City Commission
Regular Meeting Minutes

October 27, 2021 at 3:30 p.m.

City Hall, Commission Chambers
401 S. Park Avenue | Winter Park, Florida

Present

Mayor Phil Anderson, Commissioners Marty Sullivan, Sheila DeCiccio, Carolyn Cooper and Todd Weaver; City Manager Randy Knight, City Attorney Kurt Ardaman and City Clerk Rene Cranis.

1) Meeting Called to Order

Mayor Anderson called the meeting to order at 3:32 p.m.

2) Invocation

Pastor Bruce Mayhew, Gateway Church, provided the invocation followed by the Pledge of Allegiance.

3) Approval of Agenda

Motion made by Commissioner Cooper to approve the agenda; seconded by Commissioner DeCiccio. Motion carried unanimously with a 5-0 vote.

4) Mayor Report

- Signed a proclamation for the 150th anniversary of the Eastbank House, the oldest house in Winter Park.
- Acknowledged the service and work of advisory board members.

5) City Manager Report

a. Meet Your Department: Fire Department

Fire Chief Dan Hagedorn showed video on Department responsibilities and gave a presentation on services, response times and COVID management. He noted that the department has recently received re-accreditation with no deficiencies.

b. City Manager's Report

- The current cost of the COVID vaccination incentive program and mandatory testing program is approximately $71k.
- Two responses to the NOD for the Swoope Avenue property were received and after staff analysis, it will be on an upcoming agenda for consideration.

- Two responses to the LOI for the post office were received and after initial meetings with those property owners, this will be on an upcoming agenda.
- Job Fair on Saturday was well-attended with eight applicants receiving conditional offers and several others under consideration. Seven new firefighters started.

6) City Attorney Report

7) Non-Action Items

a. Appointments to the Lake Killarney Advisory Board (Mayor Anderson and Commissioner Cooper)

Commissioner Cooper appointed Jackie Giovanetti and Mayor Anderson appointed Carolyn Minear to the Lake Killarney Advisory Board.

Mayor Anderson expressed his condolences to the family of Whit Cotton who served on the Broadband and Smart City Ad Hoc Committee.

b. Discussion of appointments to Orange Avenue Overlay Architectural Review Board.

The following appointments were made: Brian Canin (Planner), Robert Bruce Stephenson (Planner) and Wade Miller (Architect). Mayor Anderson and Commissioner Sullivan will make final appointments in next meeting. Mayor Anderson requested a copy of applications to this board.

c. Discussion of the Mission of Economic Development Advisory Board (EDAB).

Mayor Anderson stated that this discussion will focus on the need to invigorate the board and possibly revise its scope and focus.

Commissioner Sullivan commented on the EDAB Strategy and Action Plan suggesting it may be helpful to add goals or strategies for how people get around, to have more emphasis on residents as stakeholders, to encourage and nurture locally owned and operated businesses, and to look at other areas than Park Avenue.

Mayor Anderson said he would like to refresh the Winter Park brand and define the market area and how it would apply to retailing today due to e-commerce.

Commissioner Cooper agreed with Commissioner Sullivan that areas other than Park Avenue need to be considered as well as direct marketing to Winter Park residents. She said she would like to look at costs to implement any initiatives annually. She questioned how the city can take full advantage of Sunrail and get people to the "last mile."

Commissioner Weaver said he feels one of the best things the city can do is to help Mayor Demings to get the link between the airport and Sunrail to activate downtown Winter Park and bring visitors without bringing traffic and parking issues.

Mayor Anderson said there needs to be clarification of board expectations and feels the list of tasks in the plan are ambitious and some are being done by staff such as recruiting businesses to fill vacancies and collaborating with Chamber of Commerce or Park Avenue Business District.

Bill Segal, Chairman of EDAB, said he feels there has never been a clear understanding of responsibilities and expectations and the board needs specific goals and deadlines.

Mayor Anderson suggested that economic development, as it relates to Winter Park, needs to be defined.

Concerns were expressed and discussion held on the Strategy and Action Plan, focus of the board, costs and budgeting and staff accomplishing some tasks. Consensus was to schedule a work session with EDAB to discuss strategy, focus and direction.

Mayor Anderson recessed the meeting at 4:52 and reconvened the meeting at 5:04 p.m.

8) Public Comments | 5 p.m. or soon thereafter

9) Consent Agenda

a. Approve the minutes of the regular meeting, October 13, 2021
b. Approve the minutes of the work session, October 14, 2021 (Removed by Mayor Anderson)
c. Approve the following purchase:
    1. Superion, LLC - Sungard HTE Annual Support; Amount: $112,225.03 for support and maintenance of the Naviline system.
d. Approve the following contracts:
    1. Power Engineers, Inc. - Renewal of RFQ-18-2018 - Professional Engineering Services to Design Underground Conversion of Power Lines; Amount: $150,000 for services on an as needed basis during the term of the Agreement.
    2. HDD of Florida - Renewal of RFP-15-2019 - Underground Conduit/Pipe Installation Services; Amount: $3,080,000 for services on an as needed basis during the term of the Agreement.
    3. Cathcart Construction Company - Renewal of RFP-15-2019 -Underground Conduit/Pipe Installation Services; Amount: $82,000 for services on an as needed basis during the term of the Agreement.

4. Heart Utilities of Jacksonville - Renewal of RFP10-19 - Electric Utility Installation & Maintenance; Amount: $2,860,000 for services on an as needed basis during the term of the Agreement.
5. High Performance Sports Management - Renewal of RFP17-18 - Tennis Programming & Instructional Services; Amount: $450,000 for services on an as needed basis during the term of the Agreement.
6. Brown & Brown of Florida, Inc. - Renewal of RFP22-18 -Insurance Agent/ Broker of Record; Amount: $1,100,000; All City insurance premium payments are processed directly through Brown & Brown of Florida.
7. A Budget Tree Service Inc. - ITN23-18 - Vegetation Management Services; Amount: $700,000 for services on an as needed basis during the term of the Agreement.

e. Approve the following piggyback contracts:
   1. CDW Government - Sourcewell Contract #081419-CDW -Technology Catalog Solutions; For services on an as-needed basis during the term of the Agreement, contract term through November 1, 2023; Amount: $275,000
   2. ABM Industry Groups, LLC - Pasco County Contract #IFB-TB-16-131 - Janitorial Services & Equipment; For services on an as-needed basis during the term of the Agreement, contract term through March 1, 2023; Amount: $330,000

f. Approve 180-day extension of the Broadband and Smart City Ad-Hoc Committee.

g. Allocate $250,000 of ARPA funds for Cybersecurity enhancements.

Motion made by Commissioner Weaver to approve the Consent Agenda except Item b; seconded by Commissioner Cooper. Motion carried unanimously with a 5-0 vote.

Item b**: Motion made by Mayor Anderson to amend last paragraph on Page 2 to read "… gauge community acceptance on commercial use…"; seconded by Commissioner Cooper. Motion carried unanimously with a 5-0 vote.**

10) Action Items Requiring Discussion

11) Public Hearings

a. RESOLUTION 2253-21 - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, DESIGNATING THE PROPERTY LOCATED AT 890 CARVER STREET, WINTER PARK, FLORIDA AS A HISTORIC RESOURCE ON THE WINTER PARK REGISTER OF HISTORIC PLACES.

Attorney Ardaman read the resolution by title. Jeff Briggs, Principal Planner, reviewed this request by Rodie Washington.

Motion made by Commissioner Weaver to approve the resolution with the stipulation that staff confirm ownership (the Orange County Property Appraiser shows partial ownership by Mr. Washington); seconded by Commissioner Cooper. There were no public comments. **Upon a roll call vote Commissioners Sullivan, DeCiccio, Cooper and Weaver and Mayor Anderson voted yes. Motion carried unanimously with a 5-0 vote.**

b. RESOLUTION 2254-21 - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, DESIGNATING THE PROPERTY LOCATED AT 424 AND 422 HENKEL CIRCLE, WINTER PARK, FLORIDA AS HISTORIC RESOURCES ON THE WINTER PARK REGISTER OF HISTORIC PLACES.

Attorney Ardaman read the resolution by title. Mr. Briggs reviewed the request for the main house and detached garage that has an apartment and separate address.

Motion made by Commissioner Weaver to approve the resolution; seconded by Commissioner Cooper. There were no public comments. **Upon a roll call vote Commissioners Sullivan, DeCiccio, Cooper and Weaver and Mayor Anderson voted yes**. **Motion carried unanimously with a 5-0 vote.**

c. Ordinance amending section 58-89 of the City Code concerning zoning changes and amendments; adding a subsection concerning superseding clauses within zoning code text amendments and clarifying provisions relating to persons who may make applications for zoning text and map amendments. (1st Reading)

Attorney Ardaman read the ordinance by title.

Commissioner DeCiccio explained that this clarifies that applicants/developers have to work within the rules of the city when there are zoning changes or amendments. She noted the change allows city staff to propose a zoning text or map amendment. Mr. Ardaman explained that the basis for including city staff is because frequently zoning changes are initiated by staff. He noted that regardless of who initiates the change, it still must follow the approval process and discussion followed on the process.

Motion made by Commissioner DeCiccio to approve the ordinance on first reading deleting “city staff" in Subsection (a)(1); seconded by Commissioner Sullivan. There were no public comments. **Upon a roll call vote Commissioners Sullivan, DeCiccio, Cooper and Weaver and Mayor Anderson voted yes. Motion carried unanimously with a 5-0 vote.**

d. ORDINANCE 3223-21 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AUTHORIZING THE LEASE OF CERTAIN PROPERTY TO THE WINTER PARK LIBRARY ASSOCIATION FOR THE OPERATION OF A PUBLIC LIBRARY FACILITY, WHICH PROPERTY IS SITUATED ON PROPERTY HAVING ORANGE COUNTY TAX PARCEL IDENTIFICATION NUMBER 01-22-29-4512-03-010; PROVIDING FOR CONFLICTS; NON-CODIFICATION; AND AN EFFECTIVE DATE. (2nd Reading)

Attorney Ardaman read the ordinance by title. Mayor Anderson opened commission discussion for comments on the red-lined version resulting from changes made at first reading.

Members of the Commission presented suggested revisions to the lease and operating agreement which were discussed and are reflected as amendments to the documents in the motion to approve.

Mayor Anderson asked whether there is co-terminus language. Mr. Ardaman responded that Section 2 of the Lease Agreement states "It is the intent that this Lease Agreement run simultaneous together with the Operating Agreement…"

There were no public comments.

Motion made by Mayor Anderson to adopt the ordinance, lease and operating agreement with five amendments:

- **Add requirement for quarterly reporting of total board members and number of city resident board members (Operating Agreement)**
- **Add total sum of rental allowance of $1,199,520 (Operating Agreement Section 3b)**
- **Clarify rent timing to be "within 3 business days" of transfer (Operating Agreement Section 3a and Lease Agreement Section 4)**
- **Add additional library responsibilities for equipment and software/firmware upgrades and modifications under Item column in the matrix (Exhibit D in both agreements)**
- **Revise concurrent termination provision – deleting "It is the intent that" and changing "simultaneously" to "at the same time." (Lease Agreement, Section 2; seconded by Commissioner Cooper.**

Motion seconded by Commissioner Cooper. Upon a roll call vote, Commissioners Sullivan, DeCiccio, Cooper and Weaver and Mayor Anderson voted yes. Motion carried unanimously with a 5-0 vote.

e. Ordinance - Amending adopted FY21 Budget (1st Reading)

Attorney Ardaman read the ordinance by title. Mr. Moore explained that this incorporates accounting corrections, items approved over the fiscal year, and actual revenues at the tennis center, golf course and cemetery. Staff responded to questions.

Motion made by Commissioner Weaver to approve the ordinance on first reading; seconded by Commissioner DeCiccio. There were no public comments. **Upon a roll call vote, Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5-0 vote.**

12) City Commission Reports

Commissioner Sullivan

- Asked staff to begin the application process to add City Hall to the historical register. Approved by consensus.

Commissioner DeCiccio

- Asked for consensus to have the city attorney prepare a restrictive deed on West Meadows to protect its use as park land. Approved by consensus.

Commissioner Cooper

- Thanked staff for their participation on the 50+ Expo.
- Spoke on the OAO and that one item not discussed was building lot coverage. She showed a chart showing existing and max allowable building lot coverage. After discussion, consensus was to have staff look at the building lot coverage in the OAO to determine whether it should be included.

Commissioner Weaver

- Reported on his tour of the Winter Park Day Nursery and received their appreciation for the city's support and noted that permits for the new shed at the Day Nursery should be issued shortly.
- Spoke about funding for the Ideal Woman's Club roof replacement. Mr. Moore reported on funding options and after discussion, consensus was to place on the next agenda to address funding source(s).
- Asked to schedule plan review for Progress Point. Mr. Knight gave an update on scope of services and the challenges in reaching an agreement with the contractor. Staff has requested a grading plan in order to prepare for tree planting. Consensus was to schedule design review on next agenda.

Mayor Anderson

- Announced that holiday lights will be turned on November 18th.

13) Summary of Meeting Actions

- Staff to provide applicants to OAO Architectural Review Board
- Staff to provide link to comp plan changes
- Staff to schedule joint work session with EDAB
- Approved the Consent Agenda
- Approved historic designation 890 Carver Street (staff to verify ownership) and 424 and 422 Henkel Circle)
- Approved ordinance amending Chapter 58 on first reading.
- Adopted ordinance authorizing lease with Library and approved lease and operating agreement with amendments.
- Approved ordinance amending FY 21 budget on first reading.
- Staff to initiate application for historic design of City Hall.
- Staff and city attorney to initiate process for restricted deed for the West Meadow.
- Staff to look lot coverage for OAO in the zoning code and staff to verify lot coverage numbers presented by Commissioner Cooper.
- Place discussion of funding options for Ideal Woman's Club on next agenda.
- Place review of Progress Point design on next agenda.

14) Adjournment

Mayor Anderson adjourned the meeting at 6:32 p.m.

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Mayor Phillip M. Anderson

ATTEST:

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City Clerk Rene Cranis