



**City Council
August 14, 2023
Council Chambers
6:30 PM**



WELCOME to our City Council meeting. In the interest of time efficiency, the following will prevail for comments by the public. Each speaker will be permitted up to 3 minutes to state his/her case. Group presentations will be permitted 3 speakers including the spokesperson - each being limited to up to 3 minutes. No speakers will be interrupted. Please silence all electronic devices during the meeting. THANK YOU for participating in your City Government.

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Presentation
 1. Legislative Update - Ryan Matthews, GrayRobinson, P.A.
- V. Public Hearing
 1. Ordinance No. 1419 Amending Section 8.04 of the City Charter - Qualifying for the Florida Presidential Primary
 2. Ordinance No. 1420 - Trespass Warnings on Public Property
- VI. Old Business
- VII. Consent Agenda
 1. City Council Meeting Minutes of July 24, 2023
 2. Fiscal Year 2023 Auditor Engagement Letter - Carr, Riggs & Ingram, LLC.
 3. Resolution No. 6-2023 - Establishing the Candidate Qualifying Period March 19, 2024, General Municipal Election.
 4. General Fund Budget Appropriation / Greyson Tech Purchase
- VIII. Public Period
- IX. Decisions
 1. Gateway Signage Program
 2. Correction to the Rolled Back Rate
 3. Resolution No. 7-2023 Repealing Resolution 21-2015 Ceremonial Opening
 4. Resolution No. 8-2023 Amending Rules of Procedure Maitland City Council Meetings
- X. City Manager's Report/City Attorney/Council Reports
- XI. Adjournment

Notice: Any person who desires to appeal any decision made at this meeting or hearing will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.

Disclaimer: Any opening invocation that is offered before the official start of the Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and to stand and recite the Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the City Council Chambers or exit the City Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

MEETING DATE		AGENDA
August 14, 2023		Section: Public Hearing
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Ordinance No. 1419 Amending Section 8.04 of the City Charter - Qualifying for the Florida Presidential Primary		
Requested Action or Motion: Move to adopt Ordinance No. 1419 Amending Section 8.04 of the City Charter Qualifying for the Florida Presidential Primary, as presented.		
Summary Explanation & Background: Ordinance No. 1221, approved in October 2011, modified Section 8.04 of the City Charter by providing candidate qualifying dates to be no sooner than noon on the 80th day prior to election day and no later than noon on the 76th day prior to election day for elections that run concurrently with the Florida Presidential Preference Primary. Since the adoption of Ordinance No. 1221 there have been changes to the election statutes which have resulted in the Orange County Supervisor of Elections (OC SOE), amending certain deadlines to ensure compliance with the statutes. Section 100.3605(2) and 166.021(4), Florida Statutes, and AGO 2007-34 provide sufficient authority to permit the City Council to amend Section 8.04 of the City Charter to provide candidate qualification dates that correspond with the State of Florida Presidential Preference Primary every four years as determined by the OC SOE. Maitland's next General Election shall be held concurrently with the Florida Presidential Preference Primary (FPPP) on March 19, 2024, the 3rd Tuesday of March, in accordance with the statute. The OC SOE set the final ballot language submittal deadline as December 12, 2023. Requiring both the petition submittal process and candidate qualifying to be completed as follows: Candidate Petition Submittal: November 13 - 17, 2023 Candidate Qualifying: November 27 - December 1, 2023 Ordinance No. 1419 was introduced at the July 10, 2023, council meeting. A Public Hearing Notice was duly advertised on July 26, 2023, for a hearing date of August 14, 2023. Staff recommends the adoption of Ordinance No. 1419. The ordinance and supporting documentation are attached.		
Fiscal Impact: TBD		
Exhibits: - Ordinance No. 1419 Amending Section 8.04 of the City Charter - Qualifying for the Florida Presidential Preference Primary - Memorandum of Law - CBS - FPPP Qualifying Period for Elections (1) - Charter amendment municipal elections (1)		

Commission/Board: City Council
Contact Person: Lori Hollingsworth 407-539-6219
Reviewed by City Attorney Cliff Shepard

MEETING DATE		AGENDA
August 14, 2023		Section: Public Hearing
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: Ordinance No. 1420 - Trespass Warnings on Public Property		
Requested Action or Motion: Move to adopt Ordinance No. 1420 creating Section 10-15 - Trespass Warnings on Public Property		
Summary Explanation & Background: The City of Maitland is a highly desirable place to live, work and raise a family due, in part, to our beautiful and safe city facilities and public properties. In order to maintain our facilities/properties and protect public health, safety and welfare, staff is proposing an ordinance to allow for the issuance of trespass warnings for individuals committing violations of City ordinances, rules or regulations, or State law on city owned property.. On July 24, 2023, Council introduced the proposed ordinance (Ordinance 1420) and set the public hearing date for August 14, 2023. During the ordinance introduction, Council provided direction to staff to revise the proposed ordinance to define "city employee or officials, or their designees", outline the process identifying staff and Police roles, and clarify the rules violated which could result in a trespass warning. In response to Council comments and direction, staff refined Ordinance 1420 by: • Defining employee as the "City Manager or their designee". This clarifies that only designees of the City Manager apply to Section 10-15. • Identifying the City Manager or their designee's role as providing verbal communication (i.e. asking a violating individual to leave) and if the individual refuses to leave, then the designee would contact the Police, who would issue a written trespass warning, if warranted. • Further clarifying the rules as "law or rule which has been communicated to the individual by state statute, ordinance, posting or verbally by the City Manager or their designee". • Providing a process where the City Manager or their designee did not feel comfortable confronting an individual violating a law or rule on or within a city property. Essentially, the proposed Ordinance No. 1420 creates Section 10-15 (Trespass Warnings of Public Property) which provides for the following: • Authorizes the City Manager or their designee to initiate a trespass on any person from a city facility, building or outdoor area, including municipal parks, when a violation was committed of a law or rule which has been communicated to the individual by state statute, ordinance, posting or verbally by the City Manager or their designee. This also includes when the individual is on public property, including rights-of-way, which has been closed to general vehicular or pedestrian use. • Authorizes a Police Officer to trespass any person from a city facility, building or outdoor area, including municipal parks, if the City Manager or their designee has made a request of the police department to have the person trespassed based on the same criteria above, and the City Manager or		

their designee does not wish to engage with that individual or if the individual has violated a state law or municipal ordinance on the property.

- Provides a one (1) year period for a first violation trespass warning with a second or subsequent violation trespass warning period up to two (2) years.
- Provides an appeal process and timeline to the Special Magistrate.

Staff Recommendation:

Staff recommends Council adopt Ordinance No. 1420 creating Section 10-15 - Trespass Warnings on Public Property.

Fiscal Impact:

n/a

Exhibits:

1. Ordinance 1420 - Trespass Warnings on Public Property (adoption)

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney
Ryan Knight

MEETING DATE		AGENDA
August 14, 2023		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of July 24, 2023		
Requested Action or Motion: Move to approve the City Council meeting minutes of July 24, 2023, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes 7-24-2023		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 14, 2023		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
Subject: Fiscal Year 2023 Auditor Engagement Letter - Carr, Riggs & Ingram, LLC.		
Requested Action or Motion: Move to receive the 2023 Auditors Engagement Letter and authorize execution by both the Mayor and City Manager, as presented.		
Summary Explanation & Background: The City Council engaged the independent certified public accounting firm of Carr, Riggs & Ingram (Auditors), to perform the annual audit of the City of Maitland. This is the fifth year of a three year initial agreement and option for six - one year extensions. The original fees proposed by auditors for the fifth year was \$34,170; however, due to historically high inflation rates, the costs to provide quality audit services has increased and the auditors are requesting a fee increase to \$39,000 for the FYE 2023 audit. Given the level of service and audit quality provided to the City, staff finds this request reasonable. Auditors are required to make certain communications to “those charged with governance” – that is, the elected officials with responsibility for overseeing the strategic direction of the City and obligations related to the accountability of the City. The engagement letter covers: • Audit Scope and Objectives • Auditors' Responsibilities for the Audit of the Financial Statements and Single Audit • Audit Procedures - Internal Control • Audit Procedures - Compliance • Compliance with Chapter 10.550, Rules of the Auditor General • Other Services • Responsibilities of Management for the Financial Statements and Single Audit • Engagement Administration, Fees, and Other • Reporting Attached to this agenda report is an electronic copy of the engagement letter, to be signed by the City Manager and Mayor.		
Fiscal Impact: n/a		
Exhibits: 1. EL 2023 Federal Single Audit Engagement Letter - City of Maitland		

Commission/Board: City Council
Contact Person: Jerry Gray 407-539-6201
Reviewed by City Attorney n/a

MEETING DATE		AGENDA
August 14, 2023		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: Resolution No. 6-2023 - Establishing the Candidate Qualifying Period March 19, 2024, General Municipal Election.		
Requested Action or Motion: Move to adopt Resolution No. 6-2023 establishing the candidate qualifying period for the March 19, 2024, General Municipal Election, as presented.		
Summary Explanation & Background: City Charter Section 8.04 requires the City Council to approve and establish by resolution the candidate qualifying dates in any year during which the General Municipal Election is held concurrent with the Florida Presidential Preference Primary. This section also states that a candidate for nomination shall file a signed and subscribed nonpartisan oath of office along with not less than fifty (50) petitions signed by qualified electors at any time after noon on the 14th day prior to the start of qualifying period, but no later than noon the 10th day prior to the start of qualifying. Maitland's next General Municipal Election will be on March 19, 2024, with candidate qualifying and petition submittals as follows: Candidate Qualifying: Noon November 27 - Noon December 1, 2023. Candidate Oath / Petitions: Noon November 13 - Noon November 17, 2023. Resolution No. 6-2023 is attached for your review and consideration. Staff recommends the adoption of Resolution No. 6-203, as presented.		
Fiscal Impact: TBD		
Exhibits: 1. Resolution 6-2023 FPPP Election Qualifyng Dates March 2024		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney Cliff Shepard		

MEETING DATE		AGENDA
August 14, 2023		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 4.
Subject: General Fund Budget Appropriation / Greyson Tech Purchase		
Requested Action or Motion: Move to appropriate additional interest revenues \$200,000. Authorize the City Manager to execute professional services agreements with Greyson Technologies for the implementation of Police Department computer network upgrades including design, engineering, acquisition and installation of equipment and software in the amount of \$400,762.		
Summary Explanation & Background: In December, 2022, Maitland contracted with Greyson Technologies to design and implement comprehensive updates to the city's primary computer network, addressing critical hardware and software deficiencies as well as slow network performance and security vulnerabilities. That project is expected to be completed in August 2023 and supports all city departments except for the Police Department, which relies largely on its own computer servers, network equipment, firewall, storage and emergency data backup to comply with discrete law enforcement security standards. This proposal will update the Police Department's central servers, network switches, firewall and emergency backup data storage system. The goal is to replace outdated equipment and to implement more modern hardware and software systems that will substantially improve overall performance and reliability, add security and redundancy, create more complete system backups and reduce significant risks of failures and data loss. Procurement utilizes State of Florida and NASPO contracts AR3227 and AR2472 for network services, hardware and software. Total contract cost is \$383,762 with \$17,000 for project contingencies. The projected timeframe is expected up to eight months, pending delivery times for certain equipment. \$200,762 was budgeted for the upgrade. Due to Federal Reserve interest rate increases since the beginning of the year, the City's General Fund interest income has increased from original budgeted revenue amount. To fund the project, additional interest income of \$200,000 is available to cover the shortfall. Services and products exceed the City Manager's spending authority, requiring City Council approval to proceed. Staff recommends authorization of the City Manager to execute professional services agreements with Greyson Technologies for the implementation of Police Department computer network upgrades including design, engineering, acquisition and installation of equipment and software in the amount of \$400,762.		
Fiscal Impact: General Fund Revenue appropriation \$200,000. Technology purchase \$400,762.		

Exhibits:
Commission/Board: City Council
Contact Person: Robert Sargent 407-539-6223
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
August 14, 2023		Section: Decisions
Department/Office : Public Works	AGENDA REPORT	Item #: 1.
Subject: Gateway Signage Program		
Requested Action or Motion: Move to approve the Citywide Welcome Signage Program and the Phase I signage plan in the amount of \$335,809.		
Summary Explanation & Background: In 2019, Former City Manger Anselmo began working with a local firm, Designage Inc., on a Gateway Signage Program to develop entry signage and wayfinding signs utilizing the City's logo in order to establish a unique identity for the City. As identified in previous CIPs, this program would serve to upgrade the entry signage, public sign elements, and landscape treatment on entry corridors. The finished product is expected to reflect Maitland as a quality city where care is apparent. The City's image would be set forth at its main entrances as a City of distinctive quality with all major entry areas to the City reflecting the City's brand as a welcome to the City. Designage Inc. has recently provided a Welcome Signage Program plan that is intended to establish a unique graphic identity to be located at primary as well as secondary roadway entry points. The graphic design identity provides for graphic elements and event promotion graphics that may be incorporated into the downtown city center environment. Designage Inc. has proposed phase one within the plan to install smaller welcome signage at six locations within the City. As they are the designer, manufacturer and installer of the signs, they will provide a proposal for the installation at the city limits of the following six locations: Keller Road North Keller Road South Maitland Avenue North Lake Avenue Park Avenue Kewannee Trail The proposal also includes four way-finding directional signs and two parking directional signs in the downtown area as shown on page 3 in the attached Welcome Signage Concept Plan. In order to implement Phase I expeditiously, staff recommends to move forward with Designage's proposal as a negotiated source. Section 19 of the City's purchasing policy allows for the sole source or negotiated procurement of goods and services where the procurement by competitive procedures is not feasible or practicable. In this case, the City has been working with Designage Inc. for the past four		

years to develop the plan and designs of the signs; it would not be practicable at this point to start over with a request for proposals selection process due to the time and staff time needed. The funds are budgeted in 01412541-533400 CIP Project #ST001. The Phase I cost will exceed the City Manager's approval threshold and therefore requires approval from City Council.

Staff recommends City Council approve the Citywide Welcome Signage Program and direct the City Manager to procure Phase I of the signage plan with Designage, Inc. as a negotiated procurement in the amount of \$335,809.

Fiscal Impact:

Funds are available in 01412541-533400 in Project # ST001

Exhibits:

1. City of Maitland Welcome Signage Concept Revised July 1 07082023
2. Day Rendering Type C
3. City of Maitland Signage Type C Design Consulting Mech Struct Proposal
4. FAB PROPOASAL Maitland Welcome Signage Phase I July 1-23 (2)

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
August 14, 2023		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 2.
Subject: Correction to the Rolled Back Rate		
Requested Action or Motion: Move to set the rolled back millage rate for the 2023 tax year as <u>4.0861</u> .		
Summary Explanation & Background: Due to a calculation error in establishing the rolled back rate for the city, it is required that a new hearing be held to reestablish the updated rolled back rate. The correct rolled-back rate is 4.0861 versus the rate of 3.9862 as discussed at the July 14th City Council meeting. In accordance with Truth in Millage ("TRIM") compliance requirements as set forth in Chapter 200 of Florida Statutes, the City must calculate a rolled-back rate for the 2023 tax year; however, the motion read in at the July 24, 2023 meeting was incorrect. The operating millage rate used in preparation of the budget draft of 4.9464 is <u>21%</u> 3.9862 or 24% higher than the rolled back rate of <u>4.0861</u> 3.9862. The maximum millage rate voting requirements outline three levels of voting options. For tax year 2023, the maximum millage rate that can be levied with a majority vote is 5.0703 4.9464 and the maximum millage rate allowed by two-thirds vote is 5.5773 5.4410. Due to the mandated reporting timelines, the City did provide the correct Certification of Taxable Value (form DR 420) and the Maximum Millage Levy Calculation Preliminary Disclosure (form DR 420 MMP) to the Orange County Property Appraiser's Office by July 30, 2023 deadline and this motion is only to correct the official record for the City.		
Fiscal Impact: N/A		
Exhibits:		
Commission/Board: City Council		
Contact Person: Mark Reggentin 407-539-6220		
Reviewed by City Attorney Cliff Shepard		

MEETING DATE		AGENDA
August 14, 2023		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: Resolution No. 7-2023 Repealing Resolution 21-2015 Ceremonial Opening		
Requested Action or Motion: As requested by City Council for consideration, Resolution No. 7-2023 Repealing Resolution 21-2015 Ceremonial Opening.		
Summary Explanation & Background: The intent of Resolution 21-2015 was to proceduralize the opening ceremony at all regular and special meetings of the City Council. The resolution also states that an invitation is to be mailed out annually inviting potential invocation speakers to be included in a database. The database is to be compiled of both religious and non-religious groups and organizations. Respondents to the invitation shall be scheduled to deliver the invocation on a first come, first serve basis during the calendar year. The 2022 invitation mailed to nine (9) Maitland and one (1) Orlando faith-based / religious organizations, yielded no responses to being included in the database and placed in rotation to provide an invocation. The moment of silence has become the predominant practice over the last eighteen months. Based upon City Council direction, the City Attorney prepared a resolution repealing the current resolution.		
Fiscal Impact: N/A		
Exhibits: - Resolution 7-2023 Repealing Resolution 21-2015 Opening Ceremonial Policy - CS - Resolution 21-2015 Ceremonial Opening Invocation & Recitation of Pledge of Allegiance (3)		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney Cliff Shepard		

MEETING DATE		AGENDA
August 14, 2023		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 4.
Subject: Resolution No. 8-2023 Amending Rules of Procedure Maitland City Council Meetings		
Requested Action or Motion: As requested by City Council for consideration, Resolution No. 8-2023 amending the Rules of Procedure Maitland City Council Meetings.		
Summary Explanation & Background: Resolution No. 8-2023 proposes to amend the Rules of Procedure adopted February 27, 2023. The proposed changes are: Sequence of Agenda Sections: <i>Shall be meeting specific</i> 1. Call to Order 2. Moment of Silence /Invocation 3. Pledge of Allegiance 4. Presentations, Special Recognitions and Awards 5. Public Hearings 6. Old Business 7. Consent Agenda 8. Public Period 9. Decisions 10. Discussion 11. Reports – City Manager/City Attorney/Council/City Clerk 12. Adjournment		
<u>AGENDA SECTIONS DEFINED</u> Moment of Silence /Invocation: Mayor shall offer a brief moment of silent reflection. If a invocation speaker is registered and confirmed, the Mayor shall introduce and offer the podium. Resolution No. 8-2023, including the amended Rules of Procedure, Exhibit A, are attached as requested for review and consideration.		
Fiscal Impact: TBD		
Exhibits: 1. Resolution 8-2023 Amending Rules of Procedure City Council Meetings 08142023 -CS (1) 2. RULES OF PROCEDURE draft Exhibit A Res 8-2023 (9)		
Commission/Board: City Council		

Contact Person: Lori Hollingsworth 407-539-6219
Reviewed by City Attorney Cliff Shepard