from account line 5200 to 5100 to follow the Uniform Chart of Accounts. It was also

noted General Services Fuel line 5240 covers both the fuel of the City Manager vehicle as well as the Facilities Maintenance vehicle.

Discussion ensued about how fuel is purchased citywide for all departments.

Ms. Judith Rosado, Financial Services Director, for the Purchasing and Utility Billing budget. She reported the total finance budget for the Finance division is \$404,072. The total budget change, when compared to the fiscal year 2021, is \$15,000 or 4%. Under Operating Expenses, the changes total \$17,558. These changes include \$6,000 for Actuarial Reports for GASB 75 and other post-employment benefits. This item was moved from the Accounting and Auditing line 3200 into the Contractual Services 3400 line. Under Employee Development, there is a \$3,500 increase for Tuition Reimbursement and Training for three employees. Under Communications, there is an increase of \$4,400. Under Other Changes and Obligations, there is an increase of \$47,000 to cover bank fees, application fees for the annual financial report, and the distinguished budget award that we are planning on applying for. Both recognitions are provided by the Government Finance Officers Association (GFOA). Under Operating Supplies, there was an increase of \$1,400 for small equipment.

Deputy Mayor Shoemaker asked about the budget for Merchant McIntyre and Associates for grant management. She said there was \$44,000 budgeted last fiscal year and nothing this year.

Mr. Gioielli said this was the City's attempt at hiring a Grant Management vendor.

Ms. Rosado, for the Purchasing Division budget. She reported this budget only funds operations for one employee, the Purchasing Manager. The total budget is \$111,000. The change was \$5,600 or 5%.

Ms. Rosado, for the Utility Billing Budget. She reported this division includes \$1.2 million under General Fund for Solid Waste Disposal and \$427 million under the Public Utility Fund. The overall budget change was \$11,000 or 3% and this due to some reductions in the operating lines and increases in the Employee Development line to allow for \$2,000, tuition reimbursement, and \$3,700 in Operating Supplies that include an annual software fee previously budgeted under the Contracting Services line.

Mayor Sackett asked if there was anything in place to make sure that customers are notified when their water usage increases.

Mr. Gioielli said there is an immediate and longer-term proposed plan for the Commission to consider. Immediately, we have updated all of our meter reading equipment. There was an issue with equipment being broken, periodically not working, and possibly even not accurate. We are in a 90-day cycle to have that equipment, and the company representatives will arrive here to set everything up and offer training to our staff. Longer-term, we are pursuing the possibilities of government grants approved for sewer and septic tank abatement programs which offer 1% or less on loans allowing us to upgrade the entire water meter system across the City for which the City is responsible. While there may be a slight, moderate increase in water bills due to the accuracy of the new meters, we would be accurate, able to identify spikes earlier with real-time reporting and offset the expense of paying for the equipment to be purchased. Another option is this being an allowable expense under the American Rescue Plan.

Deputy Mayor Shoemaker suggested a discussion on credit card fees.

Mr. Gioielli said we decided to carry out the Commission's priority which is making sure there was a no-fee option when using cash or check. Should a consumer decide to use a credit card they would pay a fee instead of creating additional financial lines in the budget. The fee is handled by merchant service companies. He noted that if and when we move to the new system we hope to, it radio reads thus eliminating human error. We will present the grant next month to the Commission if approved by the state.

Mr. Craig Dunn, Information Technology (IT) Director, for the Information Technology Budget. He reported a 1% increase because of increases in product maintenance, licensing, and hardware maintenance licensing. There were no other reported changes.

Chief David Dowda, Police Chief, for the Police Department and Citizen on Patrol (COP) budget. He said the Police Department manages and supervises all the personnel and program functions in support of law enforcement operations in the City. The department is responsible for maintaining and protecting the health, safety, and welfare of the community, providing enhanced staff training, and developing modern crime prevention techniques utilizing advanced and innovative equipment and procedures to protect and serve the citizens of Longwood. The Department has recently grown our Community Relations effort to emphasize transparency and community outreach. These actions are designed to strengthen the positive relationship and further develop the trust of the community.

Chief Dowda noted some of the department's notable achievements over the last year. He said they received 100% compliance with the Commission for Florida Law Enforcement Accreditation and were awarded reaccreditation with that body for the fifth time. He said they implemented bodywork cameras to supplement our in-cars camera system which will help with the transparency that our officers are engaged in on the street. A policy was created for that to benefit the public and the department personnel. We also implemented some updated software that allowed for a great deal of more online training. The system can provide for further enhanced record management capabilities including Police Department policy review and management.

Chief Dowda said the department increased transparency on its website which included adding our policy manual as well as an opportunity for the public to submit a communication to the department whether it be positive or negative. We also created a Citizens Engagement Group comprised of a diverse panel of community leaders. The group worked with Police Department staff to create our Community Forum Program designed to enhance citizen involvement and grow public trust. The department has recognized statewide efforts partnering with local non-profits to improve the lives of seniors in our community. This hard work was recognized by the Florida Department of Elder Affairs and the AARP resulting in Longwood being designated as an age-friendly community.

Chief Dowda said none of these things would be possible without the Commission and manager's support. To continue to provide a consistent level of service, he has requested an increase in certain lines equating to 3%. Some of this relates to funds that have been transferred from one City department to ours to better account for spending money in more efficient ways. For account line 3400, he said there is an expected reduction in a couple of the contractual services such as Seminole State's facility use as well as software. There was a procedural change made which resulted in what appears to be an increase of the line but it was a reallocation of funds. He said there are Reserve Officers that occasionally work extra duty details. Previously, they were paid out of the salary line, but since they are reserved and not paid employees, it was deemed more appropriate for them to be paid out of Contractual Services. Money has been moved from our Salary line to the Contractual Services line to cover that expense.

Chief Dowda noted that previously, the Professional Development 4020 line, has not been funded with as much money because professional development was completed out of our 116-4020 line, a line that is derived from revenues generated by the issuance of traffic citations. This is an area where COVID impacted us and the number of traffic citations

dropped dramatically based on the steps they took to lessen the risk to the public and the officers. This resulted in a loss of revenue. He is requesting the line be funded this year to supplement the 116-4020 line. For the Communications line 4100, he said a small reduction was experienced. He reported no changes for Postage line 4200 and the Utility Services line 4300. A large portion of the expenses for line 4400, is reimbursed by grants facilitated by the Federal Drug Enforcement Agency (DEA) for an Officer we have assigned to the DEA. The vehicle leased for him is paid in full by the DEA. There is a portion related to vehicles used by the Police Department's Administration. We expect to be able to recoup those costs by the sale of the vehicles through Enterprise Rent-a-Car. The Fire Department is taking part in the same program. He reported no change for the Repairs and Maintenance 4600 line, Printing and Binding, and Community Relations line.

Chief Dowda reported on the Citizens on Patrol line 4810 and said the only adjustment made was on their Vehicle Maintenance line which was exhausted during the year and we have to transfer money into that line to be able to finish the fiscal year. Rather than add money to it, there was a surplus in their Operating line, so there was a transfer of \$1,000 from one line to another. Under the 4900 line, he reported expecting an increase in the number of registrations for the coming year so the line was increased. There were no changes under the Office Supplies line. He reported several changes to the Operating Supplies line 5200, due to procedural changes. He said all grant-related items previously paid from this line have been reallocated from this line to a newly created line 5210, specific to grants. This change was made to more appropriately document the use of grant funds at the suggestion of our auditors and the Finance Director. The other new expense on this line is the body-worn camera expense necessary for the maintenance and upkeep of the cameras added this fiscal year.

Chief Dowda reported on the Grant Supplies 5210 line and said these funds are passed through expenses the City received from the Florida Department of Law Enforcement or the Federal Department of Justice. All expenses were existing and reallocated to this new line from our Operating Supplies 5200 line to better document them according to accounting standards. For the Fuel and Lubricants line, he suggested an increase of \$5,000 due to the rising fuel costs we have experienced. He understands additional increases in fuel costs are possible over the next year. In an abundance of caution, he asked to add money to the Contingency line so that they are prepared for that as well. Under the Books and Memberships 5400, there is an increase of \$115 based on an increase in the pricing of the law enforcement manuals issued to every

officer in the field. He noted that for the 3100 line, there is sufficient funding.

Mr. Gioielli said that beyond the fact the body-worn cameras make our residents feel safe with our transparency, he thinks the officers have bought into the program. Beyond the huge impact, this has on collecting digital and on-scene evidence and monitoring the officer, it has also been used to capture some serious in-progress violent crimes and to mitigate complaints and false accusations.

Chief Dowda said that regarding staffing, he has requested an organizational change in the proposed budget. He currently has 50 full-time employees and that number will remain unchanged if this request is granted. Since he is not prepared at this moment to promote a Deputy Chief, he proposed removing the funding for the Deputy Chief position from the budget while leaving the position listed in the staffing documents for the future. This would result in a significant reduction in the Salary line. He said he is prepared to fill a Lieutenant position and is requesting the addition of a Lieutenant in place of a Deputy Chief. The addition of the lieutenant will permit him to better distribute some of the administrative responsibilities of the Deputy Chief position and will also allow this to begin some succession planning with the officers who move up in the future.

Chief Mike Peters, Fire Chief, for the Fire Department budget. He said the Fire Departments provide medical services and fire protection in the City. Over the last two years, they have spent a lot of time responding to the pandemic. The call volumes continue to increase slightly although there was a slight decrease in fire calls last year. Staff levels have remained consistent. Last year, the part-time fire inspector was added. With that addition, they are on pace to be able to visit every business, every year, to perform a fire inspection. This makes the City an overall safer place to be and keeps people in line without having to make major modifications.

Chief Peters reported the Operating Budget is down by \$2,000. He said they have stayed pretty consistent in all of these areas. In line 3400, there is a slight reduction due to the turnout gear worn. He noted their replacement plan was to fund each year and the gear expires every ten years. In that cycle, we add newer gear to the system which requires less maintenance and repair and the maintenance costs decrease. He reported a slight increase in line 4100 due to the Internet Service for the mobile tables that the crews use to take inside homes when treating patients. They start reporting right at the bedside. They are also able to retrieve old information if there is a previous patient, speeding up the whole process and allowing us to provide more efficient patient care. For

account line 4600, there was a slight reduction due to the cylinders being on a three-year testing cycle. For account line 5200, there is an increase in EMS supplies due to inflation and disposable commodities. For account line 5400, there was a reduction. He noted overtime was due to providing vaccinations in cooperation with other agencies in Seminole County which will be reimbursed.

Mayor Sackett asked if the Citizen Emergency Response Team (CERT) was funded and if there was a contact person who does training for them.

Chief Peters replied Battalion Chief Andy Inman is in charge of the CERT program and he coordinates training and interacts with the group to determine what the needs are. Since last year was a bit off, we took the projected revenues they felt they were going to create in the various events and brought that same number forward, thinking we would get back on pace. We brought \$1,086 forward that was remaining ending up with \$1,805.26. Expenditures are anticipated at \$8,100, finishing the year with a fund balance of \$10,400. We continue to look and try to find different ways for the group to be involved. He said hopefully we will continue to make additional strides and then we will add the support.

Mr. Gioielli said some of the increases in the CERT line are for maintenance on preexisting maintenance issues for the air conditioning and equipment.

Chief Peters noted that in the Capital line, he has requested a ladder truck under the Fiscal Year 2022-2023 due to fiscal concerns. He said this is the second year we have bumped this to the next year. We can appreciate and recognize that there is a need for an aerial truck in the City with all of the elevated structures that are going on not only here but all over the County. Even the mutual aid resources that we rely upon are in more demand. He said one thing to consider is that from the day the truck is ordered it takes over a year to build it. The other piece is that when the ladder truck shows up it will not be an additional. We will replace one of the engines with the crew and provide that resource. What this will also do is allow us to replace one of our fire engines because the ones on the east side of the City are now ten and eleven years old. If we do not move on this, we will have to move on a fire engine.

Discussion ensued on fire trucks with ladders, their features, and accessibility through the City.

Mr. Chris Kintner, Community Development Director, for the Community Development and Building Services budget. He reported on the

Community Development budget and said there is a total increase of 11% due to the proposed discussion of the Mobility Plan and Fee Study. He explained the Mobility fee is a fee that is paid one time by the developer and covers several different things. More than just a road impact fee, it covers the sidewalk and other connections. Developers now will pay a county mobility fee that goes into a fund in the county that is broken up into a few different districts. There is a core district that runs along with the SunRail station, a suburban district, and a rural district. We would establish projects in the Long Range Transportation Plan for Seminole County and those would be jostling for funding in those different core districts. We have proposed doing a plan and fee study resulting in a mobility fee that the City of Longwood would charge replacing the county fee. The benefit to us is that the money is coming into our project list. The downside is that it is a smaller amount of money at any given time. While that is an \$80,000 plan and study, it is required by state statute and fairly inescapable. Once implemented, that money would be coming in right after implementation, starting to pay for itself almost immediately. He provided examples of how having a Mobility Fee works and says it would allow us to pay for growth.

Mr. Gioielli pointed out that if the county manages it, the money can be used on county and state roads. If we manage it we can use it in neighborhoods, local roads, or county or state roads. There is full flexibility.

Mr. Kintner said some of the projects that are in the Long Range Transportation Plan now are not projects that either Community Development or Public Works would have wanted. If we institute a Mobility Plan we can help identify areas where people are seeing growth and invite them for comment and it would be our list. Once we have the unified list of projects we want this helps us to be able to go out for grant funding. Additionally, there had been discussions earlier in the year about the possibility of revisiting the discussion of the Downtown Master Plan and Retail Update. Given there is a discussion about the possibility of using the Police Station as the new Fire Station, he suggested setting the Downtown Master Plan aside until we have figured out what we want to do long-term with that property. We can, in the short-term and potentially under this year's budget without having to ask for any increases, update the 2015 market study. This could do some things he has heard the Commission ask for at different meetings including answering the questions of the impact on new apartments and development. The market update was quoted at \$15,000. The Downtown Master Plan can be discussed at a later time depending on how we settle out on that.

Mr. Kintner noted there is money there for additional consulting. Many of the things done in Community Development are done in-house such as the preparation of ordinances. One thing we may need to bring in some technical fees for is the changes to the Future Land Use Map and the Comprehensive Plan. These are changes to a map that was adopted in 2010. We have also talked about the opportunity to have an Economic Development element to the Comprehensive Plan. We would like to have an Economic Development element where we can establish those goals, objectives, and policies. This gives the public input on how we are seeking businesses, where we are trying to direct those businesses to go, and what type of businesses we are seeking. It also makes sure the Commission, staff, and public are all working from the same sheet of music. Some elements have changed in the Comprehensive Plan such as graphics but we try to keep that at the staff level. This is where the \$20,000 in Special Projects Consulting would go. He then answered questions.

Mr. Kintner, for the Building Department budget. He reported this budget is funded through a special revenue fund. There is a total increase of 14%. The operational budget has a reduction. The total increase is related to the proposed Plans Examiner/Inspector position. He said one thing that has changed in Community Development over the past couple of years is we have a Building Official now who has taken that role seriously in terms of the entirety of the role, embracing the role of being a division manager. This means he is not just an inspector, he is someone who manages the employees and builds them up, is responsive to our residents, and works with the software. We are bringing many more functions in-house and building inspection services can get expensive. We now have a Building Inspector and Official and can work more on existing buildings and identify issues in an industrial building with multiple businesses where some of them are doing things they should not be without a permit. We proposed this Plans Examiner/Inspector position due to a tremendous amount of inspections driven by some of the larger projects we have had over the past few years, which is a great problem to have. However, the result of that is running into a point where we are having to increase staffing or reduce levels of service. We have a tremendous level of service as far as building permits go. Our review times are in days/weeks rather than weeks/months. We do not want to lose that edge. He then answered questions.

Mr. Chris Capizzi, Leisure Services Director, for the Leisure Services budget. He reported a 1% increase in the budget. He said there were no changes in staffing except for taking one of the Tech II positions away and making a Tech III position for the Parks crew. There was an increase in the Communications line for cell phone stipends to our Parks employees. On

the Rentals and Leases line, there was an expense added for the two vehicles leased through Enterprise. For the Repair and Maintenance 4600 line, there was an increase due to the yearly splash pad maintenance. After two years of operating, we have a better understanding of the costs. For the Repair and Maintenance-Vehicles 4610 line, there is an increase for the three vehicles in use. The largest increase came from the Operating line for outdoor furniture for the Community Building. The staff's uniforms expenses for the Community Building Assistant (CBA) were moved from the 3400 line to Operating Supplies line 5200 where the yearly chemical costs for the splash pad are also in. There were decreases in the Utility Services line. We worked with Duke Energy and replaced all of the sodium bulbs in Candyland Park with LED lights and added a new spotlight going into the playground. This should provide a savings of \$10,000.

Mr. Capizzi said the new roofs have been put on the dugouts at Candyland Park. The \$20,000 addition to the pump track has been going great. There will be more obstacles put into the skatepark. He then answered questions.

Mr. Capizzi then noted they received word from the state in the last week the \$250,000 Florida Recreation Development Assistance Program (FRDAP) grant was approved and will be going towards Candyland Park.

Mayor Sackett commented on the Fourth of July event's success and attendance. He then suggested this being an annual event and add it into the budget.

Mr. Gioielli noted the 9/11 event is in the current year's budget.

Mr. Capizzi reported no change between the 2021 and the 2022 Plan budgets. He said the Fourth of July event is going to cost us around \$15,000. He then answered questions.

Discussion ensued on previous and future events, and budgeting for events.

Mr. Capizzi reported on Special Assessments and said there are several subdivisions broken into: 1. Professional Services which includes routine mowing, edging, and trimming 2. Other Contractual Services include fertilizer programs, pest control, landscaping, mulch, new plant material, electrical, front entrance, additional tree trimming, and fence repairs, and 3. Utilities include the electrical and water for the irrigation of the plants. The only increases came from a few subdivisions wanting to do more with those things.

Commissioner Morgan stated Leisure Services should not be in charge of overseeing the work on the roadways or public right-of-ways and should be given to Public Works.

Discussion ensued on Special Assessment Neighborhoods and what they entail.

Mr. Shad Smith, Public Works Director, for the Public Works budget. He said Public Works has four main lines including Streets, Stormwater, Utilities, and Capital. For Streets, one of the division managers is retiring and came up with the need of a Stormwater Supervisor. This position is necessary to meet the National Pollutant Discharge Elimination System (NPDES) permit. He said now we will have a dedicated supervisor and staff focused on the stormwater tasks. This Stormwater Supervisor position shows up under the Stormwater Fund, the other staff that will be working for that supervisor do not. Payroll allocation shows how this is broken up. He noted staff is aware of the changes and onboard.

Deputy Mayor Shoemaker asked about the money given to Duke Energy on the Public Works budget.

Mr. Smith said this is the Utility bill we pay for street lighting throughout the City. He noted that to have LED lights, we have to upgrade the light fixtures and pay capital. He clarified we are not paying for the fixture. The fixture is paid for in the bill. He then noted the Operating line changed about \$20,000 over multiple lines. He also noted increases, decreases, and items that were moved around in different lines in the budget.

Deputy Mayor Shoemaker asked if Mr. Smith can incorporate a position for the cemetery.

Mr. Smith said they can supervise it. The funding of the position would come from Ms. Longo's fund. He said it would be beneficial to have that position, the cemetery would look better, and we would have more control over it.

Mayor Sackett asked about the Rocklake Outfall project.

Mr. Smith said the pump was ordered and they are finalizing the permitting. We can only pump from that lake when there is a Governor issued declaration. The idea of the project is called Dryline which means you put a pump under the road on one side and it flows out of the other.

It was the consensus of the Commission to move forward with the budget for 2021-2022 and if there were additional questions they would be asked at the Regular City Commission meeting on Monday, July 19, 2021.

Mr. Gioielli noted there was no increase in Longwood's millage rate.

3. **ADJOURN.** Mayor Sackett adjourned the meeting at 3:31 p.m.

Minutes approved by City Commission: 08-02-2021

Brian D. Sackett, Mayor

ATTEST:

Michelle Longo, CMC, FCRM
City Clerk