

LONGWOOD CITY COMMISSION

Longwood City Commission Chambers
175 West Warren Avenue
Longwood, Florida

AGENDA

January 20, 2025

6:00 PM

- 1. CALL TO ORDER**
- 2. OPENING INVOCATION**
- 3. THE PLEDGE OF ALLEGIANCE**
- 4. COMMUNITY ANNOUNCEMENTS**
 - A. The City of Longwood and the Seminole County Sheriff's Office will host an International Overdose Awareness Day Event on Thursday, January 30, 2025, from 6:00 p.m. until 8:00 p.m., at Reiter Park, 311 West Warren Avenue. This is a free event.**
- 5. PROCLAMATIONS / RECOGNITIONS**
 - A. District #4 Presentation of the Business Person of the Month Award for January 2025 to Matt Hancock, President of AC Cowboys, 275 South U.S. Highway 17-92, Longwood.**
 - B. Presentation of the Beautification Award to Baywood Center, 1604 North Ronald Reagan Boulevard.**
 - C. Presentation of the recipient of the Martin Luther King, Jr. Good Citizenship Award to Michael Radka.**
 - D. Presentation of the recipient of the Martin Luther King, Jr. Good Citizenship Award to Erik Swenk.**
- 6. BOARD APPOINTMENTS**
 - A. District #2 Nomination to the Parks & Recreation Advisory Board.**
- 7. PUBLIC INPUT**
 - A. Public Participation.**
- 8. MAYOR AND COMMISSIONERS' REPORT**
 - A. Districts #3, #4, #5, #1 and #2**
- 9. COMMISSION AND STAFF ADDITIONS OR CHANGES**

A. ADDITIONAL ITEMS RAISED DURING MAYOR'S AND COMMISSIONERS' REPORTS

B. ANY ADDITIONS OR DELETIONS TO THE AGENDA

10. CONSENT AGENDA

A. Approve the Minutes of the December 16, 2024, Regular Meeting.

B. Approve the Monthly Expenditures for November 2024.

C. Approve the Monthly Financial Report for November 2024.

11. PUBLIC HEARINGS

12. REGULAR BUSINESS

A. City Commission to approve the donation of vacation and/or sick leave from city personnel to James "Jim" Pappalardo.

B. City Commission consideration and approval of a Historic District Matching Grant Application (HG 01-25) for the property located at 192 West Warren Avenue.

C. City Commission approval of a salary adjustment for Longwood law enforcement officers.

13. CITY MANAGER'S REPORT

14. CITY ATTORNEY'S REPORT

15. CITY CLERK'S REPORT

16. ADJOURN

Michelle Longo, MMC, FCRM
City Clerk

Notice: All persons are advised that if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record to include the testimony and evidence upon which the appeal is to be based (per Sec. 286.0105, Florida Statutes). Persons with disabilities needing assistance to participate in any of these meetings should contact the A.D.A. Coordinator at (407) 260-3466 at least 48 hours in advance of the meeting.

Any invocation that is offered before the official start of the Commission meeting shall be the voluntary offering of a private person, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Commission or the city staff, and do not necessarily represent their individual religious beliefs, nor are the views and beliefs expressed by an invocation speaker intended to suggest the City's allegiance to or preference for any particular religion, denomination, faith, creed or belief. Persons in attendance at the City Commission meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. You may exit the City Commission Chambers and return upon completion of the opening invocation if you do not wish to participate in or witness the opening invocation.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 260-3441 or emailing clerk@longwoodfl.org.

Future Meetings:

February 3, 2025

6:00 PM

Regular Meeting

February 17, 2025

6:00 PM

Regular Meeting

Agenda Item 6A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: January 20, 2025

Subject: District #2 Nomination to the Parks & Recreation Advisory Board.

Introduction:

District #2 board appointment for the Parks & Recreation Advisory Board.

Background/Discussion:

District #2 board appointment for the Parks & Recreation Advisory Board. I was informed by Member Erin Keefe that she does not wish to serve another term on the Board. Her final meeting will be on Tuesday, January 7, 2025. There are no board applications on file with an interest in serving on this board.

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Commissioner Boni to make a nomination to fill the vacant seat.

REQUESTED MOTION/ACTION:

I nominate _____ to serve on the Parks & Recreation Advisory Board.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

1. Information Sheet

Agenda Item 10A

To: The Honorable Mayor and City Commissioners

From: Michelle Longo, City Clerk

Date: January 20, 2025

Subject: Approve the Minutes of the December 16, 2024, Regular Meeting.

Introduction:

The City Clerk is presenting the minutes of the December 16, 2024, Regular Meeting for approval.

Background/Discussion:

Budget Impact:

This item has no anticipated impact on the budget.

Recommendation:

Approval of the minutes.

REQUESTED MOTION/ACTION:

I move to approve Item 10A as presented.

Prepared By:

Michelle Longo, City Clerk

Reviewed By:

Michelle Longo, City Clerk

Attachments:

1. CC12-16-2024Min

Agenda Item 10B

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: January 20, 2025

Subject: Approve the Monthly Expenditures for November 2024.

Introduction:

This agenda item requests the City Commission approve the total payment of processed bills in the amount of \$798,209.04 from November 5th of 2024 through November 14th of 2024, which includes check numbers from 167206 through 167293.

Background/Discussion:

Per Section 6.10(A) of the City Charter, the City Manager must certify that there are sufficient unencumbered funds within the budgeted appropriations to cover obligations when they become due and payable.

Budget Impact:

There are sufficient unencumbered funds to cover these obligations.

Recommendation:

The City Manager and Director of Financial Services recommend approval of expenditures in the amount of \$798,209.04.

REQUESTED MOTION/ACTION:

I move to approve Item 10B as presented.

Prepared By:

Judith Rosado, Director of Financial Services

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Monthly Expenditures

Agenda Item 10C

To: The Honorable Mayor and City Commissioners

From: Judith Rosado, Director of Financial Services

Date: January 20, 2025

Subject: Approve the Monthly Financial Report for November 2024.

Introduction:

Pursuant to the Longwood City Code of Ordinance Section 2-182 the City Manager is to provide monthly financial reports to the City Commission. This Unaudited Monthly Financial Report meets the requirement as set forth in the Code of Ordinances.

Background/Discussion:

Monthly Financial Reports are required to be submitted to the City Commission during the second meeting of each month in accordance with Section 2-182 of the City Code of Ordinances.

The Commission is currently provided with a monthly financial report for approval at the second meeting of each month in accordance with Section 2-182 of the City Code of Ordinances. This item is a reporting of the budgeted financial activity for the month of November 2024.

In addition to the monthly financial reports, included on this agenda are the budget transfers report for the month of November, and detailed information of the Purchasing Card expenses for the period of November 5, 2024, through December 4, 2024.

Budget Impact:

The Unaudited Monthly Financial Report reflects a modified budget and actuals for the month of November 2024.

Recommendation:

The City Manager and the Director of Financial Services recommends approval of the Unaudited Financial Reports as of November 2024.

REQUESTED MOTION/ACTION:

I move to approve Item 10C as presented.

Prepared By:



Agenda Item 10C

Judith Rosado, Director of Financial Services

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Unaudited Monthly Financial Report November 2024
2. Purchasing Card Expense Report
3. Budget Transfer Report November 2024

Agenda Item 12A

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director, Phil Kersey

Date: January 20, 2025

Subject: City Commission to approve the donation of vacation and/or sick leave from city personnel to James “Jim” Pappalardo.

Introduction:

This agenda item requests the City Commission approval for Community Development personnel to donate a maximum of 400 hours of vacation and/or sick leave to be utilized by Building Inspector James “Jim” Pappalardo while he completes his medical recovery from a catastrophic Family Medical Leave Act (FMLA) qualifying off-duty medical issue which has exhausted all of his accrued time off.

Background/Discussion:

Jim began his employment with the City of Longwood on December 2, 2019. During his more than 5 years of employment with the City, Jim has proven to be a diligent, hard-working, reliable employee who has maintained positive relationships with our residents and contractors while ensuring that building codes are properly followed. After many years of changes including rotating through private inspection service providers, Building Official Phil Kersey and Jim have helped bring stability to our building inspection team. Jim has also been instrumental in training our newest Building Inspector/Plans Examiner which allows William to receive the hours needed to add certifications and complete more and different types of inspections. Jim’s attendance record shows he has used his accrued leave time responsibly through the years.

Jim suffered a catastrophic medical issue in December of 2023, and was placed on FMLA. Jim returned to work in March 2024 and resumed his normal work schedule and duties. In November of 2024, Jim was forced to undergo another procedure that will keep him out for some time.

Jim exhausted all of his accrued leave time as of November 21, 2024 and therefore, does not have enough accrued leave time to fully cover his recovery period, forcing him into a leave without pay status and causing him to be responsible for payment of the full premium cost for continuation of his health insurance coverage. Therefore, commission approval is being requested to allow other Community Development personnel to donate their accrued time to help Jim complete his recovery including retro-actively restoring hours in period since Jim ran out of leave time.

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City of Longwood Personnel Policy 7.05 (N), allows for the transfer of vacation hours between employees with City Commission approval. The personnel policy is silent with regard to the transfer of sick hours; however, in similar situations the Commission has also permitted the transfer of sick hours.

Budget Impact:

This item has no impact on the City's budget since funding will result from donated sick and/or vacation leave by other city personnel.

Recommendation:

The City Manager, Community Development Director, and Building Official recommend approval of a donation of up to 400 hours of leave from Community Development personnel to James "Jim" Pappalardo.

REQUESTED MOTION/ACTION:

I move to approve a donation of up to 400 hours of leave from Community Development personnel to James "Jim" Pappalardo.

Prepared By:

Chris Kintner, Community Development Director
Phil Kersey
Magdala Ridore, Human Resources Director

Reviewed By:

Clint Gioielli, City Manager

Attachments:

None

Agenda Item 12B

To: The Honorable Mayor and City Commissioners

From: Chris Kintner, Community Development Director

Date: January 20, 2025

Subject: City Commission consideration and approval of a Historic District Matching Grant Application (HG 01-25) for the property located at 192 West Warren Avenue.

Introduction:

This agenda item requests the City Commission consider a Historic District Matching Grant Application from Nathan Roy for the property at 192 West Warren Avenue.

Background/Discussion:

- 192 West Warren Avenue, known as the Niemeyer House, was constructed in 1889, and is designated as a “contributing” structure in the Longwood Historic District.
- The property has long been in need of repairs, and in 2023 was purchased by Nathan Roy, the son of Brian Roy who has - among other things - completed the great restoration of 211 West Warren and its neighboring 221 West Warren.
- The owners are in the process of rehabilitating the building and have received the relevant permit for its rehabilitation. Preliminary work has begun and while the grant language is intended for the grant award to occur before construction, given the importance of this project to the overall District, staff recommended that the property owner apply.
- Per the terms of the Historic District Matching Grant Program, established by Resolution 17-1432, contributing structures are eligible for up to \$5,000 in grant funding to restore or improve a structure.
- The purpose of the Downtown Historic District Matching Grant Program is to provide assistance to property owners to restore and improve architectural features of facades of structures within the City of Longwood Downtown Historic District, with primary emphasis given to contributing structures. Grants are also given to projects that make structural improvements to extend the useful life of a structure. This project meets the aim and objective of the historic grant.
- Work will include foundation restoration. The proposal provided within the application is for a total of \$10,000 in qualifying expenses which would result in a maximum match of \$5,000 under the program guidelines. The grant application process requires the applicant to pay all monetary amounts in full and any grants awarded will be provided

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as reimbursement following the successful permitting and final inspection of all related work.

Budget Impact:

\$15,000 is budgeted each fiscal year for the Historic District Grant Program. For FY 24-25 there is currently an available balance of \$10,000 allocated to historic grants, due to a FY 24 payment that was late in requesting payment. However, there is enough to support the full requested amount.

Recommendation:

The City Manager and the Community Development Director recommend the City Commission approve the request and award a grant in the amount of \$5,000.

REQUESTED MOTION/ACTION:

I move to approve the Historic District Grant for Nathan Roy at 192 West Warren Avenue as presented.

Prepared By:

Kristin Zack-Bowen

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Historic District Matching Grant Application (HG 01-25) 192 W Warren Ave

Agenda Item 12C

To: The Honorable Mayor and City Commissioners

From: David Dowda, Police Chief

Date: January 20, 2025

Subject: City Commission approval of a salary adjustment for Longwood law enforcement officers.

Introduction:

This item requests commission approval to supplement the Longwood Police Department's 2024-2025 budget with an adjustment to wages and corresponding benefits to facilitate a necessary salary increase for law enforcement officers.

Background/Discussion:

Law enforcement agencies nationwide have faced growing difficulty recruiting and retaining law enforcement officers over the last decade. This is due to multiple factors including a lack of willingness to complete the necessary training and general lack of interest in the law enforcement field by younger generations. This issue significantly increased in 2020 with the effects of the coronavirus pandemic as well as the growing criticisms of police reported in the media. According to the Police Executive Research Forum, PERF, retirements were up 19% and resignations of law enforcement officers were up 47% from 2019 to 2023. Retirements are leaving agencies all over Florida and the country struggling to fill vacancies with a reduced pool of new applicants.

In order to compensate for losses in staffing, larger agencies in the Central Florida area have increased salary and benefit packages in order to attract not only new applicants into the field but solicit existing trained law enforcement officers to their agencies from other departments. Seminole County develops outstanding law enforcement officers and as a result our agencies, including the Longwood Police Department, have become prime recruitment fields for surrounding counties. This is adversely affecting staffing in Seminole County, and it has resulted in Seminole County agencies aggressively increasing starting salaries, in one recent case by nearly 19%, in an attempt to bolster recruitment numbers.

A recent review of eleven (11) surrounding law enforcement agencies revealed the average of the starting salaries to be \$59,264.85.00. This review also revealed several Seminole County agency heads have recently raised their agency's starting salary, and others are currently completing similar reviews in preparation for proposing additional compensation for their personnel. Their efforts are obviously expected to raise the average further in the county. The review also identified the Longwood Police Department's starting salary of \$54,127.59 to be

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the lowest in Seminole County; with the highest being \$63,000.00. While our starting salary was competitive compensation a year ago, with the market evolving so rapidly, it is not any longer.

It is equally important to consider the compensation of the department's existing law enforcement personnel and the effects of salary compression. The Longwood Police Department currently employs forty-two (42) sworn law enforcement officers. Of these forty-two (42) experienced officers, twenty-one (21) are compensated with a base salary of less than \$63,000.00. As noted earlier, this is the current starting pay of one of our Seminole County law enforcement agencies. This agency also offers up to an additional 5% compensation to newly hired experienced officers. This benefit can establish a starting pay at their agency of more than \$66,000 for a law enforcement officer. The average salary of an existing Longwood Police Officer with three (3) years' experience is \$55,168.51. A gap in compensation of this amount is likely to make it difficult to retain our current law enforcement officers.

Our agency has experienced officers migrating to Orange County agencies, with higher salaries, such as the Orlando Police Department and the Orange County Sheriff's Office, but it has likely been tempered by the challenges of working in Orange County law enforcement. With the recent surge in Seminole County law enforcement salaries, our staff will likely begin to consider these more competitive pays in nearby areas, and the police department will certainly face increases in turnover, significant challenges filling the resulting vacancies, and other related issues without salary increases.

In an effort to limit these challenges, a 4.4 percent increase to the police department's applicable personnel services approved budget lines is requested. This adjustment will permit increasing the starting salary for a police officer to \$60,127.59 and permit wage increases for existing law enforcement personnel, with the exception of the police chief, beginning March 30, 2025. These will bring the department to a competitive salary level in the local law enforcement job market.

Budget Impact:

This request, if approved, adjusts for the salaries and the affected benefits with a total increase of \$243,549 to the approved fiscal year 2024-2025 general fund police department budget.

Recommendation:

The City Manager and Chief of Police recommend approval of this agenda item.

REQUESTED MOTION/ACTION:

I move to approve Item 12C as presented and authorize the City Manager to make the approved adjustments to the Police Department's personnel services' lines.



Agenda Item 12C

Prepared By:

David Dowda, Police Chief

Reviewed By:

Clint Gioielli, City Manager

Attachments:

1. Responding to Staffing Crisis Police Executive Research Forum Report
2. Starting Salary Survey of Central Florida Agencies