



City Commission Regular Meeting

Agenda

January 14, 2026 @ 3:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings/ and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

1. Meeting Called to Order**2. Invocation - Dr. Harold Dorrell Briscoe, Dean of Religious and Spiritual Life, Rollins College****3. Pledge of Allegiance****4. Cultural Partner Presentation**

- a. Jeff Flowers, Blue Bamboo 5 minutes

5. Approval of Agenda**6. Mayor's Report**

- a. National Certified Registered Nurse Anesthetists Week Proclamation 5 minutes

7. City Manager's Report

- a. FY 26 Q2 Commission Meeting and Work Session Schedule 5 minutes

8. City Attorney's Report**9. Non-Action Items****10. Public Comments | 5 p.m. or soon thereafter**

(If the meeting ends earlier than 5 p.m., public comments will be at the end of the meeting. Three minutes are allowed for each speaker.)

11. Consent Agenda

- a. Approve the minutes of the regular meeting, December 10, 2025 1 minute
- b. Approve the minutes of the work session, December 11, 2025. 1 minute
- c. Approve the following final award recommendation: 1 minute

1. RFP5-25 - Design, Install, Configure & Maintain Audio Visual Systems; Following negotiations, Procurement and staff recommend awarding a contract to Teer Audio Visual. Contract Term: 1-year initial term with four 1-year renewal options; Not to Exceed: \$200,000

- d. Approve the following piggyback contracts: 1 minute

1. Duval Ford, LLC - Florida Sheriffs Association #FSA25VEH-23.0 -

- Heavy Trucks and Buses; For the purchase of vehicle replacements to support City operations. Contract Term: Through September 30, 2027; Not to Exceed: \$300,000
2. Environmental Products Group, LLC - Sourcewell #101221-VTR - Sewer Vacuum; For the purchase of a vehicle replacement to support City operations. Contract Term: Through November 29, 2026; Not to Exceed: \$600,000
 3. Duval Ford, LLC - Florida Sheriffs Association #FSA25VEL-33.0 - Pursuit, Administrative & Other Vehicles; Request for additional funding for the purchase of vehicle replacements to support City operations. Contract Term: Through September 30, 2027; Not to Exceed \$200,000
- e. Approve the following contracts: 1 minute
1. Sensus USA, Inc. - Sensus Metering Software Agreement; For Software-as-a-Service to support the operation, maintenance, and management of the City's water metering system. Contract Term: Through August 1, 2029; Not to Exceed: \$275,000
 2. IFB24-24 - Modern Plumbing Industries, Inc. - Plumbing Services; For services provided on an as-needed basis throughout City facilities. Contract Term: Through November 14, 2026; Not to Exceed: \$550,000
- f. Approve the following purchases: 1 minute
1. CDW Government, LLC - Microsoft Enterprise License Agreement (ELA); Not to Exceed: \$692,833.08

12. Action Items Requiring Discussion

- a. Civil Service Board appointment 1 minute
- b. Five-year review of Advisory Boards 15 minutes

13. Public Hearings: Quasi-Judicial Matters

(Public participation and comment on these matters must be in-person.)

14. Public Hearings: Non Quasi-Judicial Matters

(Public participation and comment on these matters may be virtual or in-person.)

15. City Commission Reports

16. Summary of Meeting Actions

17. Adjournment



City Commission

agenda item 6.a

item type

Mayor's Report

meeting date

January 14, 2026

prepared by

Craig O'Neil, Assistant Director of Communications

approved by**subject**

National Certified Registered Nurse Anesthetists Week Proclamation

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



City Commission

agenda item 7.a

item type

City Manager's Report

meeting date

January 14, 2026

prepared by

Kim Breland, Deputy City Clerk
Michelle del Valle, Assistant City Manager

approved by

Randy Knight, City Manager

subject

FY 26 Q2 Commission Meeting and Work Session Schedule

motion | recommendation**background**

The City Commission has set aside time for work sessions on specific topics that may require more time for discussion than is available during a regular Commission Meeting. Attached is a tentative schedule for 2026 Q2. There are slots available to add topics if agreed upon by a majority of the Commission.

Additionally, staff will be working towards scheduling a full-day strategic planning session sometime in April. Currently, we are looking at April 23rd.

alternatives | other considerations**fiscal impact****attachments**

1. FY 26 Q2 Schedule

FY 26 Q2 Commission Meetings and Work Sessions, January – March 2026

Regular Meetings start at 3:30 p.m. Work Sessions are scheduled for 3:30 - 5:30 p.m.

Date	Meeting/Topic
Wednesday, January 14	Regular Meeting
Thursday, January 15	Work Session
Wednesday, January 28	Regular Meeting
Thursday, January 29	Work Session
Wednesday, February 11	Regular Meeting
Thursday, February 12	Work Session
Wednesday, February 25	Regular Meeting
Thursday, February 26	Work Session - Recodification (Tentative)
Wednesday, March 11	Regular Meeting
Thursday, March 12	Work Session FY26 Budget (Tentative)
Wednesday, March 25	Regular Meeting (Swearing in)
Thursday, March 26	Work Session

Future Topics:

Denning/Fairbanks area improvements



City Commission

agenda item 11.a

item type

Consent Agenda

meeting date

January 14, 2026

prepared by

Rene Cranis, City Clerk

approved by

Randy Knight, City Manager

subject

Approve the minutes of the regular meeting, December 10, 2025

motion | recommendation

Approve.

background**alternatives | other considerations****fiscal impact****attachments**

1. CC-min-2025-12-10



City Commission Regular Meeting Minutes

December 10, 2025 at 3:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Mayor Sheila DeCiccio, Commissioners Marty Sullivan, Craig Russell, Kris Cruzada and Warren Lindsey; City Manager Randy Knight; Assistant City Manager Michelle del Valle; City Attorney Kurt Ardaman and City Clerk Rene Cranis

- 1. Meeting Called to Order**
- 2. Invocation - Pastor Preston Free - Encounter Christian Church**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**

Mayor DeCiccio noted that item 13c has been tabled to February 25, 2026, at the request of the applicant. Commissioner Lindsey asked to remove Items 10.c.1 and 10.e.1 from the Consent Agenda.

Motion made by Commissioner Russell to approve the agenda, excluding Items 10.c.1 and 10.e.1, seconded by Commissioner Sullivan. The motion carried unanimously with a 5-0 vote.

Mr. Knight provided additional information on Consent Agenda Item 10.c.1 regarding the additional parking at MLK Park and Item 10.e.1 regarding the contract for architectural services under which projects would be approved separately.

Motion made by Commissioner Lindsey to approve Consent Agenda Items 10.c.1 and 10.e.1, seconded by Commissioner Cruzada. The motion carried unanimously with a 5-0 vote.

5. Mayor's Report

- a. Mayor Kevin McCann - City of Winter Springs

City of Winter Springs Mayor Kevin McCann, as a Tri- County League of Cities Board member, extended an invitation to increase involvement in the League and partner with Seminole and Osceola County in common interests. He spoke about the Tri-County League efforts regarding the pending legislation to reduce or dissolve property taxes.

- b. Winter Park High School Girl's Volleyball Team Recognition

Mayor DeCiccio recognized the volleyball team for their second state championship. Coach Gibson expressed her pride in the team members.

6. City Manager's Report

a. Splash, Float, Swim Program Annual Impact Report

Director of Parks and Recreation Jason Seeley provided the history of the Splash, Float, Swim program. Michael Dively, 1210 Raintree Place, gave a presentation on the program. He expressed his goal to provide free lessons to children ages 3–12. Mr. Seely said current funding will support expansion of the program to 3–4-year-old children.

b. Park Avenue Refresh Phase 1 Update

Director of Communications Clarissa Howard gave a presentation on the progress and plans for this project. Alex Stringfellow, Stringfellow Planning & Design, provided information on tasks to install design elements and construction schedule and presented considerations for Phase 2 which will begin in 2027.

Mr. Knight reported the following:

- AdventHealth University Service Day was held recently to clean up Howell Branch Preserve and Mead Gardens. He thanked the volunteers and city staff for their work in collecting trash and removing invasive vines.
- The city was awarded \$19m from the State Revolving Fund, half of which is a loan which will ultimately be forgiven, and the remaining loan will be paid over 20 years at zero percent interest. Funds will be used to implement an integrated wastewater system upgrade. He thanked staff for their efforts in securing this funding.
- Landscaping work at Lee Road will begin soon.

7. City Attorney's Report

8. Non-Action Items

9. Public Comments | Heard after Item 11c

Mark Butner, 325 W. Welbourne Avenue, representing Douglas Grand residents, spoke in opposition to the location of the electric transformer at the Rollins faculty housing project under construction and suggested it be relocated to the rear of the building. He submitted a petition requesting the relocation of the transformer.

Michael Dick, 100 S. Virginia Avenue, said he feels the location is noncompliant with city code and showed drawings indicating that the transformer does not meet sidewalk setback requirements. City staff has proposed to rotate the transformer, but he suggested moving it closer to the building, to a corner of the property or the parking area. He asked that the city discontinue installation of the transformer to allow time for the commission to consider their request.

Terry Hotard, 200 Carolina Avenue, spoke about electrical equipment placement and clearance and supported moving the transformer to the parking lot.

David Lamm, Lamm & Company Partners, project construction manager, showed images indicating the scale of the transformer as compared to the building length and photos of transformers in other locations. He requested allowing the transformer to be rotated as proposed by staff and add screening.

Mr. Knight noted that rotating the unit 180 degrees and the addition of landscaping would meet city code.

Commissioner Lindsey suggested that the city should review transformer locations as part of development approval process.

Orange County District 5 Commissioner Kelly Semrad gave an update on projects of interest, funding opportunities for projects, and the need for continued education regarding the coyote population.

10. Consent Agenda

- a. Approve the minutes of the regular meeting, November 12, 2025.
- b. Approve the minutes of the work session, November 13, 2025.
- c. Approve the following formal solicitations:
 1. IFB26-3 - Winter Park Library and Event Center Parking Lot Expansion; Recommending award to Frymyer Construction & Development, Inc. Project Term: Five (5) months; Amount: \$293,203.50
 2. RFQ17-25 - Professional Electrical Underground Design and Engineering Services (Rebid); Authorization for Procurement and City staff to enter into negotiations and award the top-ranked firm based on the selection committee's recommendation: KCI Technologies, Inc.
 3. RFP18-25 - Financial Advisory Services; Authorization for Procurement and City staff to enter into negotiations and award the top-ranked firm based on the selection committee's recommendation: PFM Financial Advisors, LLC
- d. Approve the following piggyback contracts:
 1. Traffic Logix Corporation - Sourcewell #042225-LGX - Safety and Traffic Management Equipment with Related Products; For the purchase of traffic equipment and related products to support Public Works operations. Contract Term: Through June 27, 2029; Not to Exceed: \$650,000
 2. Ovation Construction Company, Inc. - BuyBoard #783-25 - Job Ordering Contract for Trades; For construction services for the Park Avenue Refresh and Fire Training Facility projects. Contract Term: Through September 30, 2027; Not to Exceed: \$4,000,000
 3. Musco Lighting, Inc. - Sourcewell #041123-MSL - Sports Lighting Solutions; Requesting additional funds for enhancements to the lighting at the Cady Way pickleball courts. Contract Term: Through June 16, 2027; Not to Exceed: \$275,000
 4. TSI Disaster Recovery, LLC - Florida Department of Environmental Protection (FDEP) #SL005 - DEP Waterway Debris; Requesting additional funds supported by NRCS grant revenue related to Hurricane Milton. Contract Term: Through August 1, 2026; Not to Exceed: \$800,000
 5. Hill Manufacturing Company - Kentucky Educational Development Corporation (KEDC) #10100169-CLS2022.002 - Custodial Equipment, Supplies & Services; For the purchase of custodial supplies and related services supporting City operations. Contract Term: Through December 31, 2026; Not to Exceed: \$150,000

- e. Approve the following contracts:
 - 1. RFQ30-22 - Dix.Hite + Partners, Inc. - Professional Landscape Architectural Services; For professional consulting services to support city staff with active and potential future projects. Contract Term: Through December 12, 2026
- f. Approve the following purchases:
 - 1. Sternberg Lanterns - Standardized Original Equipment Manufacturer (OEM) provider for the FDOT Streetlights. Not to Exceed: \$1,500,000
 - 2. Core & Main, LP - Meter Data Management Software-as-a-Service (SaaS). Not to Exceed: \$136,000
 - 3. Xylem Water Solutions U.S.A., Inc. - Standardized Original Equipment Manufacturer (OEM) provider for Flygt pumps and products. Not to Exceed: \$1,350,000

Motion made by Commissioner Lindsey to approve the Consent Agenda, excluding Items 10.c.1 and 10.e.1 approved under Approval of the Agenda, seconded by Commissioner Russell. The motion carried unanimously with a 5-0 vote.

11. Action Items Requiring Discussion

- a. Request from property owner for reduction of Code Enforcement fines and established liens-2661 Via Tuscany, Winter Park, Florida

Director of Building and Permitting Services Gary Hiatt reviewed the request for reduction in code enforcement fines and the timeline of the construction project, inspections and violations. He noted the fines of approximately \$330k are reflective of the ongoing and long-standing violations. Attorney Ardaman and staff responded to questions regarding liens, the ability to collect, and manner of notification to the owner and/or contractor.

Cesar Celis, representing Developer and Builder Group, requested elimination of the fines. He explained that delays were caused by COVID and Hurricane Ian and that insurance claims were denied. He said he did not receive notification from the city of project status, violations and fines or notice of code hearings.

Mr. Hiatt said the Code Compliance Board confirmed that proper notice was given.

Jose Patino, 181 Sabal Palm Place, Longwood, explained the issues with the architect that caused delays and inability to obtain the Certificate of Occupancy. He asked that the city reduce the fines.

Members of the Commission discussed the calculation and amount of fines, city costs, and whether to grant a full waiver or partial reduction. There were no public comments.

Motion made by Commissioner Russell to deny the request to reduce the fines, seconded by Commissioner Lindsey. The motion carried unanimously with a 5-0 vote.

b. Billboard Swap

City Manager Knight reviewed the provisions of the Memorandum of Understanding (MOU) between Clear Channel Outdoor, The Lamar Company and Outfront Media for the removal of billboards within the city. While the city is not a party to the MOU, Commission action will be needed to facilitate some of the terms of the MOU. Clear Channel has advised that while it is not financially feasible for them to remove billboard on 17-92 at Gay Road, they will agree to convert the digital side to new technology to reduce light pollution. Meredith McKenna, Clear Channel Outdoor, confirmed the billboards will have light directional technology where needed.

Mr. Knight explained the ordinance to approve the property swaps could be on a January meeting agenda and first reading of the annexation ordinances would begin in January and be forwarded to Orange County for approval prior to second reading.

There were no public comments. **Motion made by Mayor DeCiccio to approve the MOU and direct staff to start the process of implementation with each of the billboard companies. seconded by Commissioner Cruzada. The motion carried unanimously with a 5-0 vote.**

c. Civil Service Board appointments

Motion made by Commissioner Cruzada to approve the reappointment of Ansley Butts to the Civil Service Board, seconded by Mayor DeCiccio. The motion carried unanimously with a 5-0 vote.

Motion made by Mayor DeCiccio to approve the reappointment of Stephen Stutzer to the Civil Service Board, seconded by Commissioner Cruzada. The motion carried unanimously with a 5-0 vote.

12. Public Hearings: Quasi-Judicial Matters

- a. RESOLUTION 2309-25 - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, DESIGNATING THE PROPERTY LOCATED AT 275 NORTH CAPEN AVENUE, WINTER PARK, FLORIDA AS A HISTORIC RESOURCE ON THE WINTER PARK REGISTER OF HISTORIC PLACES.

Attorney Ardaman read the ordinance by title. Planning and Zoning Director Allison McGillis presented this request, which received a positive recommendation from the Historic Preservation Board. Members of the commission spoke about the home's historical significance.

The following spoke in favor of this request:

Michelle Talbert, daughter of property owner Dr. James Talbert.
Shannon St. John, 1100 S. Orlando Avenue, Maitland
Linda Fay Washington, 321 N. Capen Avenue

Motion made by Commissioner Sullivan to adopt Resolution 2309-25, seconded by Commissioner Cruzada. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously with a 5-0 vote.

13. Public Hearings: Non-Quasi-Judicial Matters

- a. ORDINANCE 3360-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING CHAPTER 58, LAND DEVELOPMENT CODE, ARTICLE III, "ZONING," TO CREATE A NEW SECTION 58-98 TO ESTABLISH REGULATIONS AND PROCEDURES FOR CERTIFIED RECOVERY RESIDENCES REQUESTING REASONABLE ACCOMMODATION AS REQUIRED BY CHAPTER 2025-182, LAWS OF FLORIDA; PROVIDING FOR DEFINITIONS; PROVIDING FOR A REASONABLE ACCOMMODATION PROCESS IN ACCORDANCE WITH FEDERAL AND STATE LAW; PROVIDING FOR APPLICATION REQUIREMENTS, REVIEW PROCEDURES, AND DEADLINES; PROVIDING FOR REVOCATION AND REINSTATEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE. (2nd Reading)

Attorney Ardaman read the ordinance by title. There were no public comments.

Motion made by Mayor DeCiccio to adopt Ordinance 3360-25, seconded by Commissioner Cruzada. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously with a 5-0 vote.

- b. ORDINANCE 3361-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE"; REVISING ARTICLE III, "ZONING," SECTION 58-64, "NONCONFORMING LOTS, NONCONFORMING USES, AND NONCONFORMING STRUCTURES," TO UPDATE REGULATIONS RELATING TO STRUCTURAL RENOVATION AND VALUATION THRESHOLDS; AND AMENDING ARTICLE V, "ENVIRONMENTAL PROTECTION REGULATIONS," DIVISION 1, "STORMWATER MANAGEMENT," TO REVISE PERFORMANCE STANDARDS FOR NEW DEVELOPMENT AND REDEVELOPMENT, ESTABLISH A STORMWATER UTILITY FEE IN LIEU OPTION FOR SMALL SITES, AND UPDATE TECHNICAL AND DESIGN STANDARDS; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE. (2nd Reading)

Attorney Ardaman read the ordinance by title. There were no public comments.

Motion made by Mayor DeCiccio to adopt Ordinance 3361-25, seconded by Commissioner Cruzada. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously with a 5-0 vote.

- c. Ordinance - Request of Tara Tedrow to amend Chapter 58 "Land Development Code" Article, I, "Comprehensive Plan" so as to add a new policy within the text of the Future Land Use Element to permit the subdivision or lot split of lakefront property that meets specific criteria, which will impact 1020 Palmer Avenue. **At the request of the applicant, this item has been tabled until February 25, 2026.**

14. City Commission Reports

Mayor DeCiccio -

- Thanked staff for their work on holiday events.
- Read an email commending staff on their service to visitors to the holiday events.
- Announced the designation of a Mayor and Commission office at city hall.
- Received complaints about electric scooters. Commissioner Russell reported on the proposed legislation to regulate e-scooters and e-bikes. He would like a community meeting to educate residents on use of e-bikes and scooters. A video will be released next week.
- Suggested adding an additional slide at next year's holiday event due to its popularity and extended wait times.
- Wished everyone happy holidays.

Commissioner Sullivan -

- Commended Water and Wastewater Utility staff for relocating meters that were damaged repeatedly.

Commissioner Russell -

- Spoke about a planned community meeting regarding e-scooter and e-bike safety, school participation, and training about safe operation.
- Asked for a pedestrian signal at the crosswalk on Glenridge Way. Staff to investigate.
- Thanked Michael Dively for his support of the Splash, Float, Swim Program.

Commissioner Cruzada -

- Appointed Melissa Valley to the Lake Killarney Board.
- Appointed Jeffrey Grant to the Construction Board of Adjustments and Appeals.
- Thanked staff for their work replacing curbs on Golfside Drive.

Commissioner Lindsey -

- Congratulated Commissioner Russell and Commissioner-elect Ingram.
- Congratulated City Clerk Rene Cranis on receiving the Master Municipal Clerk designation.
- Expressed appreciation to the Chamber and city staff for successful holiday events.
- Thanked Mr. Knight for solving issues for residents.
- Asked that information about the city's use of property tax revenue be included in the next newsletter.

15. Summary of Meeting Actions

- Received presentation by Winter Springs Mayor McCann.
- Recognized WPHS Girls' Volleyball Team.
- Received presentation on the Splash, Float, Swim Program.
- Received update on the Park Avenue Refresh project.
- Acknowledged volunteers and staff who participated in the Advent Health University Service Day.

- Reported receipt of \$19m to fund water and wastewater infrastructure improvements.
- Approved the Consent Agenda.
- Denied request for reduction of code compliance fines.
- Authorized staff to proceed with actions to facilitate the MOU for billboard swap.
- Reappointed Ansley Butts and Stephen Stutzer to the Civil Service Board.
- Adopted Resolution designating 275 N. Capen Avenue to the historic register.
- Adopted Ordinance 3260-25 creating regulations for certified recovery residences.
- Adopted Ordinance 3261-25 updating regulations for non-conforming lots and structures and for environmental protection.
- Staff to develop a process for approving transformer locations.
- Staff to look at crosswalks on Glenridge.
- Commissioner Cruzada reported appointments to Lake Killarney Board and Construction Board of Adjustments and Appeals.
- Add a second slide for next year's holiday events.

16. Adjournment

The meeting adjourned at 6:47 p.m.

Mayor Sheila DeCiccio

ATTEST:

City Clerk Rene Cranis



City Commission

agenda item 11.b

item type

Consent Agenda

meeting date

January 14, 2026

prepared by

Rene Cranis, City Clerk

approved by

Randy Knight, City Manager

subject

Approve the minutes of the work session, December 11, 2025.

motion | recommendation

Approve

background**alternatives | other considerations****fiscal impact****attachments**

1. Minutes 12-11-2025 WS



City Commission Work Session Minutes

December 11, 2025 at 3:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Mayor Sheila DeCiccio; Commissioners Marty Sullivan, Kristopher Cruzada, and Warren Lindsey; City Manager Randy Knight; Assistant City Manager Michelle del Valle; Fire Chief Dan Hagedorn, and Deputy City Clerk Kim Breland. Absent: Commissioner Craig Russell.

1. Meeting Called to Order

Mayor DeCiccio called the meeting to order at 3:30 p.m.

2. Discussion Item (s)

a. Winter Park Fire Rescue Strategic Plan

Chief Hagedorn provided an overview of the 2025 strategic planning and operations. He spoke about the department's mission, vision, and values and reviewed community insights from both external and internal stakeholders, strategic pillars, and operational plan overview. He noted that the 2026 strategic goal would be to evaluate objectives for new and current projects, including the CAD system, the training center, construction, and other strategic pillars. He reviewed the following:

Fire Training Facility: The anticipated completion is June 2026, and the scheduled permanent closure of the Valencia College training facility is March 2026. The project would involve a combination of internal services and outside contractors. Chief Hagedorn responded to questions and discussion was held on the training facility property size, potential of renting the facility to other agencies, current staffing and recruitment and hiring process, and the wellness aspect of the strategic plan.

Fire Engine replacement: Engine 61 was ordered in April 2023 and is expected to be delivered between January and February 2026. Engine 62 was ordered in September 2025 and has an estimated delivery date of July 2028. Staff noted that extended delivery timelines are consistent with current industry-wide manufacturing delays.

Call Volume Data 2023-2025: Overall fire/EMS call volume for 2025 is slightly down compared to last year. Stations 61 and 62 handle the most calls, with Station 61 serving as headquarters and having the largest staffing and resources, while Stations 62 and 64 are smaller. Most calls originate from assisted living and memory care facilities. Mutual aid for transport units has become an important area to watch, as increased demand has led to the addition of Rescue 64. Staff will continue to monitor the numbers to determine whether additional personnel or another station is needed. EMS billing is handled by a third-party company, which recovered about \$1.4 million last year and returned to the city's general funds.

Public Education: Chief Hagedorn highlighted the department's public education and community outreach efforts, noting that nearly 700 CPR certifications have been awarded, including hands-only CPR in high schools. Most CPR and safety programs are conducted within the city and are aimed at residents, with separate CPR training also provided to all city employees. In addition to CPR training, leadership classes, station tours, holiday events, and engine and truck displays, there are approximately 20,000 interactions ("touches") with the community.

Discussion followed on the following: funding and grants for equipment and capital projects, the condition and future needs of fire stations (particularly Station 62) and equipment, operational efficiency, response time metrics, workforce and union contract matters, and community engagement.

Adjournment

The meeting was adjourned at 4:39 p.m.

Mayor Sheila DeCiccio

ATTEST:

City Clerk Rene Cranis



City Commission

agenda item 11.c

item type

Consent Agenda

meeting date

January 14, 2026

prepared by**approved by****subject**

Approve the following final award recommendation:

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



City Commission

agenda item 11.c.1

item type

Consent Agenda

meeting date

January 14, 2026

prepared by

Rebecca Watt, Contract Agent
Jennifer Maier, Procurement Manager

approved by

Randy Knight, City Manager

subject

1. RFP5-25 - Design, Install, Configure & Maintain Audio Visual Systems; Following negotiations, Procurement and staff recommend awarding a contract to Teer Audio Visual. Contract Term: 1-year initial term with four 1-year renewal options; Not to Exceed: \$200,000

motion | recommendation

Commission approve item as presented and authorize Mayor to execute.

background

1. Following City Commission authorization on August 13, 2025, Procurement and staff entered into negotiations. Based on successful negotiations, staff recommends awarding a contract to Teer Audio Visual.

alternatives | other considerations**fiscal impact**

1. General Fund

attachments

None



City Commission

agenda item 11.d

item type

Consent Agenda

meeting date

January 14, 2026

prepared by**approved by****subject**

Approve the following piggyback contracts:

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None

**item type**

Consent Agenda

meeting date

January 14, 2026

prepared by

Rebecca Watt, Contract Agent
Jennifer Maier, Procurement Manager

approved by

Randy Knight, City Manager

subject

1. Duval Ford, LLC - Florida Sheriffs Association #FSA25VEH-23.0 - Heavy Trucks and Buses; For the purchase of vehicle replacements to support City operations. Contract Term: Through September 30, 2027; Not to Exceed: \$300,000
2. Environmental Products Group, LLC - Sourcewell #101221-VTR - Sewer Vacuum; For the purchase of a vehicle replacement to support City operations. Contract Term: Through November 29, 2026; Not to Exceed: \$600,000
3. Duval Ford, LLC - Florida Sheriffs Association #FSA25VEL-33.0 - Pursuit, Administrative & Other Vehicles; Request for additional funding for the purchase of vehicle replacements to support City operations. Contract Term: Through September 30, 2027; Not to Exceed \$200,000

motion | recommendation

Commission approve items as presented and authorize Mayor to execute.

background

1. The Fleet Division will utilize this contract to purchase replacement vehicles for City operations. Duval Ford, LLC was selected through the Florida Sheriffs Association cooperative agency, which provides competitively solicited pricing and terms.
2. The Fleet Division will utilize this contract to purchase a replacement sewer truck for City operations. Vactor Manufacturing was selected through Sourcewell's cooperative agency, which provides competitively solicited pricing and terms. Environmental Products Group, LLC is an authorized dealer for vehicles under this contract.
3. The Fleet Division is requesting additional funding under this contract for the replacement of city vehicles to support operations. Duval Ford, LLC was selected through the Florida Sheriffs Association cooperative agency, which provides competitively solicited pricing and terms.

alternatives | other considerations

fiscal impact

1. Vehicle Replacement Fund
2. Vehicle Replacement Fund
3. Vehicle Replacement Fund

attachments

None



City Commission

agenda item 11.e

item type

Consent Agenda

meeting date

January 14, 2026

prepared by**approved by****subject**

Approve the following contracts:

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



City Commission

agenda item 11.e.1

item type

Consent Agenda

meeting date

January 14, 2026

prepared by

Rebecca Watt, Contract Agent
Jennifer Maier, Procurement Manager

approved by

Randy Knight, City Manager

subject

1. Sensus USA, Inc. - Sensus Metering Software Agreement; For Software-as-a-Service to support the operation, maintenance, and management of the City's water metering system. Contract Term: Through August 1, 2029; Not to Exceed: \$275,000
2. IFB24-24 - Modern Plumbing Industries, Inc. - Plumbing Services; For services provided on an as-needed basis throughout City facilities. Contract Term: Through November 14, 2026; Not to Exceed: \$550,000

motion | recommendation

Commission approve items as presented and authorize Mayor to execute.

background

1. The Water & Wastewater Department relies on this software to support accurate meter data collection, system functionality, and efficient utility operations.
2. The Facilities Management Division utilizes these contracted services to perform plumbing services on an as-needed basis, supporting City functions and operations. This item represents the first of five allowable renewals under the terms of the original agreement.

alternatives | other considerations**fiscal impact**

1. Water & Wastewater Fund, Electric Utility Fund

2. General Fund

attachments

None



City Commission

agenda item 11.f

item type

Consent Agenda

meeting date

January 14, 2026

prepared by**approved by****subject**

Approve the following purchases:

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



City Commission

agenda item 11.f.1

item type

Consent Agenda

meeting date

January 14, 2026

prepared by

Rebecca Watt, Contract Agent
Jennifer Maier, Procurement Manager

approved by

Randy Knight, City Manager

subject

1. CDW Government, LLC - Microsoft Enterprise License Agreement (ELA); Not to Exceed: \$692,833.08

motion | recommendation

Commission approve item as presented and authorize Mayor to execute.

background

1. This item represents the annual renewal of the City's Microsoft Enterprise License Agreement, purchased through the Sourcewell contract #121923-CDW, which the City has previously established. This renewal allows the City to maintain continuity of licensing.

alternatives | other considerations**fiscal impact**

1. General Fund

attachments

None



City Commission

agenda item 12.a

item type

Action Items Requiring Discussion

meeting date

January 14, 2026

prepared by

Rene Cranis, City Clerk

approved by

Randy Knight, City Manager

subject

Civil Service Board appointment

motion | recommendation

Approve appointment.

background

Mayor DeCiccio is recommending the appointment of Dwayne Bryant to replace Terry Rooth who resigned. Mr. Bryant's application and resume are attached.

alternatives | other considerations**fiscal impact****attachments**

1. Bryant, Dwayne_Application and Resume

Profile

Dwayne

A

Bryant

First Name

Middle Initial

Last Name

Suffix

db@dbryant.com

Email Address

Please note: Physical address only - no P.O. Box.

445 W. Lyman Avenue

Home Address

Suite or Apt

Winter Park

City

FL

State

32789

Postal Code

How long have you lived in Winter Park?

6 months, and grew up here WPHS - 88'

Home: (312) 287-5936

Primary Phone

Mobile: (312) 287-5936

Alternate Phone

Are you a City resident?

☒ Yes ☐ No

Do you own property in the City?

☐ Yes ☒ No

Are you a registered voter?

☒ Yes ☐ No

Are you employed by the City?

☐ Yes ☒ No

Your Requested Boards (select 3)

Which Boards would you like to apply for?

Civil Service Board: Submitted

This board requires members to file a Financial Disclosure Form annually. Are you willing to comply with this requirement?

☒ Yes ☐ No

Please list all city boards for which you have attended a meeting.

none

Are you currently serving on a City board?

☐ Yes ☒ No

If so, which one?

Have you previously served on a City board?

☐ Yes ☒ No

If so, which one(s)?

Why are you interested in serving on a City board?

I grew up in this great city of Winter Park, WPHS class of 88'. After graduating college, working a corporate career, being an entrepreneur for the past 28 years, having national and international exposure and impact, I would like to bring my talents and skills here and be an asset to my family and city. I believe I have a unique perspective that could enrich the Civil Service Board.

Do you have any potential conflicts of interest that may arise while serving on one of these boards?

☐ Yes ☒ No

If yes, please provide details:

I don't think so; however, I provide professional development services on team building, managing stress, conflict resolution, student / teacher / parental engagement, and police and community relations workshops. I would like to engage various departments within the City of Winter Park, utilizing my training and expertise to help organizations and individuals become more effective within their perspective realms, thus creating a more positive and cohesive culture and climate. Visit: DwayneBryant.com for more details.

Education and Work Experience

Education Background

BS: Florida International University

Current employment status: *

☒ Self-Employed

Profession

Educational Consultant & Trainer

Inner Vision International,
Inc.,
Employer

President & Founder
Job Title

Employer Address

4624 S. Greenwood Ave, #3N, Chicago Illinois 60653

Current Professional License/Certification/Registration

Company Certifications: Inner Vision International, Inc. BEP: Business Enterprise Program - State of Illinois MBE: State of Tennessee Registered: State of Florida

Please list any skills or work experience that you feel qualify you for appointment to the board(s) you selected.

Please visit: DwayneBryant.com Alumni - FBI Citizen's Academy John Maxwell certified trainer and DISC Consultant Trauma informed Practitioner ILETSB Certified Trainer - Illinois Law Enforcement Training Standards Board COPA - Civilian Office of Police Accountability Community Advisor Florida International University - Alumni Board Member

[DWAYNE BRYANT -
_PROFESSIONAL_RESUME.pdf](#)

Upload a Resume

Community Involvement

Please provide your community involvement

New Community Member MC - Light Up Hannibal Square Care Giver for elder WP resident

Please provide any interests or experience that you feel would qualify you for appointment to the board(s) you selected.

Vast national and international experience in providing training, professional development, mentoring and coaching to corporations, education institutions, municipalities, colleges and universities, non-profit organizations, and educational institutions. Please see DwayneBryant.com for additional details or @DwayneBryant on YouTube.

Please provide any additional information about yourself that relates to the board(s) you have selected.

I desire to be of service to my community. I believe my unique background, experiences, national and international exposure, and integrity will allow me to make quality decisions that will positively impact the City of Winter Park.

Acknowledgements:

I understand the responsibility associated with being a board member and I have adequate time to serve on a Board.

☒ Yes ☐ No

Disclosures

This application, when submitted, is a Public Record under Chapter 119, Florida Statutes and therefore is open to public inspection by any person. Florida law allows certain persons to request that an agency not publicly disclose specific identification and/or location information contained in any of its agency records. Please contact the City Clerk's office at 407-599-3277 or email CityClerk@cityofwinterpark.org to request more information or the city's Public Records Exemption Request Form.

DWAYNE BRYANT

4624 S. Greenwood Ave, Suite 3N • Chicago, IL 60653 • (312) 287-5936

801 Delmar Way, Suite 308 | Delray Beach, Florida 33483

DwayneBryant.com

PROGRESS-ORIENTED THOUGHT LEADER / EDUCATIONAL CONSULTANT

Results focused leader operates in evidence-based practices discovering potentials of team members. Collaborator capable of handling impromptu situations with proven interpersonal, communications and multi-tasking skills. Coachable contributor thrives in entrepreneurial, corporate, law enforcement training, and non-profit environments. Competently manages large budgets overseeing complete business operations. Enthusiastically trains 100+ candidates creating purposed group cohesion.

PROFESSIONAL HIGHLIGHTS

- Provided training to the Riviera Beach Police Department, Mayor's Staff, and community leaders - 2024.
- Provided training to the Illinois Liquor Control Commission LE Division - 2024
- Provided training to Springfield's Police Department after Sonya Massey Shooting - 2024
- Provided training to the Washington State Gambling Commission - 2022
- Provided training to the FBI National Academy – Washington Chapter - 2022
- Provided police training to KENT Police department in Seattle, WA and Mayor's staff - 2021.
- Provides a series of SEL workshops for high-risk students in Shelby County and Orange County Public Schools:
- Provides Community Leadership training on Police and Community Relations
- Provided Professional Services Content for Parents and Educators via: Zoom, Direct Services, Online Learning and LMS Learning Platform for Chicago Public Schools, Broward, and others.
- Proficient in Green Screen Technology
- 2020 FBI DCLA Award (Director's Community Leadership Award): [LINK](#)
- Cornell University, Diversity, Equity, and Inclusion Certificate – February 2021
- EBONY Power 100 Award – Community Crusaders Award - 2018
- Published: The STOP – Improving Police and Community Relations book and workbook
- Received Registered U.S. copyrights for Social Emotional Learning Curricula.
- Facilitated workshops and keynotes with audiences of 30 to 10,000 participants, engaging environments.
- Graduate, Goldman Sachs 10,000 Small Business Initiative
- Presented self-written speeches on numerous topics to thousands of attendees, receiving standing ovations.
- Asked pre-written or spontaneous questions of participants, probing for more information and provoking thought.
- Identified talents and potentials in team members prior to initiating motivational and eye-opening conversations.

- Led company to provide Social Emotional Learning services to over 40,000 youth, 15,000 parents and over 1,700 educators.

LEADERSHIP EXPERTISE

- 2020 – Alumni Founders First
- 2016 Chicago Urban League/University of Chicago IMPACT Fellow graduate.
- 2014 Graduate of Goldman Sachs 10,000 Small Business Program. Was voted class speaker.
- Uplifted team morale leading to low turnover, progressive staff development and friendly work atmosphere.
- Assisted in the recruitment and hiring process of 50+ applicants, determining qualified candidates.
- Planned training sessions, achieving goal of obtaining customer total satisfaction initiatives.
- Productively provided support and constant feedback to the team, identifying strengths & weaknesses.
- Effectively maintained successful operational environment; delegated payroll budgets, developed vendor relations, and scheduled shifts for over 30 employees.

COMMUNICATION CAPABILITIES

- Charismatically hosted 30-minute TV show targeting teens which aired 26 consecutive weeks on *UPN*.
- Genuinely enhanced relationship rapport with consumers by networking and developing professional contacts.
- Collaborated with editor to formulate, write, and implement 30 curricula taught in 50+ Chicago-land Schools.
- Energetically facilitated training sessions motivating thousands of parents, students, and staff members.
- Emceed both the largest parent conference and the leading teacher recognition awards in Illinois.
- Exercised active listening skills, grasping the desires and needs of clients on an individual basis.

SALES PROFICIENCIES

- Created eLearning with DB and provided Online learning for various school districts.
- Successfully managed \$7M territory, diligently increasing sales and ensuring cost savings and efficiency.
- Distinguished between features and benefits, completing client assessments prior to recommending products.
- Diligently studied products becoming completely familiar, easily identifying areas of sales opportunities.
- Meticulously sold to merchandise strengths, conducting marketing analysis and product positioning.
- Due to exceeding sales forecast goals, promoted and relocated three times within six-year career with Johnson & Johnson.

WORK EXPERIENCE

INNER VISION INTERNATIONAL, **President**, Chicago, IL

1997 – Present

- Created engaging digital content for parents, students and teachers: [Link](#)
- Created digital content and Trademark for eLearning with DB
- Construct Social Emotional Learning Development curricula taught to over 40,000 students in 4th-12th graders.
- Promote anti-violence and anti-bullying tactics supporting positive peer pressure within school atmosphere.
- Substantially decreased middle school suspensions by 65.5%, improved test scores by 21.3%, quadrupled parental involvement and eliminated expulsions over 5 years.
- Interact with students, staff, and parents promoting positive social growth using tenacity, resilience, and creativity.
- Lead inspirational team of 20+ providing mentor and tutor tips suggesting ways to best engage with students.
- Conduct parent workshops and hosts annual “Dad’s Day” events with 300 father-figures in attendance.
- Navigate educational careers of students by joining with pupils, teachers, parents, and administrators.

JOHNSON & JOHNSON, Various Cities 1992 – 1998

Account Manager (1996 – 1998), Chicago, IL

- Actively engaged in cross-selling opportunities capitalizing on consumer needs, selling product benefits.
- Made well-informed recommendations and assisted in implementing improvement plans on a day-to-day basis.
- Provided support to hundreds of clients on various purchase orders, initiating aide, quickly identifying their needs.
- Responsibly performed monthly assessments staying abreast of sales projections and income producing reports.
- Serviced multi-million-dollar territory networking with high-end clients guaranteeing service and sales satisfaction.
- Tactfully mastered the art of sales successfully listening to clients’ needs, making suggestions accordingly.
- Expanded expertise in pricing strategies, client relations, needs assessment, marketing, and financial management.

Territory Manager (1994 – 1996), St. Louis, MO

- Launched efficient marketing plans, discovering demographics, identifying long-term client demands.
- Selected to jump-start territory sales, significantly increasing demands of income producing transactions.
- Heightened revenues post support provisions, effective training, and constant feedback to associate team members.

Dwayne Bryant Resume

- Positively contributed to bottom line developing proven history to accurately analyze trends.
- Prioritized and delegated assignments contributing to higher standards of staff production and overall sales.
- Worked directly with senior leadership to address morale and diversity issues concerning various levels of staff.
- Developed concrete relationships with clients receiving ample referrals and continued book of business.

Territory Manager (1993– 1994), Detroit, MI

- Organized clear and concise presentations instructing employees on effective product sales techniques.
- Monitored team performance and coached to meet key performance indicators, bringing awareness to topics.
- Tactfully resolved executive level complaints through verbal communication, quickly soothing grievances.
- Well-trained and qualified to manage accounts, train incoming representatives, and increase territory boundaries.
- Focused and enhanced customer service satisfaction achievements kindly interacting with consumers.
- Optimized identifiable opportunities introducing noteworthy product benefits in comparison to competitors.

Sales Representative (1992 – 1993), Miami, FL

- Created multimedia presentations for diverse clientele and proposed customized solutions to advertising needs.
- Surpassed sales goals by 105% generating \$200K in revenue earning department and corporate recognitions.
- Promoted to Territory Manager in Detroit after consecutively exceeding sales tasks, excelling in present role.
- Spearheaded territory development for newly formed division focusing on small to mid-sized businesses.
- Identified new markets, prospected potential clients, and proposed products to serve individual needs.
- Effectively built customer loyalty through consistent communication and exceptional follow-through.
- Gathered and evaluated sales data to drive new business development and optimize revenue opportunities.

NOTEWORTHY SPEAKING ENGAGEMENTS & Consulting

- 2020 FBI's Community Leadership Award
- Broward County Public Schools – Online Learning engagement: 21st Century Parents
- Homeless Curriculum Design & Training – 2019 – Chapman Partnership

- Claflin University – Spring Commencement 2019
- West Palm Beach – Race to Equity Keynote with Jane Elliot – 2019
- West Palm Beach – African American Male Summit – 2019
- Parent University Training Series – Chicago Public School – 8 Schools – 2018
- African American History Task Force / Miami Dade Public Schools Keynote - 2018
- Family Engagement Day – Racine United School district 2017
- Parent Empowerment Series – Rich SD 227 – 2017
- Broward County Public Schools SEL Mentoring Initiative – 2017:
- College Preparation Series – Southland College Prep – Matteson SD 162 – 2017
- Illinois Prevent Child Abuse National Conference – 2016 Springfield, IL
- COMBAT BULLYING WORKSHOPS, 15 Chicago Public Schools – Summer 2014 – 2015 FY
- THE JOURNEY TO SUCCESS – Chicago Public Schools, Miami Northwestern, Lauderhill 6-12 - 2015
- COMBAT BULLYING WORKSHOPS – Walgreen’s partnership– Chicagoland – 2015
- PRESIDENT OBAMA UNITY BREAKFAST – JW Marriot – Chicago 2015
- JUNETEENTH KEYNOTE – State of Illinois - 2014
- PURSUIT OF PURPOSE, Nigeria, **International Keynote Speaker** – July 2012
- NATIONAL MENTORING SUMMIT, Washington, D.C., **Workshop Presenter** – January 2012
- P.R.I.D.E (Parent Research Institute for Drug Education), Bermuda, **International Keynote Speaker** – 2009
- AT&T, Chicago, IL, **Motivational Keynoter Speaker** – April 2002
- FLORIDA INTERNATIONAL UNIVERSITY, Miami, FL, **Keynote Speaker** – Various engagements

EDUCATION

Bachelor of Science in Finance and International Business

Graduated with Honors.

Florida International University, Miami, FL – 1993

eCornell University – DEI Certificate - 2021

**item type**

Action Items Requiring Discussion

meeting date

January 14, 2026

prepared by

Rene Cranis, City Clerk

approved by

Randy Knight, City Manager

subject

Five-year review of Advisory Boards

motion | recommendation

Provide recommendations to draft ordinance amending advisory boards.

background

Section 2-48 (m) of City Code calls for the sunset of the advisory board unless required by statute or charter every five years following May 1, 2011, unless the board is renewed by a majority vote of the commission. The next review is due by May 1, 2026.

Staff is recommending the sunset of the Orange Avenue overlap appearance review advisory board. This board was removed from the OAO provisions in 2024.

In addition to minor clarifications, staff is recommending the following changes:

- Section 2-48(j) and (k) - Establish board member terms to begin June 1st and end on May 31st. Defined start and end dates will streamline board transitions and allow new commissioners more time for the appointment process, especially during run-off election years. Additionally, the proposed term year will serve as the standard period for tracking both physical and virtual attendance.
- Section 2-48(m) - Revise the process for board evaluation to reflect current practice.
- Section 2-48 (u) - Delete reference to internal rules as they are not required of boards under paragraph (q).
- Section 2-62(2) - Keep Winter Park Beautiful and Sustainable advisory board. Clarify board responsibilities.
- Section 2-63 - Lakes and Waterways board. Add review and approval for seawalls and revetments.
- Section 2-64- Parks and Recreation advisory board. Add member requirements. Revise purpose and duties.
- Section 2-65 - Transportation Advisory Board. Revise matters for board recommendation to the commission.

- Section 2-67 - Public Art Advisory Board. Revise board member requirements. Add language regarding public art funding.

alternatives | other considerations

fiscal impact

attachments

1. Subsidiary Board proposed revisions

ARTICLE III. SUBSIDIARY BOARDS OF THE CITYCITY OF WINTER PARK

DIVISION 1. ESTABLISHMENT OF CITYCITY BOARDS

Sec. 2-46. Establishment ~~o~~Of CityCity Boards.

There shall be established in this ~~D~~ivision all boards of the CityCity of Winter Park. If a board is required to be in existence by Florida Statute or CityCity Charter, the section providing for the board ~~shall seshall~~ provide, as well as any special and/or specific requirements. ~~If, by Florida Statute or Charter there is a requirement with respect to the board that is different than the general rules in this chapter and article, then the requirements of state statute and the Charter shall control. To the extent any requirement imposed by Florida Statute or the City Charter conflicts with the general provisions of this Article or Chapter, the requirements of Florida law or the City Charter shall control.~~

Sec. 2-47. List and size of boards established.

The general requirements for boards are specified in ~~D~~ivision 2 herein and the board specific requirements are specified in ~~d~~ivision 3. Unless otherwise provided by the CityCity Charter, state law, other ordinance or this article, each board shall have seven (7) members. The following boards are established:

- (1) Board ~~O~~of Adjustments;
- (2) Civil Service Board (also sits as the independent personnel review board);
- (3) Code Compliance Board (which also sits as the nuisance abatement board and performs the functions of a code enforcement board pursuant to F.S. ~~Chaptereh~~. 162);
- (4) Community Redevelopment Agency;
- (5) Community Redevelopment Advisory Board;
- (6) Construction Board ~~o~~Of Adjustments And Appeals;
- (7) Economic Development Advisory Board;
- (8) Historic Preservation Board;
- (9) Housing Authority Board;
- (10) Keep Winter Park Beautiful And Sustainable Advisory Board;
- (11) Lakes ~~a~~And Waterways Board;
- (12) Parks ~~A~~and Recreation Advisory Board;
- (13) Transportation Advisory Board;
- (14) Planning ~~a~~And Zoning Board;
- (15) Public Art Advisory Board;
- (16) Utilities Advisory Board;
- (17) Winter Park Firefighters' Pension Board;
- (18) Winter Park Police Officers' Pension Board; and

~~(19) Orange Avenue overlay appearance review advisory board;~~

~~(20) Lake Killarney board.~~

~~(21) (Winter 19) Winter~~ Pines Golf Course Advisory Board.

DIVISION 2. GENERALLY

Sec. 2-48. General Rules Applicable ~~To~~ Subsidiary Boards ~~And~~ Ad Hoc Committees ~~Of~~ The ~~City~~ Of Winter Park.

(a) *Appointment of ~~M~~members.*

- (1) ~~With the exception of the~~Except for the ~~Ce~~civil ~~S~~service ~~B~~board, and unless and as otherwise provided by ordinance, ~~including as may be set forth in this article, or this article, the members of all City boards shall be appointed in accordance with~~ pursuant to Section 2.19(a) and (c) of the ~~City~~City Charter, ~~the members of all boards of the city shall be appointed as described in Section 2.19(a), City Charter generally at the second regular city commission meeting occurring after the mayor or city commissioner responsible for making an appointment(s) is sworn in for a new term of office~~Appointments are generally made at the second regular City Commission meeting following the swearing-in of the Mayor or City Commissioner responsible for the appointment; however, nothing herein shall require the Mayor or a City Commissioner to make an appointment at said meeting and deferral of appointment decisions are expressly permitted. ~~this provision does not prevent the mayor or city commissioner from delaying a decision on appointments for which they have responsibility.~~
- (2) For boards and ad hoc committees appointed pursuant to Section 2.19(a), ~~City~~City Charter, each membership position on a ~~city~~City board and ad hoc committee ~~will~~shall be designated as ~~be assigned~~ seat numbers 1 through 7. Seats number 1 through 4 will be those positions appointed by each of the ~~city~~city commissioners ~~with the same corresponding seat number~~holding the corresponding seat number. (e.g., ~~city~~City commissioner holding seat no. 1 will appoint seat no. 1 on each ~~city~~City board and ad hoc committee, etc.). Seats 5 through 7 ~~will be those positions appointed by the mayor~~shall be appointed by the Mayor.
- (3) When considering appointments, the mayor and ~~city~~City commissioners should take into ~~consideration for~~consideration applicable boards or ad hoc committees as set forth in this article, any qualifications, specialized knowledge, professional experience, or vocational background identified in this Article as desirable or otherwise deemed required for service on the applicable board or ad hoc committee. ~~s required or desired for persons serving on boards or ad hoc committees.~~
- (4) The ~~city~~City ~~Ce~~ommission may adopt rules governing the ~~process for making~~ nominations and appointment process for boards to board or ad hoc committee positions appointed by the ~~city~~City ~~Ce~~ommission as a body, provided such rules are not inconsistent with general law, the City Charter, or applicable ordinances. ~~to the extent not inconsistent with general law, the Charter or any ordinance.~~

- (b) *Removal of ~~m~~Members.* Members of cityCity boards and ad hoc committees ~~are subject to removal, with or without cause, at any time may be removed at any time, with or without cause.~~ Members of cityCity boards or ad hoc committees whose seats are appointed by the mayor shall serve at the mayor's pleasure. Members of cityCity boards or ad hoc committees whose seats are appointed by a cityCity commissioner shall serve at the pleasure of the cityCity commissioner holding the commission seat that appointed the member. Members of cityCity boards or ad hoc committees whose seats are appointed by the cityCity commission shall serve at the pleasure of the cityCity commission. This provision is ~~intended~~ intended to be supplemental to, and not in conflict with, the provisions of F.S. § 112.501, Florida Statutes, concerning which concerns the procedure for removal or suspension of a member of a municipal board for cause. ~~In instances when a~~ To the extent a member is removed for cause, the City shall comply with processes and procedures as outlined in ~~procedures in~~ F.S. § 112.501, Florida Statutes. ~~shall apply.~~
- (c) *Resignations.* Members of all boards and ad hoc committees shall be entitled to resign at any time by delivery of written notice thereof to the ~~cityCity commission~~ cityCity clerk and to the Mayor or appointing Commissioner, as applicable.
- (d) *Quorum.* A quorum shall be established if at least a majority of the total board or ad hoc committee membership is in attendance at ~~the~~ a meeting. There must be at least a majority of the total board in physical attendance at a meeting in which a quasi-judicial decision of the board is made; once a physical attendance quorum is established other members of the board may attend the meeting virtually and participate and vote on quasi-judicial decisions, as permitted by law. A board or ad hoc committee member who has declared a voting conflict and abstains from voting shall count ~~for establishing~~ to establish the quorum if that member is present at the meeting. For a motion to be approved, at least a majority of the members present at a board or ad hoc committee meeting in which a quorum has been established must vote in favor of such motion; except that the provisions of this sentence do not apply to boards requiring a different minimum vote requirement as set forth in other portions of this article or as otherwise required by law. If a quorum is not present, the members of a board or ad hoc committee in attendance at a meeting may take action to continue agenda items to a future meeting and adjourn the meeting for lack of quorum. ~~So long as~~ Provided the ~~a~~ meeting is properly noticed and ~~conducted is~~ in compliance with the requirements of the Sunshine Law, less than a quorum of a board or ad hoc committee may meet for the purposes of discussion only, so long as there is no action or vote taken at such meeting, and the ~~issue discussed discussion does not concern a is not a~~ quasi-judicial matter ~~that was scheduled as a public hearing item scheduled for public hearing.~~
- (e) *Applicability ~~o~~f Rules ~~o~~f Ethics.* No member shall take any action or ~~cast any~~ vote if such vote or action is prohibited by a standard of conduct or voting conflict of interest as defined or prohibited in the Code ~~o~~f Ethics For Public Officers and ~~E~~mployees or as set forth instated in in Chapter 112, Florida Statutes, F.S. ch. 112 or if such action or vote is in violation of the Code of the City of Winter Park or that otherwise violates the City Code or the City Charter. ~~A member must abstain from voting on any measure which would inure to their special private gain or loss, or which the member knows would inure to the special private gain or loss of any principal by whom they are retained, of the parent organization or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate.~~

Commented [KR1]: FL 2025 Ethics Code Section III (3)-- Voting Conflicts of Interest

• "S:\KAR\Ocoee Elections\FL Ethics Commission Guide for Public Officers and Employees.pdf"

• Pg. 13

Prior to the vote, the member shall publicly announce the nature of their interest and file a memorandum of voting conflict within 15 days after the vote, in accordance with Florida law and applicable provisions of the Florida Code of Ethics for Public Officers and Employees. The cityCity Attorney shallwill conduct annual board orientation providing board members training in the areas of open government, public meetings, public records, ethics, ex parte communications, quasi-judicial ~~proceedings~~proceedings, and related matters.

- (f) *Financial Disclosure.* Members of ~~certain~~ boards ~~are~~ required to file a ~~financial disclosure~~statement of financial interest or other financial disclosure ~~in a manner that complies with financial disclosure as set forth in~~pursuant to F.S. § 112.3144 or F.S. § 112.3145, Florida Statutes, shall timely file such disclosures with the filing officer designated by the City Code and in the manner provided by the City Code ~~.-The cityCity clerk shallwill monitor compliance in accordance with state statute and may, at its sole discretion, provide administrative assistance.- Any member not complying with financial disclosure requirements will be removed from the board.- Failure to timely file the required financial disclosure(s) shall constitute grounds for removal from the board. Prior to removal, the member shall be provided with written notice and a reasonable opportunity to be heard, consistent with applicable law.~~
- (g) *Vacancies.* When a vacancy ~~occurs on~~in a City board or ad hoc committee, ~~the Mayor, the City Commissioner, or the City Commission, as applicable, shall appoint a qualified individual to fill the vacancy as promptly as practicable. Any appointment made to fill a vacancy shall be for the unexpired portion of the term. -member seat occurs, the mayor, the city commissioner or the city commission as body who is responsible for appointing that member's seat or position shall promptly appoint a person to fill the vacancy. A vacancy shall be filled for the unexpired term of the member whose term becomes vacant.~~
- (h) *Representation ~~b~~By Member ~~o~~Of ~~Third~~of Third Parties.* No member of a City board or ad hoc committee shall represent a third party in any proceeding before ~~the such~~ board ~~or ad hoc committee on~~to which the member ~~belongs.- serves.~~
- (i) *Role ~~a~~And Responsibility ~~o~~Of Members ~~o~~Of ~~Subsidiary~~of Subsidiary Boards ~~o~~Of ~~The~~of The CityCity ~~o~~Of ~~Winter~~of Winter Park.* Members of subsidiary municipal boards ~~possess and shall exercise only such authority as is expressly granted by general law, the City Charter, or City Ordinances~~shall have such authority as provided by law, including ordinances of the City of Winter Park and the City Charter~~.-No member of a board shall exceed his or her delegated authority, and except to the extent Florida law, a City- or an ordinance, -or City Charter provision expressly requires the board to perform an adjudicatory function as a quasi-judicial board, the function and duty of each subsidiary board and the members of those boards is limited to acting in an advisory capacitycity only, by which the members of the various cityCity boards are authorized to receive and gather information, attend board meetings, and apply their best efforts to render advice and recommendations to the commission of the CityCity of Winter Park in the interest of the cityCity and its residents. Although cityCity boards may make recommendations concerning provisions of the CityCity Code, no member of a city board shall, by virtue of such office, have the authority to represent the CityCity of Winter Park in enforcement actions or to exercise executive or administrative authority unless expressly provided by law.-any action to enforce the City Code or any provision thereof.~~

- (j) *Term ~~in~~ Office ~~And~~ Reappointment.* Unless otherwise required by Florida Statutes, CityCity Charter or as otherwise provided by ordinance, board member terms shall generally begin on June 1 and end on May 31 and shall correspond to the term of office of the appointing Mayor or City Commissioner. Except for annual appointments, a board member's term shall commence on the date of appointment and shall expire upon the earliest of: (1) appointment of a successor; (2) 75 days after the end of the term of office of the appointing Mayor or City Commissioner; or (3) the member's resignation or removal. No person shall serve more than two (2) consecutive full terms on the same City board. After a break in service for a period of no less than one calendar year, a former member may be appointed to the same board, subject to the limitations of this subsection. Service of a partial term due to appointment to fill a vacancy shall not be counted toward the term limit. each member of the city's boards shall have a term that begins June 1 and ends May 31 generally overlapping with the term of office of the mayor or city commissioner's seat that appoints such board seat, except that such ~~Other than annual appointments, board member's term shall start from the date of appointment and end upon their resignation, removal from the board or end of their term.~~ earlier of the following to occur: (i) when such board member's successor is appointed, or (ii) 75 days after the end of the term of office for the mayor or city commissioner that appoints the board seat. A person may serve up to two consecutive terms on the same city board. Following a break in service of at least one year, a former member may be appointed again to the same board subject to the limitation expressed herein. The serving of a partial term of office on a city board due to filling a vacancy shall not count towards the term limits set forth in this subsection.
- (k) *Attendance, Virtual Participation.* Each member of a cityCity board or ad hoc committee shall be automatically terminated from the board if the member misses three consecutive meetings, or if the member is absent from more than 50 percent of the scheduled meetings of the board in ~~any 12-month period.~~any one year period commencing on June 1 and ending on May 31 of the following year. Upon termination under this subsection, the appointing Mayor or City Commissioner shall be notified of the termination and the vacancy shall be filled promptly in accordance with this Article.Should a board or committee member be terminated, the appointing mayor/commissioner shall be notified and reappoint promptly.
- Each member of a cityCity board may participate in a meeting virtually up to three (3) times ~~per~~during any one-year period commencing on June 1 and ending on May 31 of the following term, subject to applicable law and any rules or procedures adopted governing virtual attendance.~~year subject to rules and procedures as may be adopted governing virtual attendance.~~A member ~~desiring seeking~~to attend a meeting virtually must provide advance notice its board's staff liaison in accordance with established procedures. ~~advance notice of the member's desire to attend a meeting virtually.~~
- (l) *Meeting Procedure.* Unless otherwise prescribed by the ordinance or City Charter, advisory boards shall follow the following meeting procedures:
- (1) All meetings of the board shall be in accordance with the Sunshine Law, F.S. § 286.011, and the records thereof shall be public records as required by F.S. ch. 119 unless the record is specifically subject to a statutory exemption.
 - (2) Board will follow a standardized agenda format provided by the cityCity clerk's office.

- (3) Development of the agenda packet is the responsibility of ~~the staff~~staff liaison. Discussion/action items may be added to an agenda by the following methods:
- The ~~city~~City commission will submit to the boards a slate of topics to be addressed.
 - From time to time, the commission may request a specific task ~~be to be~~ considered for advice to the commission by the board.
 - Individual board members may suggest a topic for discussion or analysis during a meeting and if a quorum of the board agrees to hear the topic it will be introduced for discussion in a subsequent meeting.
 - The staff liaison may place items on the agenda for information to, or action by, the board.
- (4) Agenda packets should be published and distributed one week before the meeting, but no less than three business days before the day of the meeting.
- (5) Each board's staff liaison shall be responsible to keep minutes of its proceedings as required by law, showing at a minimum the date, time and place of the meeting, members physically in attendance, appearing by virtually, and absent, and also showing each matter discussed, moved, and voted upon. The records of each matter voted upon shall show the vote of each member on each question, and those members absent or abstaining or otherwise failing to vote. All such records shall be kept, and the minutes and records of official actions shall be public records and retained in the office of the ~~city~~City clerk.
- Minutes shall be made available to the public within 30 days of the meeting.
- (6) All subsidiary boards shall allow for public comment in the manner required by § 286.0114, Florida Statutes. Chapter 2013-227, Laws of Florida.
- Advisory boards will accept public comment virtually on general, non-quasi-judicial matters.
 - Quasi-judicial boards shall accept public comment on quasi-judicial matters only at the meeting and only in person; virtual public comment shall not be permitted for quasi-judicial proceedings. will only accept public comment on quasi-judicial matters at the meeting. Specifically, members of the public may not comment virtually on a quasi-judicial matter.
- (7) From time to time, an advisory board may choose to ~~have a~~conduct work sessions ~~and/ or subcommittee meetings to develop recommendations for consideration by the full board. Such meetings shall be properly noticed, minutes shall be kept, and approval of those minutes by the full board shall not be required. of a smaller group of members to discuss and consider recommendations to the advisory board as a whole. The work session or subcommittee meetings require minutes, but do not require the minutes to be approved by the entire advisory board.~~
- (m) *Evaluation Process.* ~~Each city board. The cityCity Mmanager shall make providevision for an annual self-evaluation process by which it board members and the individual board members are evaluatesd, and the activity and accomplishments of each-their board shall thus be annually-evaluated and the results shall be reported to the commission. The cityCity manager shall work with the presiding officer or designee of each cityCity board to ensure that the~~

Commented [KR2]: We may want to add a provision discussing Title II of the Americans with Disabilities Act.

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report concerning the evaluation of each board member and each board is presented to the ~~city~~City commissioner prior to the first day of April each year to insure that the information is available before the annual appointment of members at the first meeting in May of each year. The ~~city~~City manager shall develop a standardized evaluation ~~city~~City form and format applicable to all City boards, subject to approval by the City Commission, with such revisions as the Commission deems appropriate, and format for evaluations that will be used for each subsidiary board of the city. The city manager shall recommend the evaluation instrument and format and the city commission shall approve the same with such revisions as the commission determines may be appropriate.

- (n) *Ad Hoc Committees.* The ~~city~~City Ceommission may, from time to time, establish by resolution or ordinance certain committees of an ad hoc nature to study a particular issue. In accordance with Section 2.19(c), CityCity Charter, an ordinance creating an ad hoc committee may specify the number of positions on such ad hoc committee and how appointments to such ad hoc committee are to be made in a manner that may differ from the provisions of this article. An ad hoc committee will have a limited scope of responsibility and will address only the ~~issue~~issue(s) or ~~issues~~ designated, and following the study of such matter(s) shall report their findings and recommendations to the City Commission. ~~of their work to the commission with recommendations.~~ Unless otherwise established by the ~~city~~City Ceommission or extended by action of the commission, no ad hoc committee shall continue in existence beyond 180 consecutive calendar days following the effective date of the resolution or ordinance providing for the establishment of the ad hoc committee.
- (o) *Sunset of ~~b~~Boards unless a ~~B~~Board is ~~R~~required by ~~S~~statute or Charter.* Except for those boards that are required to be in existence pursuant to Florida Statute or ~~City~~City Charter, each ~~city~~City board shall sunset and terminate every five (5) years following May 1, 2011, unless the board is renewed by a majority vote of the ~~City~~ Ceommission. This review is intended to allow periodic evaluation of the necessity and effectiveness of each board. ~~will allow the commission to evaluate the effectiveness and need for the particular board on a regular basis. Notwithstanding this provision, any advisory board may be terminated at any time by a majority vote of the city commission, unless such board is required by Florida Statute or Charter.~~ The following quasi-judicial boards will not sunset: board of adjustments; planning and zoning; construction board of adjustments and appeals; code compliance; civil service; lakes and waterways board and lake killarney board (to the extent it hears stormwater fees appeals); and the historic preservation board (to the extent it acts in a quasi-judicial capacity ~~city~~ with respect to recommendations for or against rezonings, demolitions, developments, lot splits, lot consolidations or conditional uses that could impact historic resources identified in the Florida Master Site File Survey of the ~~City~~City of Winter Park, reviews applications for certificates of review for designated landmarks, resources and property within designated districts, or approves variances appropriate for the preservation of historic resources in conjunction with applications for certificates of review). Additionally, without first ~~complying~~complying with or satisfying legally imposed conditions, the ~~Ceom~~community ~~R~~edvelopment ~~A~~gency and the ~~H~~ousing ~~A~~uthority may not be abolished except in compliance with all applicable statutory requirements.
- (p) *Expenses and ~~R~~eimbursement.* No member of any board shall receive a salary or fee for service as a member. However, the ~~city~~City ~~M~~anager may authorize reimbursement of

necessary expenses, including travel and per diem, incurred in connection with official City business, provided that:

- 1) The expense is reasonably related to the performance of official board duties;
- 2) The expense is documented in advance; and
- 3) The expense is approved in writing by the City Manager prior to being incurred.

No expense shall be reimbursed unless it satisfied all requirements of this subsection and applicable City policy. for travel, per diem or other expenses if the same are documented in advance and approved by the city manager in writing in advance of the member incurring such expense while on official business for the city, it being a requirement that no expense will be reimbursable unless it is reasonably related to city business performed by a member of a subsidiary board of the City of Winter Park.

(q) *Internal ~~R~~rules of ~~e~~Conduct.*

- (1) Each board shall comply with the rules established by City Code, ~~Charter~~Charter, or ~~and adopted City policies~~.
- (2) Each board may adopt such rules as are necessary ~~to~~for the conduct of its business, ~~provided such rules are not inconsistent with general law, the City Charter, or City Ordinances.~~
- (3) Each board shall ~~annually~~ elect a chair and vice-chair ~~from among its members. from its membership on an annual basis.~~ Election of the chair and vice-chair will take place at the second ~~regular~~ meeting following the commission's annual board appointments. Vacancies in the position of chair or vice-chair should be filled at the ~~next~~subsequent regular meeting of the board following the occurrence of the vacancy.
- (4) The ~~city~~City mManager, ~~city~~City Aattorney and/or a designated ~~city~~staff member shall be reasonably available, ~~upon request,~~ to provide technical ~~support and advice~~or legal ~~assistance~~ to ~~assure~~ensure each board's compliance with applicable law, ~~that it is operating in conformance with the requirements of law.~~

(r) *Order and ~~d~~Decorum.*

- (1) The members shall maintain and preserve order and decorum and not disrupt ~~the~~meeting proceedings.
- (2) Members of the public attending board meetings shall observe the same rules of order and decorum applicable to the board members and ~~shall~~ not disrupt the proceedings.

(s) *Residency ~~#~~Requirement.* Unless ~~nonresidency~~non-residency in the ~~City~~City of Winter Park is ~~expressly required by a requirement of the City~~City Charter, Florida Statutes, or ~~D~~ivision 3 ~~hereof~~of this Article, appointments to City boards shall be limited to residents of the City of Winter Park. ~~the city commission and its members shall appoint residents of the City of Winter Park to city boards.~~

(t) *Provision ~~O~~f Legal ~~a~~And Staff Services.* To the extent not specifically mentioned in ~~d~~ivision 3 of this ~~chapter and article,~~Article a subsidiary board ~~may request that the City Manager direct City staff or the City Attorney to provide technical or legal assistance related to matters within the board's scope of authority.~~ ~~of the City of Winter Park may request from~~

the city manager that the city manager direct staff or the city attorney to provide technical and legal support to the board with respect to such matter or matters that may be identified by the board.

- (u) *Frequency* ~~o~~Of Meetings of Meetings. Unless otherwise provided with respect to a specific board of the ~~City~~City of Winter Park, each board shall ~~provide in its internal rules of procedure~~ establish the frequency and schedule for its meetings. The board shall notify the ~~city~~City clerk and ~~city~~City manager in writing with respect to the schedule of meetings established by such board. Unless a board determines otherwise for good cause, it shall meet monthly. ~~However, if it is not necessary to hold monthly meetings to conduct the business of the board, the board shall provide for an alternative schedule of meetings. If monthly meetings are not necessary to conduct board business, the board shall adopt an alternative meeting schedule of which the board shall notify of and provide to the City Clerk and City Manager in writing.~~
- (v) *Fundraising*. Each ~~city~~ board ~~may explore fundraising opportunity and make recommendations to the City Commission. Authority to enter into fundraising programs or related agreements on behalf of the City is reserved exclusively to the City Commission.~~ shall have the role and function with respect to fundraising to explore opportunities and to give advice and make recommendations to the city commission, and in all instances the city commission shall be the responsible entity to enter specific fundraising programs in on behalf of the City of Winter Park.

Sec. 2-49. Divisions 1 and 2 apply to all ~~city~~City boards.

Except as otherwise expressly provided in ~~D~~division 3, with respect to a specific board, the ~~City~~ Charter, or Florida Statutes, the requirements set forth in Divisions 1 and 2 of this Article shall apply to all City boards. governing city boards stated in divisions 1 and 2 of this article shall apply to each city board.

(Ord. No. 2843-11, § 2, 6-13-11; Memo of 2-22-12(Att. A))

DIVISION 3. DESCRIPTION, DUTIES AND PROCEDURES OF EACH ~~CITY~~CITY BOARD

Sec. 2-62. Keep Winter Park Beautiful and Sustainable ~~a~~Advisory ~~b~~Board.

Pursuant to the authority of the ~~city~~City ~~C~~commission, there is established ~~with the City of Winter Park, at the~~ Keep Winter Park Beautiful and Sustainable Advisory Board, subject to the following provisions:

- (1) *Membership*. The number of members and the procedures for ~~appointment~~appointments thereof shall be in accordance with the provisions in ~~D~~divisions 1 and 2 of this ~~A~~article. One (1) of the three Mayor's appointments may be a nonresident of the City who has strong ties to the City and documented expertise in sustainability. three mayoral appointments may be a non-resident with strong ties to the city and with documented sustainability expertise.
- (2) *Advisory Board*. The Keep Winter Park Beautiful and Sustainable Advisory Board is an advisory board, and shall, after receiving such information as it deems appropriate, and

following due deliberation in accordance with its internal rules and procedures, give advice and recommendation to the ~~city~~City ~~C~~ommission concerning matters related to protecting natural resources, strengthening community engagement, and enhancing quality of life, ensuring that the City grows sustainably and responsibly for generations to come. ~~the environmental, economic and social sustainability of the City of Winter Park.~~ The Keep Winter Park Beautiful and Sustainable Advisory Board shall have no adjudicatory or enforcement authority.

- (3) *Procedures.* The procedures and rules for operation of the Keep Winter Park Beautiful and Sustainable Advisory Board shall be in accordance with the general requirements ~~stated in~~ of ~~d~~ivisions 1 and 2 of this Article.

Sec. 2-63. Lakes ~~sa~~And Waterways Advisory Board.

Pursuant to the authority of the ~~city~~City ~~C~~ommission, there is established within the ~~City~~City of Winter Park a Lakes and Waterways Advisory Board subject to the following provisions:

- (1) *Membership.* The number of members and the procedures for appointment thereof shall be in accordance with the provisions of Divisions 1 and 2 of this article.
- (2) *With Exception ~~t~~This ~~is~~ An ~~an~~ Advisory Board.* The Lakes and Waterways Advisory Board is an advisory board and shall provide advice and recommendations to the City Commission concerning the protection, management, and improvement of the City's lakes and waterways, including stormwater planning and lake-management initiatives, with one exception, and shall, after receiving such information as it deems appropriate, and following due deliberation in accordance with its internal rules and procedures, give advice and recommendations to the city commission related to the protection and improvement of the city's lakes and waterways, with the goal of fostering, maintaining and improving the public stewardship, protection, long-range planning and careful oversight of the implementation of improvement projects for lake and stormwater management. The ~~city~~City acknowledges that the lakes and waterways within the ~~city~~City are a natural resource of great significance. As an exception to the general rule, the City Commission may, by ordinance or resolution, assign limited quasi-judicial authority to the Board with respect to: (1) appeals of stormwater fee determinations; and (2) review and approval of seawalls, revetments, docks, and boathouses, as provided by Chapter 114. ~~that this is an advisory board, the city commission may, by ordinance or resolution, assign a quasi-judicial function to this board with respect to appeals of decisions related to stormwater fees and concerning review and approval of proposed seawalls, revetments, docks and boathouses under section 58-87 chapter 114.~~
- (3) *Quasi-Judicial Proceedings ~~With~~with Respect ~~To~~to Stormwater Fees ~~And~~and Appeals Thereof.* To the extent the ~~city~~City ~~C~~ommission by ordinance or resolution shall provide that this board will sit as a quasi-judicial body and consider appeals from decisions related to stormwater fees, then in such cases the board shall be substantively and procedurally governed by requirements as set forth in applicable provisions of the City Code, including Chapters 102, Sections 102-156 through 102-264 as amended and consistent with Florida law. ~~conduct the quasi-judicial proceedings in conformance with the requirements of Florida law.~~ The ~~city~~City Manager and ~~city~~City Attorney shall provide technical support and resources upon request to assure that the quasi-judicial

activity of the board is in accordance with the requirements of Florida law. ~~In such proceedings, the board shall be governed by the substantive and procedural requirements set out in the City Code, including those provisions set out in chapter 102, sections 102-156 through 102-164, as these provisions may be amended by the city commission.~~ The provisions hereof are deemed to be incorporated by reference ~~into~~ to Chapter 102 of the City Code, relating to stormwater fees and appeals from decisions related to stormwater fees.

- (4) *Quasi-Judicial Proceedings ~~With~~ Respect ~~to~~ Docks ~~And~~ Boathouses.* To the extent the city City Commission by ordinance or resolution ~~shall~~ provide that the lakes and waterways advisory board will sit as a quasi-judicial body and consider approval of proposed seawalls, revetment, docks and boathouses, then in such cases the board shall conduct the quasi-judicial proceedings in conformance with the requirements of Florida law. The city City Manager and city City Attorney shall provide technical support and resources upon request to assure that the quasi-judicial activity of the lakes and waterways advisory board is in accordance with the requirements of Florida law. In such proceedings, the board shall be substantively and procedurally governed by the substantive and procedural ~~by the~~ requirements set out in the City City Code. Nothing herein shall be a limitation on the City Commission's authority to amend otherwise applicable provisions., including those provisions set out in chapter 58, section 58-87 114, as these provisions may be amended by the city commission. Any substantially affected person or persons aggrieved by any decision of the Lakes and Waterways Adsvisory Board (including, without limitation, the city City) concerning a seawall, revetment, dock or boathouse, may apply to the circuit court for Orange County, Florida, for judicial relief within 30 days after rendition of the decision by the Lakes and Waterways Adsvisory Board. Review in the circuit court shall be by petition for writ of certiorari.
- (5) *Procedures.* The procedures and rules for operation of the Lakes and Waterways adsvisory Board shall be in accordance with the general requirements stated in divisions 1 and 2 of this article. When conducting quasi-judicial proceedings, the Board shall comply with all procedural and substantive requirements of Florida law if said quasi-judicial proceeding is held pursuant to a City ordinance or resolution., and in accordance with the requirements under Florida law for quasi-judicial proceedings when the board hears appeals from stormwater fee decisions if such appeals are referred to the board pursuant to city ordinance or resolution.

Sec. 2-64. Parks And Recreation Advisory Board.

There is established within the City City of Winter Park, pursuant to the provisions hereof, a parks and Recreation board, subject to the following provisions:

- (1) *Membership.* The parks and recreation advisory board shall be established in accordance with the requirements in divisions 1 and 2 of this article. Members shall be residents of the city. The membership of the Parks and Recreation Adsvisory board shall, whenever possible, include if reasonably available, a (1) landscape architect, (2) a representative from the boards of either Winter Park Babe Ruth or Winter Park Pop Warner that resides within the City City of Winter Park, (3) a representative from Winter

Park High School Athletics, (4) a representative from the Mead Botanical Gardens Inc organization or Winter Park Public Library, and (5) ~~in addition to residents representative of the entire community.~~

- (2) *Advisory ~~B~~board.* The parks and recreation advisory board is strictly an advisory board and shall have no adjudicatory or enforcement authority. If any provision of the Code requires processing of any matter through the ~~P~~parks and ~~R~~recreation ~~A~~advisory ~~B~~board, then the purpose of such requirement is for the ~~P~~parks and ~~R~~recreation ~~A~~advisory ~~b~~Board to consider the request and to ~~give advice to advise the cityCity m~~Manager and the ~~cityCity C~~ommission, ~~if the matter will reach the City Commission. (if the matter will reach the city commission).~~ The purpose ~~and nature~~ of such proceeding will ~~be purely advisory and~~ not ~~be~~ quasi-judicial in nature.
- (3) *Purpose and ~~D~~uties.* The ~~P~~parks and ~~R~~recreation ~~A~~advisory ~~b~~Board shall promote the parks and recreation programs of the ~~cityCity~~ and ~~will~~ guide, ~~advise~~advise, and recommend to the ~~cityCity C~~ommission policies and actions regarding the promotion, planning, design, construction and utilization of ~~cityCity~~ parks and recreation programs. The duties of the parks and recreation board will generally be to:
- Advise and assist the ~~cityCity C~~ommission, ~~the city manager~~ and the various boards of the ~~cityCity~~ in all matters involving or affecting parks and recreation.
 - The ~~P~~parks and ~~recreation advisory board~~Recreation Advisory Board shall recommend policies for the improvement, creation, ~~improvement, maintenance, and use and maintenance~~ of ~~cityCity~~ parks and recreation programs.
 - The ~~P~~parks and ~~R~~recreation ~~A~~advisory ~~B~~board shall recommend budgetary ~~priorities and or~~ special appropriations ~~for related to~~ parks and recreation programs.
 - The ~~parks~~Parks and ~~recreation advisory board~~Recreation Advisory Board shall recommend ~~long-range~~ plans for the future growth, development, use and beautification of ~~cityCity~~ parks.
 - ~~The parks and recreation advisory board shall periodically provide the cityCity commission the public regarding the programs and facilities related to parks and recreation.~~

(Ord. No. 2843-11, § 2, 6-13-11; Memo of 2-22-12(Att. A))

Sec. 2-65. Transportation advisory board.

There is established within the ~~CityCity~~ of Winter Park, pursuant to the provisions hereof, a ~~T~~ransportation ~~a~~Advisory ~~b~~Board, subject to the following provisions:

- (1) *Membership.* The ~~T~~ransportation ~~a~~Advisory ~~b~~Board shall be established pursuant to the provisions ~~in of d~~Divisions 1 and 2 of this ~~a~~Article. To the extent reasonably possible, the membership shall include a transportation professional engineer with experience in developing construction plans and a professional planner with experience with projects involving transportation.
- (2) *Advisory Board.* The ~~T~~ransportation ~~a~~Advisory ~~board~~Board is an advisory board and shall have no enforcement or adjudicatory power or responsibility. The provisions of

~~d~~Division 1 of this ~~C~~chapter and ~~A~~article shall apply with respect to the operations of the ~~T~~transportation ~~A~~advisory ~~B~~board.

- (3) *Function ~~a~~And Responsibilities.* The ~~T~~transportation ~~A~~advisory ~~B~~board shall meet and provide for its internal governance procedures as provided in ~~D~~divisions 1 and 2 of this article. The responsibility of the transportation advisory board shall be the following:

- a. ~~___ To receive information, deliberate, and provide advice and recommendations to the City Commission on matters concerning and following deliberation, make recommendations and give advice to the city commission concerning~~ opportunities for improvement, maintenance, construction and facilitation of transportation ~~infrastructure and systems within the City, including pedestrian, bicycle, public transit, automobile, and freight transportation. (pedestrian, bicyele, public transportation, automobiles, freight, etc.) methods, infrastructure and issues in the City of Winter Park.~~
- b. The ~~T~~transportation ~~A~~advisory ~~b~~Board, following receipt of information and deliberation, shall ~~determine-recommend~~ ways in which transportation methods may be improved, ~~enhanced~~enhanced, and ~~increase the safety of transportation methods and facilities within the made safer within the CityCity of Winter Park.~~
- c. Following the receipt of information and deliberation, the ~~T~~transportation ~~A~~advisory ~~B~~board shall recommend to the ~~cityCity~~ ~~C~~eommission ideas for promoting safe multi-modal transportation and “complete streets” ~~principles within in the CityCity of Winter Park.~~
- d. ~~___ The Ttransportation Aadvisory bBoard shall provide education to the public and the cityCity commission concerning the current infrastructure for multi-modal transport and complete streets in the CityCity of Winter Park and the ways in which that infrastructure may be used safely for the enjoyment and benefit of the citizenry. make recommendations to the cityCity Ceommission regarding infrastructure for multi-modal transportation and complete streets within in the CityCity of Winter Park, and the ways in which said infrastructure that infrastructure and thoseand related services may be used safely for the enjoyment and benefit of the citizenry. The Boardy shall also make recommendations to the cityCity Ceommission as to how-ton methods for increasing public awareness on these matters. improve public awareness about those issues.~~
- e. ~~___ The Ttransportation aAadvisory bBoard shall serve the functions of the pedestrian and bicycle advisory board as set forth in policy 2-1.5 of the comprehensive plan and any implementing land development codes or regulations thereto.~~

Sec. 2-67. Public art advisory board.

There is established within the ~~CityCity~~ of Winter Park, pursuant to the provisions hereof, a ~~P~~public ~~A~~art ~~A~~advisory ~~b~~Board, subject to the following provisions:

- (1) *Membership.* The public art advisory board shall be established in accordance with the requirements of ~~d~~Divisions 1 and 2 of this ~~a~~Article. The procedures set out in ~~d~~Divisions

1 and 2 of this ~~a~~Article shall control the operation of the ~~p~~Public ~~A~~art ~~A~~advisory ~~B~~board, subject to the specific provisions hereinafter provided. If reasonably available, consideration shall be given to include in the membership of the ~~p~~Public ~~A~~art ~~A~~advisory ~~b~~Board an architect, including a landscape architect, an artist, a representative from a museum or art gallery, an experienced business person and a resident representative of the residential community with public art-related experience.

- (2) *Advisory Board.* The ~~P~~public ~~A~~art ~~A~~advisory ~~B~~board is an advisory board and shall have no adjudicatory or enforcement responsibilities or authority.
- (3) *Responsibilities ~~a~~And Function ~~o~~Of ~~t~~The Public Art Advisory Board.* The ~~P~~public ~~a~~Art ~~A~~advisory ~~b~~Board shall set out its rules for conducting business in accordance with the requirements of ~~d~~Divisions 1 and 2 of this ~~a~~Article, and following the receipt of information and deliberation, the ~~P~~public ~~a~~Art ~~A~~advisory ~~b~~Board shall have the following responsibilities and scope of service:
- a. Following the receipt of data from various sources and deliberation, the ~~p~~Public ~~a~~Art ~~A~~advisory ~~b~~Board shall ~~provide advice~~advise and make recommendations to the ~~city~~City ~~C~~ommission for the siting of public art, and in making these recommendations, the ~~P~~public ~~A~~art ~~A~~advisory ~~b~~Board shall endeavor to perform visual inspections of sites to ascertain the physical, cultural and historical aspects of sites being recommended to the ~~city~~City ~~C~~ommission.
 - b. The ~~P~~public ~~A~~art ~~A~~advisory ~~B~~board shall develop and facilitate a composite map identifying signature opportunities within the ~~city~~City for public art.
 - c. The ~~p~~Public ~~A~~art ~~A~~advisory ~~B~~board shall interview and recommend public art projects as well as ~~nd~~ assist in the selection of artists for ~~possible~~potential public art projects. In doing so, the Public Art Advisory Board's conduct is strictly that of an advisory board created to provide recommendations to the City Commission, but in such respect, the action shall be strictly as an advisory board for the purpose of making recommendations to the city commission.
 - d. The ~~P~~public ~~A~~art ~~A~~advisory ~~B~~board shall develop a public arts action plan, which it is to provide and recommend to the City Manger and City Commission ~~and recommend the same to the city manager and city commission~~ for the implementation of educational and organizational opportunities related to and concerning public art.
 - e. The ~~P~~public ~~A~~art ~~a~~Advisory ~~B~~board shall establish and maintain liaison with other public and private agencies involved with public art.
 - f. The ~~P~~public ~~A~~art ~~a~~Advisory ~~b~~Board shall advise the ~~city~~City ~~C~~ommission and ~~city~~City ~~M~~anager ~~in~~on all matters involving or affecting public art.
 - g. The ~~p~~Public ~~a~~Art ~~A~~advisory ~~B~~board shall periodically inform the ~~city~~City ~~C~~ommission and the general public ~~regarding on~~programs involving public art within the ~~City~~City ~~of Winter Park~~.
 - h. The public art advisory board may fund City Manager may implement public art projects recommended by the Public Art Advisory Board that are approved by cityCity Mmanager and cityCity cCommission by usingutilizing the public art

dedicated funding source ~~that is~~ allocated for the commissioning, acquisition, installation, maintenance and promotion of public art. ~~(approved by city commission on April 12, 2023).~~

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Sec. 2-72. Orange Avenue overlay appearance review advisory board.

Pursuant to the authority of the ~~city~~City commission, there is established within the ~~City~~City of Winter Park, an Orange Avenue Overlay (OAO) appearance review advisory board, subject to the following provisions:

- ~~(1) *Membership.* There shall be five voting members of the OAO appearance review advisory board. Three of the five members of the board shall be licensed architects. Two of the five members of the board shall have or be retired from the following vocations: professional land planner, licensed landscape architect, or licensed professional engineer. The Mayor and the ~~City~~City Commissioners shall each have one appointment to the membership of the OAO appearance review advisory board. Given vocational requirements of board membership, residency within the ~~city~~City is preferred, but not a mandatory requirement for appointment to and service as a member of the OAO appearance review advisory board. Except as otherwise provided in this section, the procedures for appointment and removal of members to OAO appearance review advisory board will be in accordance with division 2 of this article.~~
- ~~(2) *Advisory board functions and responsibility.* The OAO appearance review advisory board is an advisory board that is to review and make comments and recommendations on architectural details for proposed development projects as and when specified in the ~~City~~City's land development regulations. In making its comments and recommendations, the OAO appearance review advisory board should consider applicable ~~City~~City adopted architectural guidelines or standards. The comments and recommendations of board are to be transmitted to the Building Official, Director of Planning and transportation, planning and zoning board and ~~city~~City commission for consideration in rendering their respective recommendations and/or decisions on the applicable development project.~~
- ~~(3) *Procedures.* Except as otherwise provided in this section or in the land development regulations governing the OAO appearance review advisory board, the procedures and rules for the operation of the OAO appearance review advisory board will be in accordance with the provisions of division 2 of this article.~~

Sec. 2-73. Lake Killarney board.

There is established within the ~~City~~City of Winter Park as contemplated by Ordinance 2528-03, and by the authority of the ~~city~~City commission, a Lake Killarney ~~A~~Aadvisory ~~B~~Bboard. Except as may otherwise be provided in ~~C~~Chapter 114, ~~A~~Aarticle III of the ~~City~~City Code, the provisions of ~~D~~Divisions 1 and 2 of this ~~A~~Aarticle shall apply to the Lake Killarney ~~A~~Aadvisory ~~B~~Bboard and its members. The functions, procedures, and duties of the Lake Killarney ~~A~~Aadvisory ~~B~~Bboard are as set forth in ~~C~~Chapter 114, ~~A~~Aarticle III of the ~~City~~City Code.

Sec. 2-74. Winter Pines Golf Course advisory board.

Pursuant to the authority of the ~~city~~City ~~Ce~~ommission, there is created and established the Winter Pines Golf Course ~~A~~advisory ~~B~~board, subject to the following provisions:

- (1) *Membership.* The number of members and the procedures for appointment thereof shall be in accordance with Section 2.19 of the Charter and ~~S~~section 2-48, of the ~~City~~City Code.
- (2) *Advisory Board—Functions and responsibility.* The ~~Winter Pines G~~olf ~~Ce~~ourse ~~A~~advisory ~~b~~Board is ~~an~~-advisory ~~in nature board~~ and shall, after receiving such information as it deems appropriate, and following due deliberation in accordance with its internal rules and procedures, give advice and recommendations to the ~~city~~City ~~Ce~~ommission concerning the Winter Park Pines Golf Course. The board will provide advice on capital improvements, revenue and service/program opportunities, and marketing/branding. ~~Additionally, the~~The board ~~is also tasked with promoting will promote~~ the golf course and facilities to the Winter Park community. The golf course advisory board shall have no adjudicatory or enforcement authority.
- (3) *Procedures.* The procedures and rules for operation of the golf course advisory board shall be in accordance with the general requirements stated in ~~d~~Divisions 1 and 2 of this ~~A~~article.

Secs. 2-75—2-80. Reserved.
