



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



**I. CALL TO ORDER**

**Present:** 5 - Councilmember Lori Wurtzel, Vice Mayor Vance Guthrie, Councilmember Michael Wilde, Councilmember Lindsay Hall Harrison, Mayor John Lowndes

**Absent:** 0 -

Mayor Lowndes called the August 14, 2023 meeting to order at 6:32 pm. Staff also in attendance: City Manager Reggentin, Assistant City Manager Kifolo, City Clerk Hollingsworth, City Attorney Shepard, Finance Director Gray, Public Works Director Tracy, Fire Chief Morton, Police Chief Manuel, Community Development Director Matthys, Records Management Specialist Eichner, and Public Information Officer Sargent.

**II. MOMENT OF SILENCE**

Mayor Lowndes offered a moment of silence.

**III. PLEDGE OF ALLEGIANCE**

Mayor Lowndes led the Pledge of Allegiance.

**IV. PRESENTATION**

**1. LEGISLATIVE UPDATE - RYAN MATTHEWS, GRAYROBINSON, P.A.**

Mr. Matthews presented the 2023 Legislative Session Final Report and briefly highlighted potential legislation for the 2024 session.

Mayor Lowndes thanked Mr. Matthews for the informative and insightful update.

**V. PUBLIC HEARING**

**1. ORDINANCE NO. 1419 AMENDING SECTION 8.04 OF THE CITY CHARTER - QUALIFYING FOR THE FLORIDA PRESIDENTIAL PRIMARY**

City Clerk Hollingsworth read aloud, by title, Ordinance No. 1419, amending Section 8.04 of the City of Maitland Charter.

City Clerk Hollingsworth stated 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.

Following the public hearing, staff recommended the adoption of Ordinance No. 1419 Amending Section 8.04 of the City Charter- Qualifying for the Presidential Primary.

Mayor Lowndes opened the public comment period. There being no one who wished to speak, Mayor Lowndes closed the public comment period.

A motion was made to adopt Ordinance No. 1419 Amending Section 8.04 of the City Charter Qualifying for the Florida Presidential Primary, as presented.

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Adopt</b>                                                                           |
| <b>MOVER:</b>    | <b>Councilmember Lindsay Hall Harrison</b>                                             |
| <b>SECONDER:</b> | <b>Councilmember Michael Wilde</b>                                                     |
| <b>AYES:</b>     | <b>Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, Lori Wurtzel, John Lowndes</b> |
| <b>NAYS:</b>     | <b>None</b>                                                                            |

## 2. **ORDINANCE NO. 1420 - TRESPASS WARNINGS ON PUBLIC PROPERTY**

City Clerk Hollingsworth read aloud, by title, Ordinance No. 1420, creating section 10-15 Trespass Warnings on Public Property.

Community Development Director Matthys stated on July 24, 2023, Council introduced the proposed Ordinance No.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.

Community Development Director Matthys and Police Chief Manuel answered questions posed by the Council.

Following the public hearing, staff recommended Council to adopt Ordinance No. 1420 creating Section 10-15 Trespass Warnings on Public Property.

Mayor Lowndes opened the public comment period.

Adam Smith, 960 Gamewell Avenue and Kevin Maloney, 910 Gamewell Avenue discussed their concerns regarding the homeless.

There being no one else who wished to speak, Mayor Lowndes closed the public comment period.

A motion was made to adopt Ordinance No.1420 Trespass Warnings on Public Property, as presented.

|                  |                                                                              |
|------------------|------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>Adopt</b>                                                                 |
| <b>MOVER:</b>    | <b>Councilmember Michael Wilde</b>                                           |
| <b>SECONDER:</b> | <b>Councilmember Vance Guthrie</b>                                           |
| <b>AYES:</b>     | <b>Vance Guthrie, Michael Wilde, Lindsay Hall<br/>Harrison, John Lowndes</b> |
| <b>NAYS:</b>     | <b>Lori Wurtzel</b>                                                          |

#### **VI. OLD BUSINESS**

There were none.

#### **VII. CONSENT AGENDA**

Mayor Lowndes opened the public comment period for Consent items #2 through #4.

There being no one who wished to speak, Mayor Lowndes closed the public comment period.

A motion was made to approve the Consent agenda, as presented.

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|----------------|------------------------------------|
| <b>RESULT:</b> | <b>Approve</b>                     |
| <b>MOVER:</b>  | <b>Councilmember Vance Guthrie</b> |

|                  |                                                                                        |
|------------------|----------------------------------------------------------------------------------------|
| <b>SECONDER:</b> | <b>Councilmember Lori Wurtzel</b>                                                      |
| <b>AYES:</b>     | <b>Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, Lori Wurtzel, John Lowndes</b> |
| <b>NAYS:</b>     | <b>None</b>                                                                            |

**1. CITY COUNCIL MEETING MINUTES OF JULY 24, 2023**

Approve the City Council Meeting Minutes of July 24, 2023, as presented.

**2. FISCAL YEAR 2023 AUDITOR ENGAGEMENT LETTER - CARR, RIGGS & INGRAM, LLC.**

Move to receive the 2023 Auditors Engagement Letter and authorize execution by both the Mayor and City Manager for the independent certified public accounting firm of Carr, Riggs & Ingram, LLC. 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.

**3. RESOLUTION NO. 6-2023 - ESTABLISHING THE CANDIDATE QUALIFYING PERIOD MARCH 19, 2024, GENERAL MUNICIPAL ELECTION.**

Adopt Resolution No. 6-2023, Establishing the candidate qualifying period for the March 19, 2024 General Municipal Election.

**4. GENERAL FUND BUDGET APPROPRIATION / GREYSON TECH PURCHASE**

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 and appropriate additional interest revenues of \$200,000, as presented.

**VIII. PUBLIC PERIOD**

Mayor Lowndes opened the Public Period. There being no one who wished to speak, Mayor Lowndes closed the Public Period.

**IX. DECISIONS**

**1. GATEWAY SIGNAGE PROGRAM**

Public Works Director Tracy introduced the plan to continue the efforts begun by Former City Manager Anselmo in 2019 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.

Mayor Lowndes opened the public comment period.

Dale McDonald, 108 Tangelo Court, spoke in favor of the signage program.

There being no one else who wished to speak, Mayor Lowndes closed the public comment period.

A motion was made to approve the Citywide Welcome Signage program and direct the City Manager to procure Phase I of the signage plan with Designage, Inc as negotiated in the amount of \$ 335,809.

**RESULT: Approve**

**MOVER: Councilmember Lori Wurtzel**

**SECONDER: Councilmember Vance Guthrie**

**AYES: Vance Guthrie, Michael Wilde, Lindsay Hall  
Harrison, Lori Wurtzel, John Lowndes**

**NAYS: None**

## **2. CORRECTION TO THE ROLLED BACK RATE**

City Manager Reggentin stated that 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 21% ~~3.9862~~ or ~~24%~~ higher than the rolled back rate of 4.0861 ~~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.

Mayor Lowndes opened the public comment period. There being no one who wished to speak, Mayor Lowndes closed the public comment period.

A motion was made to approve setting the rolled back millage rate for the 2023 tax year as 4.0861.

**RESULT: Approve**

**MOVER: Councilmember Michael Wilde**

**SECONDER: Councilmember Lindsay Hall Harrison**

**AYES: Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, Lori Wurtzel, John Lowndes**

**NAYS: None**

**3. RESOLUTION NO. 7-2023 REPEALING RESOLUTION 21-2015 CEREMONIAL OPENING**

Mayor Lowndes provided a brief overview of Resolution No. 7-2023 repealing resolution 21-2015 Ceremonial Opening.

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.

Mayor Lowndes opened the public comment period.

John Book of 230 W Ventris Avenue, Dale McDonald of 108 Tangelo Court, and Mark Brown of 1446 Caring Court, spoke against.

There being no one else who wished to speak, Mayor Lowndes closed the public comment period.

After discussion, a motion was made to adopt Resolution No. 7-2023 Repealing Resolution 21-2015 Ceremonial Opening, as presented.



|                  |                                                          |
|------------------|----------------------------------------------------------|
| <b>RESULT:</b>   | <b>Adopt</b>                                             |
| <b>MOVER:</b>    | <b>Councilmember Lori Wurtzel</b>                        |
| <b>SECONDER:</b> | <b>Councilmember Lindsay Hall Harrison</b>               |
| <b>AYES:</b>     | <b>Lindsay Hall Harrison, Lori Wurtzel, John Lowndes</b> |
| <b>NAYS:</b>     | <b>Vance Guthrie, Michael Wilde</b>                      |

**4. RESOLUTION NO. 8-2023 AMENDING RULES OF PROCEDURE  
MAITLAND CITY COUNCIL MEETINGS**

City Clerk Hollingsworth introduced Resolution No. 8-2023 as requested by City Council for consideration to amend the Rules of Procedure Maitland City Council Meetings.

Resolution No. 8-2023 proposes to amend the Rules of Procedure adopted February 27, 2023.

The proposed changes are:

**Sequence of Agenda Sections:** *Shall be meeting specific*

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

**AGENDA SECTIONS DEFINED**

**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.~~

Mayor Lowndes opened the public comment period.

Dale McDonald of 108 Tangelo Court and John Book of 230 W Ventris Avenue, spoke against.

There being no one else who wished to speak, Mayor Lowndes closed

the public comment period.

After a brief discussion, a motion was made to adopt Resolution No. 8-2023 Amending Rules of Procedure Maitland City Council Meetings, as presented.

|                  |                                                          |
|------------------|----------------------------------------------------------|
| <b>RESULT:</b>   | <b>Adopt</b>                                             |
| <b>MOVER:</b>    | <b>Councilmember Lindsay Hall Harrison</b>               |
| <b>SECONDER:</b> | <b>Councilmember Lori Wurtzel</b>                        |
| <b>AYES:</b>     | <b>Lindsay Hall Harrison, Lori Wurtzel, John Lowndes</b> |
| <b>NAYS:</b>     | <b>Vance Guthrie, Michael Wilde</b>                      |

**X. CITY MANAGER'S REPORT/CITY ATTORNEY/COUNCIL REPORTS**

City Clerk Hollingsworth announced the petition submittal deadline and qualifying period for the March 19, 2024, General Municipal Election as:

- Candidate Petition Submittal: November 13 - 17, 2023
- Candidate Qualifying: November 27 - December 1, 2023

**XI. ADJOURNMENT**

There being no further business to come before the Council, the meeting adjourned at 7:56 pm.