



**City Council
June 13, 2022
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. Invocation - Moment of Silence
- III. Pledge of Allegiance
- IV. Presentations
 1. Orange County Public Schools (OCPS) 1 Mill Ad Valorem Continuation - Chief of Communications, Scott Howat
 2. Best Foot Forward - Executive Director, Emily Hanna
- V. Public Hearing
 1. Ordinance - Authorize Debt Issuance for up to \$20 Million Utility Revenue Note 2022
 2. Ordinance - Amending the Comprehensive Development Plan (CDP) 2035 to Include a Property Rights Element - Petition No. 2022-01 (ALU)
 3. Ordinance - Amending the Comprehensive Development Plan (CDP) 2035 to Include Reference to the Water Supply Facilities Work Plan - Petition No. 2022-02 (ALU)
- VI. Old Business
- VII. Consent Agenda
 1. Approve the City Council Meeting Minutes of May 23, 2022
 2. Approve the City Council Special Meeting Minutes of June 6, 2022
 3. Resolution to Adopt Amended City's Investment Policy
 4. Dommerich Hills Sidewalk Design Professional Engineering Services Agreement with Burgess & Niple Inc.
 5. Grant acceptance from the Winter Park Health Foundation to support the City of Maitland Youth Basketball League
 6. Lift Station #7 Relocation Design Project Services Agreement with Burgess & Niple Inc.
 7. Stewart's Electric Motor Works, Inc. Piggyback Contract for Electric Motor and Pump Repair Services

VIII. Public Period

IX. Decisions

1. Ordinance - Amending Chapter 5 Deleting Remaining Portions of Article VI

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
June 13, 2022		Section: Presentations
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Orange County Public Schools (OCPS) 1 Mill Ad Valorem Continuation - Chief of Communications, Scott Howat		
Requested Action or Motion:		
Summary Explanation & Background:		
Fiscal Impact:		
Exhibits:		
Commission/Board: City Council		
Contact Person: Mark Reggentin 407-539-6220		
Reviewed by City Attorney		

MEETING DATE		AGENDA
June 13, 2022		Section: Presentations
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: Best Foot Forward - Executive Director, Emily Hanna		
Requested Action or Motion:		
Summary Explanation & Background:		
Fiscal Impact:		
Exhibits:		
Commission/Board: City Council		
Contact Person:		
Reviewed by City Attorney		

MEETING DATE		AGENDA
June 13, 2022		Section: Public Hearing
Department/Office : Finance Department	AGENDA REPORT	Item #: 1.
Subject: Ordinance - Authorize Debt Issuance for up to \$20 Million Utility Revenue Note 2022		
Requested Action or Motion: Adopt an ordinance approving borrowing up to \$20 million in Utility debt.		
Summary Explanation & Background: As required in City Charter Section 2.12, all borrowing of monies to be authorized by ordinance. In September 2014, the City presented the results of a Water and Waste Water rate study. As part of the study, improvements were analyzed and funding sources were recommended, which included borrowing money to expedite the improvements, which were also needed to support redevelopment in the City. In August of 2015, working with the City's financial advisor, Craig Dunlap of Dunlap & Associates, the City issued the 2015 Utility Revenue Note to finance the improvements and in March 2019, Council approved borrowing up to \$20 Million in Florida State Revolving Fund loans. The City's Capital Improvement Program has identified multiple projects as detailed in the 2022-2026 Capital Improvements Program document. The proposed projects address multiple water and wastewater improvement needs within the city. The State Revolving Fund loans will be specifically addressing replacement of: 17-92 water mains south of Ventris to the southern City limit: These lines have reached the end of their useful lives. This project has been in design and engineering for a number of years and has faced many technical difficulties, chief among those is 17-92 is a state highway and a major artery cutting through the heart of downtown Maitland. There are numerous utility conflicts and concessions that have to be worked through with FDOT, which has caused the cost of the project to increase from initial estimates in 2014. The northern portion of the water lines were constructed with funds from prior authorization. Dommerich Hills Sewer Extension: With the scheduled completion of the Master Lift Station #1 on Tuscarora Trail and Phase 1 of the project anticipated to be completed in the fall of 2022, phases 2-4 are ready to begin. These phases of the sanitary sewer system will now have the capacity to bring in the additional 447 homes in the Dommerich Hills area currently on individual septic tanks. Multiple Drinking Water supply line upgrades to 6-inch for protective service considerations for several areas of the city. Our first option for debt funding is the State Revolving Fund (SFR), which offers very favorable interest rates to the City compared to a conventional bank loan or bonds. Secondly, if SRF loan funds are not		

available, the City would pursue qualified bank loans, similar to the 2015 bank loan.

The attached ordinance was reviewed by Bryant, Miller and Olive, the City's bond counsel, and by the City Attorney.

Fiscal Impact:

Future debt issuance costs, approximately 2% of loan and debt service payments, (principal and interest).

Exhibits:

1. 20M Utility Borrowing Ordinance

Commission/Board: City Council

Contact Person: Jerry Gray 407-539-6201

Reviewed by City Attorney

Reviewed by Bond Counsel and City Attorney.

MEETING DATE		AGENDA
June 13, 2022		Section: Public Hearing
Department/Office : Community Development	AGENDA REPORT	Item #: 2.
Subject: Ordinance - Amending the Comprehensive Development Plan (CDP) 2035 to Include a Property Rights Element - Petition No. 2022-01 (ALU)		
Requested Action or Motion: Move to authorize the transmittal of the proposed ordinance amending the City's Comprehensive Development Plan (CDP) 2035 to the State Land Planning Agency for review.		
Summary Explanation & Background: The proposed amendment to the City's Comprehensive Development Plan (CDP) 2035 was prompted by a 2021 change in Florida law requiring local governments to include a Property Rights Element in their comprehensive plans by adoption of its next proposed plan amendment or its next regularly scheduled Evaluation and Appraisal Report (EAR), whichever occurred first. In reviewing a variety of Property Rights elements from other local jurisdictions, staff modeled Maitland's proposed ordinance language used by Orange County and approved by the State. Details and background can be found in the enclosed 'Data and Analysis' document.		
Action to Date • April 20, 2022 - DRC recommended approval of the CDP amendment. • May 5, 2022 - P&Z held a public hearing and provided a recommendation for approval of the CDP amendment.		
Next Step Following the public hearing, the City Council will authorize the transmittal of the proposed 2035 CDP amendment to the State Land Planning Agency for review.		
In accordance with Florida Statute 163.3184(11)(b), the governing body shall hold two advertised public hearings on a proposed comprehensive plan amendment, transmittal stage and adoption stage. The June 13, 2022 meeting for the transmittal public hearing was advertised in the Orlando Sentinel on May 29, 2022.		
Fiscal Impact: None		
Exhibits: 1. Ordinance 2035 CDP Amendment Property Rights 2. Petition No. 2022-01 (ALU) Property Rights		

Commission/Board: City Council
Contact Person: Dan Matthys 407-539-6211
Reviewed by City Attorney Yes

MEETING DATE		AGENDA
June 13, 2022		Section: Public Hearing
Department/Office : Community Development	AGENDA REPORT	Item #: 3.
Subject: Ordinance - Amending the Comprehensive Development Plan (CDP) 2035 to Include Reference to the Water Supply Facilities Work Plan - Petition No. 2022-02 (ALU)		
Requested Action or Motion: Move to authorize the transmittal of the proposed ordinance amending the City's Comprehensive Development Plan (CDP) 2035 to the State Land Planning Agency for review.		
Summary Explanation & Background: This item proposes to amend the City's Comprehensive Development Plan 2035 (CDP) to reflect the updated Water Supplies Facilities Work Plan that covers the planning period from 2021-2031. Section 163.3177, Florida Statutes requires that the Water Supply Facilities Work Plan (WSFWP) be updated to recognize a 10-year planning period, and the City of Maitland has recently completed its 10-year update for the 2021-2031 planning period. Maitland Comprehensive Development Plan 2035 was adopted in 2019 and references the 2018-2028 planning period. The amendment merely changes the dates of the Water Supply Facilities Plan from 2018-2028 to 2021-2031. Details and background can be found in the enclosed 'Data and Analysis' document.		
Action to Date • April 20, 2022 - DRC recommended approval of the CDP amendment. • May 5, 2022 - P&Z held a public hearing and provided a recommendation for approval of the CDP amendment.		
Next Step Following the public hearing, the City Council will authorize the transmittal of the proposed 2035 CDP amendment to the State Land Planning Agency for review. In accordance with Florida Statute 163.3184(11)(b), the governing body shall hold two advertised public hearings on a proposed comprehensive plan amendment, transmittal stage and adoption stage. The June 13, 2022 meeting for the transmittal public hearing was advertised in the Orlando Sentinel on May 29, 2022.		
Fiscal Impact: None		
Exhibits: 1. Ordinance 2035 CDP Water Supply Plan 2. Petition No. 2022-01 (ALU) Water Plan		

Commission/Board: City Council
Contact Person: Dan Matthys 407-539-6211
Reviewed by City Attorney Yes

MEETING DATE		AGENDA
June 13, 2022		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Approve the City Council Meeting Minutes of May 23, 2022		
Requested Action or Motion: Approve the City Council Meeting Minutes of May 23, 2022.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. Draft CC Minutes 05232022		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney		

MEETING DATE		AGENDA
June 13, 2022		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: Approve the City Council Special Meeting Minutes of June 6, 2022		
Requested Action or Motion: Approve the City Council Special Meeting Minutes of June 6, 2022.		
Summary Explanation & Background:		
Fiscal Impact:		
Exhibits: 1. Draft CC Special Meeting Minutes 06062022		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney		

MEETING DATE		AGENDA
June 13, 2022		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 3.
Subject: Resolution to Adopt Amended City's Investment Policy		
Requested Action or Motion: Move to adopt a resolution amending the City's Investment Policy.		
Summary Explanation & Background: The City is required to have an investment policy or is limited to the investment options outlined in F.S. 218.415. In 1997, the City adopted in 1997 an investment policy in compliance with F.S. 218.415, which was revised in 2015 via Resolution 22-2015 and 2018 via Resolution 4-2018. It is the policy of the City to invest public funds in a manner which will provide maximum safety of capital, while meeting the daily cash flow demands of the City, providing the highest return on investment, and conforming to all state statutes and City ordinances governing the investment of public funds. City staff reviewed the current policy and evaluated it for compliance with the current requirements of F.S. 218.415. In addition, staff reviewed surrounding cities' investment policies. During our review, we noted an inconsistency with our City practice. Namely on page 5. As noted on the investment page of the Quarterly Financial Summary, the City is currently invested in 3 Investment Pools (SBA PRIME, FL SAFE, FL CLASS). All of which are rated AAA. Previously, staff had interpreted 30% concentration as being an "in total" concentration. After further review, staff determined that it should be interpreted that we should have no more than 30% within one of the investment vehicles within the the Local Government Investment Pool (LGIP) category. With only 3 investment pools, it is not mathematically possible to be in compliance as that only adds up to 90%. The recommended revised investment policy is attached in strike-through red and underlined blue version. The recommended changes include the following: • Addition of credit quality rating for Local Government Investment Pools (LGIP) pg4; • Adjustment to the maximum portfolio concentration limit (p5)		
Fiscal Impact: TBD		
Exhibits: 1. Resolution 5-2022 Investment Policy 2. InvestmentPolicyVer2022 - Redline		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
June 13, 2022		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.

Subject:

Dommerich Hills Sidewalk Design Professional Engineering Services Agreement with Burgess & Niple Inc.

Requested Action or Motion:

Move to authorize the Interim City Manager to execute the professional engineering services agreement with Burgess & Niple for the design of sidewalks within the project area of the Dommerich Hills Septic to Sewer project in the amount of \$68,065.

Summary Explanation & Background:

On July 8, 2019, City Council approved a contract with Burgess & Niple to design sidewalks within the project area of the Dommerich Hills Septic to Sewer project. The scope of services included the design of sidewalks on the following streets: Ponca Trail between Tuscarora Trail and Chippewa Trail; Chippewa Trail between Ponca Trail and Thistle Lane; Nicoma Trail between Tuscarora Trail and Chippewa Trail; and Mohawk Trail between Ponca Trail and Kewannee Trail.

Since the time the scope of service was approved, the City has adopted a practice to include sidewalks on at least one side of the street where a project includes substantial utility and/or roadway work. As the Dommerich Hills Septic to Sewer, Phases 2-4 project is in its final stages of design and is anticipated to be advertised for bids in the first quarter of FY23, there is an opportunity to include additional sidewalks to the bid package and provide sidewalks on one side of every street where new sewers will be installed. The scope of services for this design includes the addition of sidewalks on the following streets:

- Tomahawk Trail between Chippewa Trail and Mohawk Trail (225-feet)
- Chinook Trail West between Tuscarora Trail and Nicoma Trail (800-feet)
- Chinook Trail East between Ponca Trail and Kewannee Trail (900-feet)
- Chinook Trail Far East between Kewannee Trail and Thunder Trail (630-feet)
- Chickapee Trail between Tuscarora Trail and Ponca Trail (1,220-feet)
- Huron Trail East between Ponca Trail and Tuscarora Trail (720-feet)

The proposal amount of \$68,065 is available within the City's sidewalk program line item 01412541-566300-BS705. Staff recommends City Council authorize the Interim City Manager to execute the professional engineering services agreement with Burgess & Niple for the design of sidewalks within the project area of the Dommerich Hills Septic to Sewer project for the amount of \$68,065.

Fiscal Impact:

Funds are available in 01412541-566300-BS705

Exhibits:
Commission/Board: City Council
Contact Person: Kimberley Tracy 407-539-6216
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
June 13, 2022		Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 5.
Subject: Grant acceptance from the Winter Park Health Foundation to support the City of Maitland Youth Basketball League		
Requested Action or Motion: Move to accept grant funds from the Winter Park Health Foundation to support the City of Maitland youth basketball league.		
Summary Explanation & Background: The Winter Park Health Foundation will be hosting an upcoming reception and meet and greet with ex-NBA star and gold medal Olympian Grant Hill in conjunction with the Writers Block Book Store. Proceeds from the event are proposed to be donated to assist in funding scholarships for families in need to be able to enroll in a fall youth basketball league. The Winter Park Health Foundation has chosen the City of Maitland Youth Basketball League as the recipient of the fundraising effort. Funding from this donation will be held in an account specifically designated for this scholarship program and will be awarded to families who are on a free or reduced lunch program in either of the Orange or Seminole School districts. The total amount of funding to be received from the foundation is unknown at this time as it will be based upon the ticket sales for the event.		
Fiscal Impact: none		
Exhibits:		
Commission/Board: City Council		
Contact Person: Jay Conn 407-539-6264		
Reviewed by City Attorney n/a		

MEETING DATE		AGENDA
June 13, 2022		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 6.

Subject:
Lift Station #7 Relocation Design Project Services Agreement with Burgess & Niple Inc.

Requested Action or Motion:
Move to authorize the Interim City Manager to execute the agreement with Burgess and Niple, Inc. for the Lift Station No.7 Relocation Design Project in the amount of \$113,470.31.

Summary Explanation & Background:

Lift station No.7, located at the intersection of Maitland Avenue and Marion Way, is recommended to be upgraded and relocated as outlined in the City's Sewer System Master Plan Update 2020. The design for the project was included in the Capital Improvement Program FY 2022-2026 and was scheduled to be funded in FY 2023. Due to the current condition of the lift station and the difficulties in accessing it for repairs, staff recommends expediting the project.

This project is proposed to relocate Lift Station No.7 from the center of Maitland Avenue to an alternate location. As Burgess and Niple have performed the modeling of the sanitary sewer system and are one of the City's continuing engineering service providers for utility projects, staff recommends using them for this work. Burgess & Niple has provided a scope of services for the professional services necessary to prepare construction plans and contract documents, along with providing bidding services in the amount of \$113,471. There is \$250,000 budgeted for FY22 for the design of Project #WW101 Keller Road Gravity Sewer. As the Keller Road Gravity Sewer project is not as time sensitive as this project, staff recommends this project be postponed until FY23 in order to transfer the necessary funds to the Lift Station No.7 project.

Staff recommends authorizing the Interim City Manager to execute the agreement with Burgess and Niple, Inc. for the Lift Station No.7 Relocation Design Project in the amount of \$113,471; and to approve the transfer of funds from Project WW101 Keller Road Gravity Sewer to Project No. WW401 Lift Station 7 Relocation project.

Fiscal Impact:
Funds are available in Project #WW101 and will be transferred to Project #WW401 within the CIP Budget.

Exhibits:

Commission/Board: City Council

Contact Person: Karen McCullen

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
June 13, 2022		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 7.
Subject: Stewart's Electric Motor Works, Inc. Piggyback Contract for Electric Motor and Pump Repair Services		
Requested Action or Motion: Move to authorize the Interim City Manager to execute a piggyback contract with Stewart's Electric Motor Works, Inc. utilizing the West Palm Beach contract # 21128; ITB #17-18-118 to allow expenditures in excess of \$50,000.		
Summary Explanation & Background: Stewart's Electric Motor Works, Inc. has been successfully assisting the City of Maitland with pump repair services utilizing the City of West Palm Beach Annual Contract for Electric Motors and Pump Repair Services Contract # 21128.025; ITB #17-18-118. To this point, expenditures have not exceeded the City Manager's purchasing threshold of \$50,000. It is now anticipated that expenses for pump repairs and services for this fiscal year will exceed this threshold. The current piggyback contract is set to expire April 2, 2023. Although the City has utilized this company in the past, it is anticipated that expenditures will exceed the City Manager's purchasing threshold for FY 2022 and future years. Staff recommends authorizing the Interim City Manager to execute a piggyback contract with Stewart's Electric Motor Works, Inc. utilizing the City of West Palm Beach Contract # 21128.025; ITB #17-18-118 through the current expiration date and any future extensions.		
Fiscal Impact: Funds are available in Water and Wastewater operating budgets.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 13, 2022		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Ordinance - Amending Chapter 5 Deleting Remaining Portions of Article VI		
Requested Action or Motion: Move to introduce an ordinance further amending Chapter 5 by deleting the remaining portions of Article VI, of the Code of Ordinances and setting the public hearing date for June 27, 2022.		
Summary Explanation & Background: On February 28, 2022, Council approved Ordinance 1396 and the full intent of said ordinance was to repeal Chapter 5 Article VI Signs in its entirety, as now being a part of the newly adopted Land Development Code (LDC). However, Ordinance 1396 listed specific sections of Article VI Signs with the exception of Sec. 5-94, - Purpose, Appendix A Sign Code Standards and Appendix B Sign Code Table. The attached purposed ordinance will delete the remaining portions of Chapter 5 that became moot upon the adoption of the updated LDC, cleaning up any conflict between the code and LDC regarding signs.		
Fiscal Impact: TBD		
Exhibits: 1. Ordinance Chapter 5 Article VI Signs - Deletion		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney Review by Jacob Schumer.		