



**City Council
October 26, 2020
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
- III. Pledge of Allegiance
- IV. Public Hearings
 - 1. Ordinance - Amendment to Chapter 14, Special Event Procedure
 - 2. Ordinance - Amending Chapter 6 - "Fire Protection and Prevention"
 - 3. Ordinance - Amending Chapter 2 - "Police Officers' & Firefighters' Pension Plan"
 - 4. Ordinance – Non Exclusive C&D Franchise Agreement - Disposall Inc.
- V. Old Business
- VI. Consent Agenda
 - 1. Approve Minutes of the City Council meeting of October 12, 2020
 - 2. Annual Manhole Rehabilitation
 - 3. Adoption of Recreation Instructor Contract
 - 4. Continuing Professional GIS Services Agreement with DRMP
 - 5. Crown Castle Agreement
 - 6. Purchase of Police Vehicles
 - 7. Lift Station Generators Design
 - 8. Art & History Museum Property Damage Repair Contract
 - 9. Bid Award - Right of Way and Median Landscape Maintenance
- VII. Public Period

VIII. Decisions

1. Continuing Consulting Services New Library Public Engagement Program
2. Appointments - South Seminole North Orange County Wastewater Transmission Authority

IX. Discussion

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
October 26, 2020		Section: Public Hearing
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 1.
Subject: Ordinance - Amendment to Chapter 14, Special Event Procedure		
Requested Action or Motion: Move to adopt the proposed ordinance amending Chapter 14, Special Events of the City Code.		
Summary Explanation & Background: Upon review of Chapter 14 of the City Code (Special Events), it was noted that currently only not-for-profit organizations are permitted to host a special event in the City of Maitland. The City Attorney recommended that this restriction is not permissible and that any group should be evaluated equally regardless of their membership, purpose, or message. The attached ordinance revision revises this language appropriately. Also included are updated regulations pertaining to fireworks and other minor verbiage modifications. Staff is recommending Council adopt the proposed ordinance amending Chapter 14, Special Event Procedure.		
Fiscal Impact: None		
Exhibits: 1. Chapter 14 revisions final version		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		
Reviewed by City Attorney Yes		

MEETING DATE		AGENDA
October 26, 2020		Section: Public Hearing
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 2.
Subject: Ordinance - Amending Chapter 6 - "Fire Protection and Prevention"		
Requested Action or Motion: Move to approve an ordinance amending and re-adopting City Code Chapter 6 "Fire Protection and Prevention".		
Summary Explanation & Background: The City of Maitland has submitted local amendments to the statewide Florida Fire Prevention Code (FFPC) to the State Fire Marshal's Office (SFMO). This submittal process fulfilled the established statutory obligations and the City has been authorized by the SFMO to adopt and readopt these local amendments into its City code according to Florida Statute 633.202. This ordinance update maintains and clarifies these local amendments, and aligns the City Code with the FFPC. This ordinance must be re-adopted every three years. Updates and changes to the Maitland City Code include: 1. The recognition of the new Florida Fire Prevention Code (FFPC), 7th edition, 2018 editions of NFPA 1 Fire Prevention Code and NFPA 101 Life Safety Code. 2. Removing the necessity of gaining a permit for residential backyard fire pit use. Guidance on residential burning, in relation to combustible materials, size of the fire, and setbacks from adjacent buildings, are provided in greater clarity. Commercial burning of yard waste or construction materials remains prohibited. Any fire that creates a nuisance atmosphere may be extinguished at the discretion of the authority having jurisdiction or the Division of Forestry. After receiving public input, staff is recommending City Council adopt the ordinance amending and re-adopting City Code Chapter 6 "Fire Protection and Prevention." The ordinance will become effective January 1, 2021.		
Fiscal Impact: None.		
Exhibits: 1. LOCAL ORDINANCE Chap 6 with Track changes (2)		
Commission/Board: City Council		

Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
October 26, 2020		Section: Public Hearing
Department/Office : Administration	AGENDA REPORT	Item #: 3.
Subject: Ordinance - Amending Chapter 2 - "Police Officers' & Firefighters' Pension Plan"		
Requested Action or Motion: After receiving public input, adopt an ordinance to amend Chapter 2, Article IV, Division 4, to amend the membership of the Police Officers' and Firefighters' Pension Plan.		
Summary Explanation & Background: On August 13, 2012, the City Council adopted Ordinance No. 1230 removing the Mayor as a trustee of the Police Officers and Firefighters Pension Plan ("Pension Plan") and adding a member of Senior Management to be appointed by the City Council to serve as a trustee for the Police Officers and Firefighters Pension Plan ("Pension Plan"). Subsequently, Charter Section 5.06 was amended by Ordinance No. 1232 on November 26, 2012 to apply term limits for any member of a permanent board, commission, or agency appointed by the City Council to two consecutive terms. Although this was intended to impact the resident members of the Pension Board, as drafted it also impacted the appointed senior management representative. The City's current Finance Director, Jerry Gray, was appointed by City Council in 2014 to fill the unexpired term of the now City Manager. He was then reappointed by City Council again in August of 2016. As of August 2020, the Finance Director is not eligible for re-appointment. The City code specifies that the two Chiefs, Police and Fire, are named by position and therefore avoid the term limits applied to appointed members. Staff is recommending that Council amend the City code to specify the Finance Director is named by position, rather than appointed by Council. This would allow Jerry Gray to continue to serve as a trustee while he serves in position of Finance Director. This is consistent with the intention of Ordinance 1230, to have the member of senior management with the most financial experience and appropriate background continue to serve as a trustee for the Pension Plan. A copy of the Pension Plan actuary's statement of no impact is attached. After receiving public input, adopt an ordinance to amend Chapter 2, Article IV, Division 4, to amend the membership of the Police Officers' and Firefighters' Pension Plan.		
Fiscal Impact: None.		
Exhibits: 1. Ordinance Finance Director Trustee Position 2. 2020.10.14 Maitland Police Fire - No Impact Letter		
Commission/Board: City Council		

Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307
Reviewed by City Attorney Reviewed by Pension Board Attorney.

MEETING DATE		AGENDA
October 26, 2020		Section: Public Hearing
Department/Office : Finance Department	AGENDA REPORT	Item #: 4.
Subject: Ordinance – Non Exclusive C&D Franchise Agreement - Disposall Inc.		
Requested Action or Motion: Move to adopt an ordinance granting a non-exclusive franchise agreement to Disposall Inc.		
Summary Explanation & Background: In July 2013, the City Council approved an exclusive franchise with Waste Pro of Florida, Inc., for collection of single and multi-family residential solid waste, yard waste and recycling, and commercial solid waste. The franchise excludes the disposal of solid waste and construction and demolition ("C&D") debris removal and the City established non-exclusive franchises through adoption of City Code Sections 7-32 through 7-37 in August 2013. The non-exclusive franchise program enables residents and businesses to obtain competitive pricing for C&D debris removal services while still maintaining a level of oversight to ensure haulers are properly licensed, insured and qualified to provide services within the City limits. Self-hauling by residents or contractors of C&D debris is not regulated. Haulers who wish to provide C&D removal services within the City must submit an application and the required documentation outlined by the City Code. Per the City Charter, all franchises must be adopted via ordinance, and the attached non-exclusive franchise agreement was drafted by the City Attorney's office. Disposall Inc., has completed the application and submitted all documentation required under Section 7.24, and is qualified to provide C&D debris removal services. This hauler is located in Orlando, Florida, and has been in business since 1979. They currently provide 600 roll off containers utilizing the hauling services for clients and desire to provide services to Maitland residents and businesses. Staff is recommending the City Council adopt an ordinance granting a non-exclusive franchise agreement to Disposall Inc.		
Fiscal Impact: N/A		
Exhibits: 1. Construction CD Ordinance Disposall (1)		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 26, 2020		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Approve Minutes of the City Council meeting of October 12, 2020		
Requested Action or Motion: Approve		
Summary Explanation & Background:		
Fiscal Impact:		
Exhibits: 1. CC Meeting Minutes 10122020		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		
Reviewed by City Attorney		

MEETING DATE		AGENDA
October 26, 2020		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.
Subject: Annual Manhole Rehabilitation		
Requested Action or Motion: Authorize the City Manager to approve a contract with Engineering Spray Solutions (ESS) for sanitary manhole and stormwater structure rehabilitation.		
Summary Explanation & Background: Each year both the wastewater and stormwater programs include funding for maintenance and rehabilitation work. The annual sanitary sewer manhole rehabilitation program reduces inflow and infiltration of groundwater into our wastewater collection system and prevents leaking of sewage into surrounding soils and water bodies. The reduction of inflow/infiltration into the system ultimately results to reduced operating and treatment cost. Since the program's inception in 1992, the Public Works Department rehabilitated approximately 255 leaking manholes and 7 lift stations. As with the sanitary manholes, it is important to prevent leaks and maintain the structural integrity in the stormwater structures as well. After research and review of available piggyback options with qualified contractors in the area, public works is proposing to contract with Engineering Spray Solutions to perform manhole and structures rehabilitation, utilizing the Sarasota County Contract #2020-435 that is in effect from June 3, 2020 until June 2, 2023, with potential extensions available through June 2, 2025. The amount to be expended will exceed the City Manager's purchasing threshold and will be paid from available funds budgeted for maintenance and repairs in both the Utility and Stormwater funds. Staff recommends City Council authorize the City Manager to execute a piggyback contract with Engineering Spray Solutions through June 2, 2023, and any subsequent extensions of the contract approved by Sarasota County through June 2, 2025.		
Fiscal Impact: 41351535-534600-WW001 Repair Maintenance General LS 32371537-534600 Repair Maintenance General		
Exhibits: 1. Exhibit A - Sarasota contract 2020-435 2. City of Maitland Signed Piggyback Contract 10-19-2020		
Commission/Board: City Council		
Contact Person: David Gonzalez, Utilities Superintendent 407-875-1143		

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 26, 2020		Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 3.
Subject: Adoption of Recreation Instructor Contract		
Requested Action or Motion: Move to approve a purchase order in the amount of \$58,000 for tennis instruction to Donald McGinnis for FY21.		
Summary Explanation & Background: Per the City of Maitland Purchasing Policy, any purchases over \$50,000 must be approved by Council. The Parks and Recreation Department has one ongoing instructional program that may exceed the \$50,000 threshold by a small margin in FY21. Tennis instruction is contracted through Donald McGinnis and his payments due have collectively exceeded this amount by approximately \$5,000 in each of the two previous fiscal years. Staff is asking permission to create a \$58,000 purchase order in FY21 so that uninterrupted payments can continue to be made to Mr. McGinnis as necessary. It should be noted that payments are made to Mr. McGinnis or any other instructor only if revenue is realized in the form of participant registrations. Thusly, instructor payments are revenue neutral and do not use any of the general fund. Mr. McGinnis continues to receive positive reviews from both parents and participants and he has appropriate insurance coverage to conduct tennis activities in cooperation with the City. Staff recommends to approve a purchase order for Donald McGinnis for FY21 in the amount of \$58,000.		
Fiscal Impact: None, instructional programs are revenue neutral		
Exhibits: None		
Commission/Board: City Council		
Contact Person: Jay Conn, Parks & Recreation Director 407-539-6264		
Reviewed by City Attorney No		

MEETING DATE		AGENDA
October 26, 2020		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 4.
Subject: Continuing Professional GIS Services Agreement with DRMP		
Requested Action or Motion: Authorize the City Manager to execute the Scope of Services agreement with DRMP for Professional GIS Services and approve the carryforward of funding to FY 2021.		
Summary Explanation & Background: On June 14, 2017, the City executed a continuing services contract with DRMP, Inc. for professional services. On November 10, 2017, the City entered into an agreement (scope of services) with DRMP to perform a comprehensive GIS needs assessment and recommendations for further integrating GIS into the City's business needs and strategic planning efforts. This scope included a comprehensive evaluation of Maitland's current system and provided recommendations for hardware/software implementation, a phased sustainable system architecture and an implementation plan to align with the City's vision, resources and strategic plan. The services performed under this scope were concluded in early 2019. On March 25, 2019, Council authorized the City Manager to execute a new scope of services, which implements certain recommendations resulting from the 2017 agreement. The scope also continued to build on existing GIS data, software and web platform maintained by the Community Development Department and continued the services of DRMP for ongoing staff support with GIS workflows, data management, and other City-wide needs such as GIS integration with the ongoing Energov upgrade. The proposed scope continues to build the City's GIS infrastructure including increased coordination between Community Development, Public Works, Fire, and Parks Department needs. Funding for this project was budgeted in FY20 (account number 001-152-510-515-533100) and staff is recommending that Council approve the carryforward of these funds to FY21.		
Fiscal Impact: \$105,000		
Exhibits: 1. 20201002_Maitland_GIS		
Commission/Board: City Council		
Contact Person: Dan Matthys, Community Development Director 407-539-6211		

Reviewed by City Attorney
n/a

MEETING DATE		AGENDA
October 26, 2020		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 5.
Subject: Crown Castle Agreement		
Requested Action or Motion: Move to authorize the City Manager to execute the agreement with Crown Castle for the installation, operation and maintenance of AMI equipment.		
Summary Explanation & Background: In 2018, City Council approved a project to convert existing water meters over to automated meters. This system, known as advanced Metering Infrastructure (AMI), is an advanced version of automated meter reading that enables two-way communication over a fixed network between the utility system and the metering endpoints. The system required a dedicated frequency on an FAA channel, which is not required to be shared by other vendors, through radio equipment. The radio equipment was installed on Crown Castle's cell tower located on the Public Works Complex property for the long term reading of meters and other data that is sent via radio through the AMI system. Crown Castle has requested the City enter into an agreement that covers installation, operation and maintenance of this equipment on their tower. This agreement has been reviewed by the City Attorney. Staff recommends City Council authorize the City Manager to execute the agreement with Crown Castle for the installation, operation and maintenance of the AMI equipment.		
Fiscal Impact: N/A		
Exhibits: 1. City of Maitland - BU-812555_PLIC-729006_App-514099_South_MAITLEA		
Commission/Board: City Council		
Contact Person: Kimberley Tracy, Public Works Director 407-539-216		
Reviewed by City Attorney Yes		

MEETING DATE		AGENDA
October 26, 2020		Section: Consent Agenda
Department/Office : Police Department	AGENDA REPORT	Item #: 6.

Subject:

Purchase of Police Vehicles

Requested Action or Motion:

Move to authorize the purchase of (2) two police package vehicles \$89,780 from Garber Fleet Sales Jacksonville.

Summary Explanation & Background:

The FY 2020 budget includes funding for (5) scheduled replacement police vehicles for the Police Department from Line Item 01-420-519-6430, Project Code VE-0001. Considering the vehicles ages and conditions the vehicles will be sent to auction or used for non first responder purposes. The vehicles being replaced have spent 7 years in front line service and an additional 2-3 years as backup vehicles in the police pool fleet for situations when vehicles are in repair or out of service. The City will be deferring the purchase of 1 vehicle to be evaluated as part of the FY 2021 budget year. One of the replacements is an unscheduled replacement as the vehicle was hit by an outside insured motorist and the City has recovered the undepreciated value of the vehicle.

Both units will be Chevrolet Police Package Tahoe that will be purchased from Garber Fleet Sales via Florida Sheriffs Association contract FSA20-VEL 28.0 for \$44,890 each.

These vehicles will be equipped with LED emergency lighting, light bars, grill lights, rear deck lights, mirror lights, siren and speaker, computer stand, decals, prisoner seat & cage divider, gun lock, back up camera and weapons vault, depending on the particular vehicle.

Staff evaluated the hybrid vehicles in the selection process, including consideration of the relatively new technology available, the additional costs of the hybrid relative to the overall maintenance track record on the Ford Explorer vehicles, and that the budgeted funds for vehicle replacements were already established prior to the Climate Change Resolution. The justification and evaluation is attached for vehicles.

It should be noted that 2 Ford Explorer hybrids have been ordered for the Police Department. The intention is to evaluate their performance, reliability and overall utility prior to committing to the purchase of additional hybrids.

Fiscal Impact:

\$89,780 From budgeted funds for replacement vehicles.

Exhibits:

1. 2020 PD Vehicle Justification

2. Maitland PD 21 Chevrolet Tahoe 2wd Police Quote 10-9-20

Commission/Board: City Council

Contact Person: Jerry Gray, Finance Director 407-539-6201

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 26, 2020		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 7.
Subject: Lift Station Generators Design		
Requested Action or Motion: Move to authorize the City Manager to execute the agreement with Burgess and Niple, Inc. for the Lift Station Generator Design Project in the amount of \$81,200.		
Summary Explanation & Background: In 2018, City Council approved staff to submit a grant application for funding through FEMA's Hazard Mitigation Grant Program (HMGP) to assist the Public Works Department with the purchase and installation of stationary backup generators. The grant was approved in the amount of \$155,285.25 for the purchase and installation of four permanent generators at Lift Stations #13, #7C, #7D, and #9D. The grant requires the generators to be designed to be protected against the 500-year storm event and wind with a hurricane rated enclosure based on the specific location requirements. Burgess and Niple has provided a scope of service for the design and construction documents that will meet the grant requirements. The costs for Burgess and Niple to perform these services and to provide bidding assistance is \$81,200. As Burgess and Niple is one of the City's continuing engineering services providers for utility projects, staff recommends using them for this work. Staff recommends authorizing the City Manager to execute the agreement with Burgess & Niple, Inc. for the Lift Station Generator Project at a cost of \$81,200.		
Fiscal Impact: Funds available in Utility Fund		
Exhibits: 1. Maitland LS Generators Agreement-REVISED 101520		
Commission/Board: City Council		
Contact Person: Christopher Kennedy, Assistant Public Works Director (407) 539-6217		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 26, 2020		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 8.

Subject:

Art & History Museum Property Damage Repair Contract

Requested Action or Motion:

Move to authorize the City Manager to award a contract to RLA Conservation Inc. for \$124,000 for the restoration of the Art & History Museum property damage.

Summary Explanation & Background:

On June 13, 2020 the Art & History Museums sustained property damage to the historic wall, including the art on the wall and the Italian iron gate. Since the facility is designated a National Historic Landmark, the work required is of a restorative nature. In order to maintain the historic landmark designation all restoration must follow the guidelines set forth by the Secretary of the Interior for the preservation and restoration of historical properties.

The Florida Trust only list three (3) conservators qualified to perform this type of restoration. Of those three, only Rosa Lowinger and Associates (RLA Conservation Inc.) maintains an office in the state of Florida. RLA Conservation Inc. is further specialized in that one of their areas of specialization is in monumental outdoor sculpture. RLA Conservation Inc. is a current vendor with the City and has performed restoration on the site previously.

RLA has provided a proposal for this restoration divided into two phases.

Phase 1 - \$35,000

Phase 2 - \$89,000

Total \$124,000

The driver's insurance policy only provides \$100,000 to cover the cost of the damages and the Business Interruption claim that A&H is submitting to them. All cost expended above \$100,000, if not covered by the excess policy of the driver, will come from City funds.

Staff recommends City Council authorize the City Manager to award a contract to RLA Conservation Inc., as an evaluated source, in the amount of \$124,000 for the restoration of the Art & History Museum damages resulting from the vehicle incident on June 13, 2020.

Fiscal Impact:

The driver's insurance policy will cover up to \$100,000 in damages and business interruption claim by the Art & History Museums.

Exhibits:

1. Memo - A&H Contractor Justification
2. RLA_Maitland_Historic Gateway_Proposal_2020

Commission/Board: City Council
Contact Person: Christopher Kennedy, Assistant Public Works Director (407) 539-6217
Reviewed by City Attorney

MEETING DATE		AGENDA
October 26, 2020		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 9.

Subject:

Bid Award - Right of Way and Median Landscape Maintenance

Requested Action or Motion:

Move to authorize the City Manager to execute the agreement with Carol King Landscape for the landscape maintenance of the right-of-ways, medians, and associated parcels throughout the City.

Summary Explanation & Background:

The City's current contracts for mowing and detailed landscape maintenance for the City's right-of-ways, medians, and associated parcels expired on September 30, 2020. The City held a contract with Carol King Landscape for mowing services and a contract for detailed landscape maintenance services with Helping Hands Lawn Care. City staff performed all fertilization, pesticide, and herbicide treatments as well as all irrigation maintenance for these parcels.

In order to increase efficiency and accountability for the maintenance of these parcels the City is combining all services under a single source. For the purpose of the bids the City was divided into two sections, West and East, with an invitation to bid (ITB) issued for each side. Each ITB was published on Demand Star, a web-based notification and delivery system used for public solicitations; and included complete landscape maintenance services on the City's right-of-ways, medians, and associated parcels. The scope of work included all mowing, detail landscape maintenance, irrigation, fertilization, and pest management services for the designated roadways and affiliated parcels. The ITB also included unit prices for additional services outside of the routine maintenance defined in the bid documents. Through Demand Star, the City received notice that 14 registered vendors accessed the ITB's and downloaded the job specifications.

Out of the 14 planholders for the Westside ITB and 13 planholders for the Eastside ITB, the City received two (2) bids for each ITB. The lowest bid for each ITB was Carol King Landscape.

Down to Earth

ITB #21-422-001 West Side - \$116,602.44

ITB #21-422-002 East Side - \$191,730.56

Total - \$308,333.00

Carol King Landscape

ITB #21-422-001 West Side - \$67,142.00

ITB #21-422-002 East Side - \$71,100.00

Total - \$138,242.00

Staff has reviewed the bids and found the Carol King Landscape bid to be acceptable; therefore staff

recommends awarding Carol King Landscape with both three (3) year contracts, with an option to extend the contracts for two more consecutive one (1) year periods through November 30, 2025.

Fiscal Impact:

Funds budgeted in Grounds Maintenance and Beautification & Arbor Services accounts. (general fund)

Exhibits:

1. ITB 21-422-001 West Side - Bid Tabulation
2. ITB 21-422-002 East Side - Bid Tabulation
3. ITB 21-422-001 Carol King Bid Form
4. ITB 21-422-002 Carol King Bid Form
5. ITB 21-422-001 Down to Earth Bid Form
6. ITB 21-422-002 Down to Earth Bid Form
7. ROW and MEDIAN ITB 21-422-001 - West Side
8. ROW and MEDIAN ITB 21-422-002 - East Side
9. ITB 21-422-001 West Side - Bid Tabulation Add Services
10. ITB 21-422-002 East Side - Bid Tabulation Add Services

Commission/Board: City Council

Contact Person: Christopher Kennedy, Assistant Public Works Director (407) 539-6217

Reviewed by City Attorney

Yes

MEETING DATE		AGENDA
October 26, 2020		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Continuing Consulting Services New Library Public Engagement Program		
Requested Action or Motion: Move to approve of the scope of services and authorize the City Manager to execute the contract.		
Summary Explanation & Background: Over the last year the City Council has been in discussions regarding the most appropriate site for a new library. A site analysis was conducted by ACI Architecture dated July 31, 2020 to evaluate the three most likely sites for a new library. At the City Council workshop on August 31st, the Council reached unanimous consent to move forward with the Quinn Strong Park site. At the September 14, 2020 meeting Council unanimously voted to select Quinn Strong as the site for the new library. Staff had provided a proposal to move to the next phase (community engagement, conceptual renderings, and program development). However Council asked to have the next step consist of the community engagement to provide feedback to the Council prior to proceeding to conceptual renderings. Attached is a scope of services from Aci that includes the following tasks: 1. Identification an engagement of interested stakeholders in the community, 2. In person focus group meetings, 3. Online survey, and 4. Incorporation of vision for Quin Strong Park and surrounding area to include park improvements, pedestrian access, parking, etc. The total cost to complete these steps is \$47,200 plus any direct expenses. Due to the focus on national and local elections, Thanksgiving, December holidays the ability to engage in a meaningful community involvement process is unlikely. In order to achieve the most meaningful engagement, the months of November and December will be utilized for creation of session programs, and development of communications strategies with stakeholders as well as building interest and excitement via social media, online and web page development. In person meetings and online survey processes will begin in January. Staff recommends approval of the scope of services and requests that City Council authorize the City Manager to execute the contract.		
Fiscal Impact: \$47,200 from the General Fund.		

Exhibits:

1. ACI DRAFT- REV SCOPE-COMM ENGAGE 2020 10-26 City of Maitland-ACi - Exhibit A.docx_

Commission/Board: City Council**Contact Person:** Sharon Anselmo, City Manager 407-539-6221

Reviewed by City Attorney

N/A

MEETING DATE		AGENDA
October 26, 2020		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 2.
Subject: Appointments - South Seminole North Orange County Wastewater Transmission Authority		
Requested Action or Motion: Council is requested to reappoint Mark Reggentin (Member) and appoint Kim Tracy (Alternate) to the South Seminole Orange County & North Orange County Wastewater Transmission Authority (Member & Alternate).		
Summary Explanation & Background: The terms of Assistant City Manager Mark Reggentin (Member) and Mayor McDonald (Alternate Member) to the South Seminole & North Orange County Wastewater Transmission Authority (SSNOCWTA) expired on October 22, 2020. The alternate member serves in the absence of the City's representative. Both the Authority Member and the Alternate member must be residents of the City of Maitland. The term of office for each position, as outlined in the Authority Enabling Legislation, is for a period of four (4) years. Since Mayor McDonald's term on Council ends in April 2020, staff recommends Council reappoint Assistant City Manager Mark Reggentin (Member) and appoint Public Works Director Kim Tracy as the Alternate member effective October 23, 2020.		
Fiscal Impact: N/A		
Exhibits: None		
Commission/Board: City Council		
Contact Person: Maria Waldrop, City Clerk 407-539-6219		
Reviewed by City Attorney N/A		