City Commission
Regular Meeting Minutes

April 10, 2024 at 3:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present
Mayor Sheila DeCiccio, Commissioners Marty Sullivan, Kris Cruzada and Todd Weaver; City Manager Randy Knight; Assistant City Manager Michelle del Valle; City Attorney Kurt Ardaman and City Clerk Rene Cranis.

1. Meeting Called to Order

The meeting was called to order at 3:30 p.m.

2. Invocation - Mayor Phil Anderson

3. Pledge of Allegiance

4. Oath of Office - Mayor Sheila DeCiccio

Mayor DeCiccio was administered the oath of office by her husband, Daniel DeCiccio, and daughter Emily. Mayor DeCiccio thanked Mayor Anderson for his service and leadership and presented a gift for his service.

5. Presentation to former Mayor Phil Anderson

City Manager Randy Knight highlighted the accomplishments under Mayor Anderson's leadership and presented a gavel in recognition of his service. Mayor Anderson recognized the high level of service provided by city staff.

6. Approval of Agenda

Motion made by Commissioner Weaver to approve the agenda, seconded by Commissioner Sullivan. The motion carried unanimously with a 4-0 vote.

7. Mayor's Report

8. City Manager's Report

- Stated the TDT grant process is opened and staff is working with Winter Park Playhouse for the city to purchase the building with the Playhouse as tenant. The grant request is for $8m, $4m for the purchase and $4m for renovation and upgrades.
- Fairbanks Avenue was blocked in front of Walgreen's due to a sewer lateral collapse.A temporary patch was made with full repairs done overnight.
- Advised this will be IT staff member Ian Pruitt's last meeting and his replacement is Ian Crizanto.

9. City Attorney's Report

10. Non-Action Items

a. Presentation of Annual Comprehensive Financial Report - FY 2023

Director of Finance Wes Hamil reviewed highlights of the report which was prepared by staff and audited by MSL CPAs He explained changes in the General, Water and Wastewater and Electric Services Fund. Changes in the General Fund resulted in an increase in the general fund balance and a general fund reserve balance of 29.9%. Joel Knopp, MSL, reported the audit resulted in a clean opinion with no internal control or compliance findings or deficiencies.

11. Public Comments | 5 p.m. or soon thereafter (heard after Item 12c)

12. Consent Agenda

a. Approve the minutes of the regular meeting, March 27, 2024
b. Approve the following piggyback contracts:
   1. Thompson Pump & Manufacturing Company – Florida Sheriffs Association Contract #FSA23-EQU21.0 – Equipment; for goods on an as-needed basis during the term of the agreement through September 30, 2025; Amount: $80,000
   2. Step One Automotive Ford Crestview – State of Florida Contract #25100000-23-STC – Motor Vehicles; for vehicle purchases during the term of the agreement through May 16, 2025; Amount: $325,000
   3. Duval Ford – Bradford County Sheriff's Office Contract #22-27-1.0 – Vehicle Purchasing Agreement; for vehicle purchases during the term of the agreement through September 12, 2027; Amount: $500,000
c. Approve the following contracts:
   1. RFP2-23 - Foundation Risk - Liability Insurance Agent / Broker of Record - Amendment 1; for services on an as-needed basis during the term of the agreement through March 19, 2025; Amount: $1,000,000
   2. FY22-49 - GolfNow, LLC - GolfNow Software; for the monthly subscription during the term of the agreement through August 22, 2024; Amount: $55,000
   3. IFB11-23 - Lewis Outdoor Solutions - Landscape Maintenance for City Facilities - Amendment 1; for services on an as-needed basis during the term of the agreement through April 16, 2025; Amount: $275,000
   4. RFQ6-23 – Baxter & Woodman, Inc. – Professional Stormwater Management Engineering Services – Amendment 1; for services on an as-needed basis during the term of the agreement through April 24, 2025
   5. RFQ6-23 – Geosyntec Consultants – Professional Stormwater Management Engineering Services – Amendment 1; for services on an as-needed basis during the term of the agreement through April 25, 2025

6. RFQ6-23 – Singhofen & Associates, Inc. – Professional Stormwater Management Engineering Services – Amendment 1; for services on an as-needed basis during the term of the agreement through May 2, 2025
7. RFQ7-23 - NV5, Inc. - Geotechnical & Environmental Consulting Services - Amendment 1; for services on an as-needed basis during the term of the agreement through April 27, 2025
8. RFQ7-23 – Terracon Consultants, Inc. – Geotechnical & Environmental Consulting Services – Amendment 1; for services on an as-needed basis during the term of the agreement through May 5, 2025
9. RFQ8-23 – Inspire Placemaking Collective, Inc. – General Planning Services – Amendment 1; for services on an as-needed basis during the term of the agreement through May 20, 2025
10. RFQ7-23 – Pond & Company – Geotechnical & Environmental Consulting Services; Task Order for Howell Creek Restoration; Amount: $75,000
11. RFQ17-10 – Jacobs Engineering Group, Inc. – Continuing Engineering Services for W-WW Systems; Task Order for Lead and Copper Rule Revisions Compliance Support Services; Amount: $149,150

d. Approve the following purchases:
   1. Grunau Fire Protection – Halon Fire Suppression System Maintenance at Magnolia Water Treatment Plant; Amount: $95,000
   2. MKI Services, Inc. - ABW Filter Refurbishment; Amount: $255,000
   3. OpenGov - Facilities Management & Inventory SAAS; Amount: $94,715

Motion made by Commissioner Cruzada to approve the Consent Agenda, seconded by Commissioner Weaver. The motion carried unanimously with a 4-0 vote.

13. Action Items Requiring Discussion

a. Appointments to Winter Park Housing Authority Board

Motion made by Commissioner Weaver to appoint Courtney Bugia (term ends 2026) and Nancy Lewis (term ends 2027) to Winter Park Housing Authority Board, seconded by Commissioner Cruzada. The motion carried unanimously with a 4-0 vote.

b. Winter Park Heritage Market Trail Request

Forest Michaell, Michael Planning, and Peter Gottfried, Natural Systems Analysts, gave a presentation on the development of the Winter Park Heritage Market Trail. Mr. Michael reviewed available funding and grants: $11m for trail implementation, $12m for overpasses, and additional grants for maintenance. Mr. Gottfried sees this project as an extension of the transportation network and believes it is consistent with the Transportation Master Plan, Sustainability Action Plan, Comprehensive Plan and FDOTs Vision Zero Action Plan. He spoke about work completed thus far and meetings held with city transportation consultants Patel Green and Kimley Horn. He requested the approval to serve as supplemental engineers to create a master plan for this trail.

Commissioner Sullivan asked for specific funding/grant sources, amount and qualifications. Mr. Michael said grants are available from the FDEP, State Office of Greenways and Trails and FDOT, who has indicated support for grant funding. Mr. Gottfried said the conceptual master plan will answer the questions regarding grant funding. Commissioner Sullivan asked for a scope and timeline before moving forward. Mr. Michael suggested a meeting with FDOT, a member of the commission, him and Mr. Gottfried. Commissioner Cruzada suggested including Public Works staff.

Director of Public Works and Transportation Charles Ramdatt explained that transportation consultants were selected through the RFP process and Patel and Green Associates (PGA), were selected to develop the transportation master plan. They have their teams in place and Mr. Michael and Mr. Gottfried are requesting that the city make arrangements for them to be added to those teams. The staff has been in discussions with FDOT about grants for trails/projects and received different information about the availability of funding and would like to meet with state departments, Metroplan, Mr. Michael and Mr. Gottfried.

Mr. Michael offered to coordinate a meeting with Mr. Ramdatt, any member of the commission, and with FDOT and/or FDEP. Mr. Gottfried said he believes they can be added to an existing contract to provide expertise if they have demonstrated skills and experience that the consultant may not have on staff.

Mr. Knight said contractors can hire subcontractors for a project but feels it is inappropriate for the city to ask them to add a subcontractor. He suggested the next step would be a meeting with FDOT to clarify available funding.

Commissioner Weaver suggested a work session and Commissioner Sullivan suggested a member of the commission meet with city staff, Mr. Gottfried and Mr. Michael to determine any potential funding and project advancement The consensus was for Mr. Gottfried and Mr. Michael to coordinate a meeting with Mr. Ramdatt, and Commissioner Sullivan. Potential meetings with FDOT and FDEP may follow.

14. Public Hearings: Quasi-Judicial Matters

15. Public Hearings: Non Quasi-Judicial Matters

a. Ordinance 3292-24 - Setting a referendum of the voters on the possible repeal of the internal combustion engine leaf blower ban. (2nd reading) **Tabled to April 24, 2024 by Commission in the March 27, 2024 meeting.)**

b. Ordinance - Amending Chapter 58, "Land Development Code", Article III, "Zoning" to assess and update the zoning regulations and development standards for single-family zoned properties following the 2023 revisions. (1st reading)

Attorney Ardaman read the ordinance by title. Senior Planner John Harbilas reviewed changes to the single-family regulations and responded to questions. There were no public comments.

Motion made by Mayor DeCiccio to approve the ordinance on first reading, seconded by Commissioner Weaver. Upon a roll call vote, Commissioners Sullivan, Cruzada and Weaver and Mayor DeCiccio voted yes. The motion carried unanimously with a 4-0 vote.

c. Ordinance - Amending Chapter 58, "Land Development Code", Article III, "Zoning" Section 58-83 "Orange Avenue Overlay District (OAO)" to revise the definitions of building story and mixed-use. (1st Reading)

Attorney Ardaman read the ordinance by title. Director of Planning and Zoning Allison McGillis said this ordinance clarifies regulations discussed as part of the first project approved under the OAO. Commissioner Weaver suggested amending the definition in the single-family zoning regulations to mirror the definition in this ordinance. (To be modified for 2nd reading).

Mayor DeCiccio suggested disbanding the OAO Appearance Review Board as she feels it may not be needed with the clarified regulations and because it has met only once since the adoption of the OAO. Commissioner Weaver suggested that the scope of the Appearance Review Board be expanded to review architectural guidelines rather than disbanding one board and creating and appointing board members to an ad hoc committee.

There were no public comments. **Motion made by Commissioner Cruzada to approve the ordinance on first reading, seconded by Commissioner Weaver. Upon a roll call vote, Commissioners Sullivan, Cruzada and Weaver and Mayor DeCiccio voted yes. The motion carried unanimously with a 4-0 vote.**

11. Public Comments | 5 p.m. or soon thereafter

Mr. Newton Kindlund, 280 Stirling Avenue, spoke about the hazards of the bridge on Stirling Avenue and asked about the status of repairs that were budgeted and should have started. Assistant Director of Public Works Don Marcotte said the project has been redesigned, geotechnical testing being done and the project may be completed by the dry season of next year. He said the bridge is structurally sound but the pedestrian rail is in disrepair. Staff will keep Mr. Kindlund informed of progress.

15. Public Hearings: Non Quasi-Judicial Matters (continued)

d. Ordinances to create two ad-hoc committees:

- To revise and update the architectural guidelines included within the OAO code; and
- To revise and update the Central Business District/Morse Boulevard Facade Design Guidelines.

Attorney Ardaman read the ordinance by title. A simultaneous public hearing was held on these ordinances.

Mrs. McGillis said these ordinances create two ad hoc committees - one for the OAO and the other for the CBD/Morse Blvd. to review design guidelines and make recommendations.

Commissioner Sullivan suggested the existing OAO Appearance Review Board (ARB) review the design guidelines for the OAO. Mayor DeCiccio feels that with better design guidelines, the ARB could be disbanded. Discussion followed on having the ARB review guidelines in addition to reviewing projects. The commission discussed at length the feasibility of adding this task to the current ARB or creating one committee to review guidelines for both areas, followed by discussion of size of the board, membership and qualifications, appointment responsibilities.

There were no public comments.

Motion made by Commissioner Cruzada to amend the ordinance creating one ad hoc committee of seven members (3 appointed by the Mayor and one appointed by each commissioner), seconded by Commissioner Weaver. Upon a roll call vote, Commissioner Sullivan, Cruzada and Weaver and Mayor DeCiccio voted yes. The motion carried with a 4-0 vote.

16. City Commission Reports

Commissioner Sullivan –

- WP Housing Authority properties will be managed by a single entity, rather than internally, and he is hoping affordable housing areas will improve with change. Ms. del Valle added that $500k has been appropriated in the Federal budget for affordable housing; however, the President has not yet signed the budget.

Commissioner Cruzada, -

- The Seminole County Housing Authority has been successful with internal management of functions as opposed to a management consultant. It may be in the best interest of the WPHOA to internalize management functions in order to utilize money for renovations or redevelopment. Discussion followed on the effectiveness of internal versus external management, and it was recommended that notice be made of any potential meeting between Commissioners Sullivan and Cruzada.

Commissioner Weaver

- The National Young Composers Challenge, where music composed by young artists is performed by the Orlando Philharmonic Orchestra, is Sunday at Steinmetz Hall.

17. Summary of Meeting Actions

- Administered Oath of Office to Mayor DeCiccio.
- Recognized Mayor Anderson for his service.
- Received report on TDT grant application for Winter Park Playhouse.
- Staff to provide updates to Mr. Kindlund on the Stirling Avenue bridge repairs.
- Approved the Consent Agenda.
- Appointed two members to Winter Park Housing Authority.

- Received presentation on the Heritage Market Trail. Mr. Gottfried and Mr. Michael to coordinate meeting with FDOT, FDEP, staff and Commissioner Sullivan.
- Tabled ordinance for referendum on leaf blowers.
- Approve ordinance amending single-family zoning regulations.
- Approved ordinance amending OAO definitions.
- Approved combined ordinance for one ad hoc committee of seven members to review design guidelines for CBD/Morse Blvd. and OAO.

18. Adjournment

The meeting was adjourned at 5:43 p.m.

Mayor Sheila DeCiccio

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ATTEST:

Rene Cranis

City Clerk Rene Cranis