



**City Council
January 11, 2021
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 Hearing - None
- V. Old Business
- VI. Consent Agenda
 1. Approve the City Council Meeting Minutes of December 14, 2020
 2. FY21 Electric Lawn Mower Purchases
 3. Resolution - Election March 9, 2021
 4. 4th Quarter 2020 Financial Summary
 5. Fennell Park Plat - 2020-01 (SUB) 2100 Fennel Street
 6. Sandspur Road Renovation
 7. Maintenance Agreement for Walls, Landscaping and Signage for 2100 Fennell Street
 8. Amendment to Loan from Florida State Revolving Fund
 9. Approval of Ft. Maitland Park Design Change Order
- VII. Public Period
- VIII. Decision
 1. Appointments - Lakes Advisory Board (2)
- 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
January 11, 2021		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Approve the City Council Meeting Minutes of December 14, 2020		
Requested Action or Motion: Move to approve City Council meeting minutes of December 14, 2020.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Minutes 12142020		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
January 11, 2021		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.

Subject:

FY21 Electric Lawn Mower Purchases

Requested Action or Motion:

Move to approve the purchase of Four (4) Mean Green Electric 60" Zero Turn Radius (ZTR) Mowers from Ingenium Power and Sports LLC in the amount of \$104,074.

Summary Explanation & Background:

The FY 2020 approved budget included the proposed purchase of four (4) 60" zero turn radius (ZTR) diesel-powered mowers to replace four (4) existing mowers. After the FY2020 budget was approved, City Council adopted a Sustainability Action Plan (SAP) in November 2019. The SAP called for the purchase of electric vehicles where feasible and encourages sustainable purchases in support of the plan. In May 2020, City Council approved the purchase of two (2) Mean Green Electric ZTR mowers with the funds budgeted for the four (4) diesel-powered mowers scheduled to be replaced.

Although the electric mower is twice the cost of a diesel-powered mower, research shows that there are advantages to purchasing the electric mowers:

- Low noise (82 db verses 95-100db for a gas mower)
- Zero emissions (verses an 18 HP fossil fuel mower running for 1 hour = 66 cars at 55 MPH for 1 hour)
- Zero fuel (estimated savings of \$5.50 per hour of operation)
- Low maintenance (estimated to cost 5% of what you pay to operate and maintain a gas engine)

According to the manufacturer, the 10-year lifecycle operational costs of the electric mower will be between 40-70% less than that for an equivalent gas mower and the return on the investment reaches the break-even point between years 2 and 4. This long term operation and maintenance savings are due to the electric mower not requiring gas and having an internal combustion engine, no spark plugs to change or clean, no oil or liquids to leak, etc.

The Grounds Division staff has now used the two (2) purchased Mean Green mowers since receiving them in August and is in support of the purchase, especially due to the reduction in the noise level and emissions compared to the diesel mowers. Staff recommends to stay with the Mean Green manufacturer since they have been through a successful test period with the City. In order to stay on the established replacement schedule, four (4) mowers would be purchased this year. This is comprised of two (2) that were scheduled to be replaced this fiscal year in addition to the two (2) that did not get replaced in FY 2020.

Staff has updated the quotes obtained earlier this year for a mower and Ingenium Power and Sport continues to have the lowest quoted price. This purchase will exceed the City Manager's approval

threshold and therefore requires City Council approval.

Staff recommends City Council move to approve the purchase of Four (4) Mean Green Electric 60" Zero Turn Radius Mowers from Ingenium Power and Sport LLC in the amount of \$104,074.

Fiscal Impact:

Funds are budgeted in Grounds Maintenance Line Items 001-422-570-572-566405 and 001-422-570-572-566400-VE001.

Exhibits:

1. Quote for 4 Mowers

Commission/Board: City Council

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

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
January 11, 2021		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 3.
Subject: Resolution - Election March 9, 2021		
Requested Action or Motion: Move for passage of a resolution designating places of polling, opening and closing of polls and form of ballot for the General Municipal Election to be held on Tuesday, March 9, 2021.		
Summary Explanation & Background: Pursuant to Section 5.5-2, Maitland Code of Ordinances, this resolution designates the places of polling, the time of opening and closing of polls, and the form of the ballot for the General Municipal Election to be held on Tuesday, March 9, 2021.		
Fiscal Impact: N/A		
Exhibits: 1. Resolution Election 2021		
Commission/Board: City Council		
Contact Person: Maria Waldrop, City Clerk 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
January 11, 2021		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 4.
Subject: 4th Quarter 2020 Financial Summary		
Requested Action or Motion: Move to receive the 4th Quarter 2020 Financial Summary and Investment Schedule.		
Summary Explanation & Background: 4th Quarter 2020 Financial Summary and Investment Schedule.		
Fiscal Impact: n/a		
Exhibits: 1. Q4 2020 Financial Summary		
Commission/Board: City Council		
Contact Person: Jerry Gray, Finance Director 407-539-6201		
Reviewed by City Attorney n/a		

MEETING DATE		AGENDA
January 11, 2021		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 5.

Subject:

Fennell Park Plat - 2020-01 (SUB) 2100 Fennel Street

Requested Action or Motion:

Accept the Final Plat for Petition 2020-01 (SUB) 2100 Fennel Street

Summary Explanation & Background:

Background:

BVT- Bainbridge Fennel Street Owner, LLP has filed an application for Final Subdivision Plat for Fennell Park. The proposed plat is a re-plat of a portion of Winfield Unit 1 (1995), which included Tract C a Stormwater Management Area, dedicated to Orange County. The City acquired Tract C from Orange County in 2005 following annexation of the Winfield Subdivision into the City of Maitland.

Bainbridge constructed a roadway and other improvements on the parcel, consistent with a Developer Agreement (DA) adopted in July of 2017, between the City of Maitland and Bainbridge Communities Acquisition III, LLC. The DA included construction of Fennell Park, playground, walking path, redesigned stormwater retention pond and construction of the roadway. Bainbridge at Lake Shadow was approved to develop up to 300 multifamily residential units on the property to the south of the subject parcel. The roadway provides access to the multifamily development and must be dedicated for use as public right-of-way which is accomplished through the plat.

The proposed Fennell Park plat contains all City-owned property and will accomplish the following:

- Dedicate a portion of the 5.58 acres as public right-of-way (Flagler Promenade Way)
- Plat Tract A (Stormwater Retention/Park)
- Provide for easements and maintenance of easements and tracts

On July 16, 2020, the Planning and Zoning Commission unanimously voted to forward the final plat to Council with a recommendation of approval and certified that the proposed plat is consistent with the comprehensive development plan, and found that satisfactory provision and arrangement has been made concerning the factors itemized for development review committee review in Sec. 7.5-93 (IV) of the Land Development Code.

On August 19, 2020, the Development Review Committee unanimously voted to recommend approval of the final plat and determined:

- A. That there is compliance with the applicable ordinances and regulations for the proposed subdivision; and
- B. That the proposed subdivision will not lower the applicable levels of service below the levels adopted in the Comprehensive Development Plan and is phased to be constructed at a time when the

adopted levels are met;

C. That the existing or proposed utility services and transportation systems are adequate for the proposed development; whether all adopted levels of service have been or will be adequately met; and that any accompanying engineering plans have been approved by the city; and

D. That the proposed final subdivision plat is consistent with the Comprehensive Development Plan.

The City's contracted Surveyor has reviewed the plat and found it technically fit for recordation.

All conditions contained within the DRC report have been addressed.

Fiscal Impact:

N/A

Exhibits:

1. 2020-01 (SUB) 2100 Fennell Street DRC Report
2. 2100 Fennell Street Final Plat

Commission/Board: City Council

Contact Person: Barrett Chaix, Senior Planner 407-539-6213

Reviewed by City Attorney

N/A

MEETING DATE		AGENDA
January 11, 2021		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 6.
Subject: Sandspur Road Renovation		
Requested Action or Motion: Move to authorize the City Manager to execute a professional engineering services agreement with CPH for the design of the repair and renovation of Sandspur Road.		
Summary Explanation & Background: During the most recent Pavement Condition Rating (PCR) inspection, Sandspur Road rated a 6 out of 10, which makes it due for resurfacing and rehabilitation. The scope of the proposed project includes an evaluation of the existing roadway for areas in need of full-depth replacement, curbing repair/replacement, and drainage improvements. It is anticipated that the roadway will be milled, resurfaced, and striped from Wymore Road to Maitland Avenue and the two brick intersections will be reconstructed. As CPH is one of the City's professional services providers and has provided both the PCR inspections and the Sandspur Trail design, staff recommends using them for this work. The intent is to utilize the existing survey and plan sheets created for the Sandspur Trail project as a background for the improvement plans. CPH, Inc. has provided a scope of services for design in the amount not to exceed \$59,805. Staff recommends City Council authorize the City Manager to execute a professional engineering services agreement with CPH for the design of the Sandspur Road renovations.		
Fiscal Impact: Funds available in 001-412-540-541-534635-PV001		
Exhibits: 1. Sandspur Road - Renovation Rev3		
Commission/Board: City Council		
Contact Person: Christopher Kennedy, Assistant Public Works Director (407) 539-6217		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
January 11, 2021		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 7.
Subject: Maintenance Agreement for Walls, Landscaping and Signage for 2100 Fennell Street		
Requested Action or Motion: Move to approve and authorize the City Manager to execute the Agreement for the Maintenance and/or Repair of Certain Infrastructure Improvements for 2100 Fennell Street.		
Summary Explanation & Background: Background: A Developer Agreement (DA), effective July of 2017, between the City of Maitland and Bainbridge Communities Acquisition III, LLC included construction of Fennell Park, playground, walking path, redesigned stormwater retention pond and construction of the roadway on 2100 Fennel Street in conjunction with the Bainbridge at Lake Shadow project, which included up to 300 multifamily residential units on the property to the south of the subject parcel. A proposed Fennel Park plat containing all City-owned property includes certain improvements such as 8-foot and 4-foot walls installed along the western lot line and northeastern corner of the property, traffic island landscaping, and directional signage. The proposed Maintenance Agreement obligates BVT-BAINBRIDGE FENNEL STREET OWNER, LLP to maintain and repair these walls, landscaping and signage. Staff and the City Attorney have reviewed the proposed maintenance agreement and recommend Council approve and authorize the City Manager to execute said agreement regarding the maintenance and repair of certain infrastructure improvements associated with the Bainbridge Developer Agreement.		
Fiscal Impact: NA		
Exhibits: 1. Additional Bainbridge Improvements Maintenance Agreement		
Commission/Board: City Council		
Contact Person: Barrett Chaix, Senior Planner 407-539-6213		

Reviewed by City Attorney
YES

MEETING DATE		AGENDA
January 11, 2021		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 8.
Subject: Amendment to Loan from Florida State Revolving Fund		
Requested Action or Motion: Move to authorize the Mayor to execute an extension amendment to the State Revolving Fund Loan DW480250 for the Design and Planning of the 17-92 Water Main Upgrade Project as approved May 13, 2019.		
Summary Explanation & Background: On May 13, 2019, Council approved the \$1.3 Million design and planning loan for the 17-92 water main upgrade project (original, approved agreement attached) and an amendment on July 27, 2020 extending the timelines to complete the design and planning and to establish the payback account to August 20, 2020 and date of first payment to February 15, 2021. On August 28, 2020, the City received loan funds of \$265,211 from the 2.78% Design Loan, and in keeping with the loan agreement, there is also a 2% loan fee (\$5,304); for a total repayment amount of \$270,515. The loan payments will be paid bi-annually for 10 years. The original loan application was for estimated at \$1.3 Million, but due to the timing of the loan approval by the State, the City had already paid for design costs with other Utility capital funds.		
Fiscal Impact: Included in FY21 Utility Budget		
Exhibits: 1. SRF Loan 2. SRF Ammortization 3. SRF Original Agreement		
Commission/Board: City Council		
Contact Person: Jerry Gray, Finance Director 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
January 11, 2021		Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 9.
Subject: Approval of Ft. Maitland Park Design Change Order		
Requested Action or Motion: Move to approve a change order for an additional \$25,000 in design and engineering services with CPH Inc. for revisions to the planned improvements for Ft. Maitland Park		
Summary Explanation & Background: Per the direction of City Council at the Ft. Maitland Park workshops held on Oct. 19 and Dec. 1, 2020 and the regularly scheduled Council meeting on Dec. 14, 2020, City staff have been directed to revise the previous designs for improvements to Ft. Maitland Park. Certain design work that has previously been completed consisting of items like the conversion of the former police boathouse and the restrooms can continue to be utilized, however certain elements such as the planned roundabout and the associated drainage facilities will need to be revised. A contract to complete these revisions and to finalize required permitting prior to construction has been negotiated with continuing contract engineers at CPH Inc. for \$25,000. This will be funded through Fund 65 (Parks Trust Fund). Staff recommends that the City Manager be authorized to complete a change order agreement with CPH Inc. in the amount of \$25,000 for additional design services for Ft. Maitland Park.		
Fiscal Impact: 25,000 in funding from Fund 65 (Parks Trust Fund)		
Exhibits: 1. Ft. Maitland revisions		
Commission/Board: City Council		
Contact Person: Jay Conn, Parks & Recreation Director 407-539-6264		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
January 11, 2021		Section: Decision
Department/Office : Administration	AGENDA REPORT	Item #: 1.

Subject: Appointments - Lakes Advisory Board (2)
Requested Action or Motion: Council Decision.
Summary Explanation & Background: The terms of Aimee Krivan and Josie Marston on the Lakes Advisory Board (LAB) expired on December 14, 2020. Ms. Krivan and Mrs. Marston are eligible for reappointment. Both wish to be considered for reappointment. The following applicants reflect this board as their: 1st Choice Aimee Krivan Josie Marston 2nd Choice Sheryl Catledge Gregory Hardwick Laurence Kahn Copies of their respective appointment forms are attached for your review and information. Council is requested to make two (2) appointments effective December 14, 2020, each for a three-year term.
Fiscal Impact: N/A
Exhibits: 1. Krivan LAB 2. Marston LAB 3. Catledge - LAB 4. Hardwick LAB 5. Kahn - LAB
Commission/Board: City Council

Contact Person: Maria Waldrop, City Clerk 407-539-6219
Reviewed by City Attorney N/A