



**City Council
January 9, 2023
Council Chambers
6:30 PM**



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

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Public Hearing
 1. Ordinance Creating Article V Special Assessments within Chapter 2 Administration
- V. Old Business
- VI. Consent Agenda
 1. City Council Meeting Minutes of December 12, 2022
 2. 4th Quarter 2022 Financial Summary
 3. Piggyback Contract Extension with Universal Engineering Sciences, Inc. - Building Plan Review and Inspection Services
 4. Building Plan Review and Inspection Services Expenditures - M.T. Causley, LLC - a Safebuilt Company
 5. Resolution - General Municipal Election March 14, 2023
 6. Request For Proposal (RFP) Ranking and Award - Disaster Financial Recovery Consultant
 7. Police Vehicle Replacement Purchase - Alan Jay Fleet Sales
- VII. Public Period
- VIII. Decisions
 1. Ordinance Introduction - Chapter 20 Water, Sewers and Sewage Disposal Sec. 20-5 Meter Reading
 2. Appointment - Councilmember, Resident Member and Alternates to the Canvassing Board
 3. Appointment - Municipal Police Officers and Firefighters Pension Trust Fund Board of Trustees
 4. March 13 City Council Meeting
- IX. City Manager's Report/City Attorney/Council Reports

X. 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 9, 2023		Section: Public Hearing
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Ordinance Creating Article V Special Assessments within Chapter 2 Administration		
Requested Action or Motion: Move to adopt an ordinance creating Article V Special Assessments within Chapter 2, as presented.		
Summary Explanation & Background: As requested by the City Council at the November 14th meeting, the city Attorney has prepared an ordinance to provide the city with the opportunity to assess property owners for infrastructure improvements. The ordinance follows the same basic procedures as outlined in Chapter 170 of the Florida Statutes. As discussed at the November meeting, this ordinance provides an additional tool in the city's tool box to recoup costs associated with capital improvements. At the December 12th meeting, the City Council approved the ordinance introduction and set the public hearing and action date for January 9, 2023.		
Fiscal Impact: TBD		
Exhibits: 1. Special Assessment Ordinance 01092023		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney Jacob Schumer		

MEETING DATE		AGENDA
January 9, 2023		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of December 12, 2022		
Requested Action or Motion: Move to approve the City Council meeting minutes of December 12, 2022.		
Summary Explanation & Background:		
Fiscal Impact:		
Exhibits: 1. CC Draft Minutes 12-12-2022		
Commission/Board: City Council		
Contact Person:		
Reviewed by City Attorney		

MEETING DATE		AGENDA
January 9, 2023		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
Subject: 4th Quarter 2022 Financial Summary		
Requested Action or Motion: Move to receive the 4th Quarter 2022 Financial Summary and Investment Schedule as presented.		
Summary Explanation & Background: See attached 4th Quarter 2022 Financial Summary and Investment Schedule.		
Fiscal Impact: N/A		
Exhibits: 1. Q4 2022 Financial Summary		
Commission/Board:		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
January 9, 2023		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 3.
Subject: Piggyback Contract Extension with Universal Engineering Sciences, Inc. - Building Plan Review and Inspection Services		
Requested Action or Motion: Move to extend the agreement through March 31, 2024, and authorize the Interim City Manager to approve expenditures exceeding \$50,000 per year for the duration of the active piggyback contract for building plan review and inspection services with Universal Engineering Sciences, Inc.		
Summary Explanation & Background: Due to the steady building construction activity and the inspector staffing deficiencies within the City, the Community Development Department has been augmenting the current inspection staff with contracted building services. Currently, the City has been piggybacking off a contract between the City of Winter Springs and Universal Engineering Sciences that was competitively bid and is valid through March 31, 2023 with the option of 2 (two) 12-month periods thereafter. Performance review and evaluation is to be performed annually at least ninety (90) days prior to the anniversary date with either a recommendation to extend or terminate. Upon review, an extension through March 21, 2024, is recommended. It is anticipated throughout the remainder of the contract that expenditures will exceed \$50,000 per year, which requires Council approval. As a result of anticipated additional inspection workload, staff is requesting the Council approve the Interim City Manager to execute a 12-month extension through March 31, 2024, and authorize expenditures exceeding \$50,000 per year for the remainder of the active contract for building plan review and inspection services with Universal Engineering Sciences, Inc.		
Fiscal Impact: Funding is available under budget line item 01240524-533400		
Exhibits:		
Commission/Board: City Council		
Contact Person: Dan Matthys 407-539-6211		
Reviewed by City Attorney Jacob Schumer		

MEETING DATE		AGENDA
January 9, 2023		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 4.
Subject: Building Plan Review and Inspection Services Expenditures - M.T. Causley, LLC - a Safebuilt Company		
Requested Action or Motion: Authorize the Interim City Manager to approve expenditures exceeding \$50,000 per year for the duration of the active piggyback contract for building services with M.T. Causley, LLC. - a Safebuilt Company.		
Summary Explanation & Background: Due to the steady building construction activity and the inspector staffing deficiencies within the City, the Community Development Department has been augmenting the current plan review and permitting staff with contracted building services. Currently, the City has been piggybacking off a contract between the City of Astatula and M.T. Causley, LLC - a Safebuilt Company that was competitively bid. The piggyback contract was entered into on October 26, 2021 and is valid for one year with automatic 12-month renewals, unless prior notification is delivered to terminate the agreement. It is anticipated throughout the remainder of the contract that expenditures will exceed \$50,000 per year, which requires Council approval. As a result of anticipated additional inspection workload, staff is requesting the Council authorize the Interim City Manager to approve expenditures exceeding \$50,000 per year for the remainder of the active contract for building services with M.T. Causley, LLC - a Safebuilt Company.		
Fiscal Impact: Funding is available under budget line item 01240524-533400		
Exhibits:		
Commission/Board: City Council		
Contact Person: Dan Matthys 407-539-6211		
Reviewed by City Attorney Jacob Schumer		

MEETING DATE		AGENDA
January 9, 2023		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 5.
Subject: Resolution - General Municipal Election March 14, 2023		
Requested Action or Motion: Move for passage of a resolution designating places of polling, opening and closing times of polls and form of ballot for the General Municipal Election scheduled to be held on Tuesday, March 14, 2023.		
Summary Explanation & Background: Pursuant to Section 5.5-2 of the Maitland Code of Ordinances, this resolution designates the places of polling, the time of opening and closing of polls and form of the ballot for the General Municipal Election to be held on Tuesday, March 14, 2023. The candidate qualifying period begins at 12 Noon on Monday, January 23, 2023, and will conclude at 12 Noon on Friday, January 27, 2023. Council approved five (5) charter amendments on September 26, 2022, to be included on the General Municipal Ballot.		
Fiscal Impact: TBD		
Exhibits: 1. Resolution Election 01092023		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney Cliff Shepard		

MEETING DATE		AGENDA																				
January 9, 2023		Section: Consent Agenda																				
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 6.																				
Subject: Request For Proposal (RFP) Ranking and Award - Disaster Financial Recovery Consultant																						
Requested Action or Motion: Move to approve the Evaluation Committee's ranking of RFP #23-220-001 and authorize the Interim City Manager to execute a term contract with Tidal Basin Government Consulting, LLC for Distaster Financial Recovery Services.																						
Summary Explanation & Background: The Fire Rescue Department issued a Request for Proposal (RFP) for a city-wide Disaster Financial Recovery Consultant on November 18, 2022, with a submittal deadline set for December 9, 2022. The RFP requested bids for a Disaster Financial Recovery Consultant for a term contract of three (3) years, with an option to renew for two (2) additional one (1) year periods. Two companies submitted proposals: Thompson Consulting Services Tidal Basin Government Consulting, LLC The proposals were rated based on the following criteria: <table><tr><td>Category</td><td>Maximum Points</td></tr><tr><td>Project Understanding and Proposal</td><td>15</td></tr><tr><td>Qualifications and Experience</td><td>20</td></tr><tr><td>Qualifications of Staff</td><td>20</td></tr><tr><td>Proposal Cost/Price</td><td>15</td></tr><tr><td>Technical Approach</td><td>20</td></tr><tr><td>TOTAL POINTS</td><td>90</td></tr></table> Based upon the ratings for each proposal, the ranking is as follows: <table><tr><td>Ranking</td><td>Final Score</td></tr><tr><td>1. Tidal Basin Government Consulting, LLC</td><td>83</td></tr><tr><td>2. Thompson Consulting Services</td><td>74</td></tr></table> Expenditures could exceed the City Manager's approval authority, but funds will be covered by reimbursable grant funding and City funding within the City Manager’s Contracted Services budget. Staff recommends City Council approve the Evaluation Committee's ranking of RFP #23-220-001 and authorize the Interim City Manager to execute a contract with Tidal Basin Government Consulting LLC for a term of three (3) years, with an option to renew for two (2) additional one (1) year periods.			Category	Maximum Points	Project Understanding and Proposal	15	Qualifications and Experience	20	Qualifications of Staff	20	Proposal Cost/Price	15	Technical Approach	20	TOTAL POINTS	90	Ranking	Final Score	1. Tidal Basin Government Consulting, LLC	83	2. Thompson Consulting Services	74
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2. Thompson Consulting Services	74																					

Fiscal Impact:

To be determined based on the disaster recovery needs. Funds will be covered by reimbursable grant funding and funding from the Fire Department Contracted Services budget.

Exhibits:

1. MEMO RFP Ranking 01092023

Commission/Board: City Council

Contact Person: Will Watts 407-644-6345

Reviewed by City Attorney
Jacob Schumer

MEETING DATE		AGENDA
January 9, 2023		Section: Consent Agenda
Department/Office : Police Department	AGENDA REPORT	Item #: 7.
Subject: Police Vehicle Replacement Purchase - Alan Jay Fleet Sales		
Requested Action or Motion: Move to authorize the purchase of three (3) police package vehicles \$56,031 each from Alan Jay Fleet Sales.		
Summary Explanation & Background: The FY 2024 vehicle replacement budget includes funding for (5) scheduled replacement police vehicles for the Police Department from Line Item 01-420-519-6430, Project Code VE-0001. The City was notified that vehicles are currently available on the lot for order and, due to current supply chain issues for receiving vehicles, we are requesting approval to advance purchase of two of the replacement vehicles early. The third is an unscheduled replacement due to a not-at-fault vehicle accident, partially covered by insurance proceeds. When considering the replacement of vehicles, the age and condition of the vehicle is evaluated. The vehicle being replaced has spent 7 years in front line service and an additional 2-3 years as a backup vehicle in the police pool fleet for situations when vehicles are in repair or out of service. These units are all 2023 Chevrolet Tahoes Police 2WD that will be purchased from Alan Jay Fleet Sales via Sourcwell contract #5179-2023 City of Tallahassee for up to \$56,031 each. 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. It should be noted that 2 Ford Explorer hybrids have been acquired by the Police Department and they have had numerous issues. Even though they have been covered by warranty, vehicles being down creates logistical issues for the department.		
Fiscal Impact: \$168,093 From replacement vehicles FB designation.		
Exhibits:		
Commission/Board: City Council		
Contact Person: David Manuel 407-539-6243		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
January 9, 2023		Section: Decisions
Department/Office : Finance Department	AGENDA REPORT	Item #: 1.
Subject: Ordinance Introduction - Chapter 20 Water, Sewers and Sewage Disposal Sec. 20-5 Meter Reading		
Requested Action or Motion: Move to introduce an ordinance adding Sec. 20-5, Meter Reading, to Article I of Chapter 20 and set the public hearing date for January 23, 2023.		
Summary Explanation & Background: During a recent audit of water accounts, it was determined that there were a small number of meters that were registering zero flows. Typically, in this situation, the Water Division will change the meter, repair the defective meter and place it back in inventory. There are circumstances that exist within the city where meters are located upon private property where the city does not have direct or legal access to accomplish a meter change. This typically occurs in older multi-family or commercial development. In these circumstances, the owner is notified of the issue and requested to rectify the problem. During the period of time that the meter is not functioning, the current code provides no provision for billing for water service. The attached ordinance addresses this issue by allowing the city to average bill based upon the previous three months' billing with 10% factor to ensure the utility is recouping revenues while the repair is accomplished.		
Fiscal Impact: The fee structure adopted will fund the water and sewer operating and capital fund.		
Exhibits: 1. Ordinance 14__ Water Sewers and Sewage Disposal		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney Jacob Schumer		

MEETING DATE		AGENDA
January 9, 2023		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: Appointment - Councilmember, Resident Member and Alternates to the Canvassing Board		
Requested Action or Motion: Council Decision.		
Summary Explanation & Background: As of November 2007, the City's Canvassing Board is to be comprised of one (1) member of Council, the City Manager or designee, the City Clerk and one (1) citizen appointed by the City Council. Serving on the Canvassing Board will require all members to be at the Supervisor of Elections Office (SOE) on Tuesday, March 14, 2023, at 3 p.m. and Friday, March 17, 2023, at 12 Noon. In the event of a run-off, members will be required to serve additional dates, to be determined. The alternate members are appointed in the unlikely event a member is unable to attend. Doris Houck served on the Lakes Advisory Board and the 2022 Canvassing Board and desires to serve again. She is eligible to serve at the will of the council. Karen Simasek serves on the Sustainability Advisory Board and is interested in serving on the 2023 Canvassing Board. She is eligible to serve at the will of the council. Council is requested to appoint one citizen member, one alternate citizen member, one member of Council and one alternate member of Council to the Canvassing Board for the March 14, 2023, Maitland General Election.		
Fiscal Impact: N/A		
Exhibits:		
Commission/Board: City Council		
Contact Person: Kathy Sotero 407-539-2307		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
January 9, 2023		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: Appointment - Municipal Police Officers and Firefighters Pension Trust Fund Board of Trustees		
Requested Action or Motion: Move to appoint one (1) resident Board of Trustees member.		
Summary Explanation & Background: As a matter of information, Sec. 2-124 Pension trust fund created, requirements for membership; operation of fund. (3) Board of trustees; members, terms of office. There is hereby created a Board of Trustees of the City of Maitland Municipal Police Officers and Firefighters Pension Trust Fund which shall be solely responsible for administering the trust fund. The board of trustees shall consist of the finance director, the chief of the fire department or his or her designee; the chief of the police department or his or her designee; two (2) firefighters of the municipality to be elected by a majority of the firefighters whose names appear on the rolls as members of this plan; two (2) police officers of the municipality to be elected by a majority of the police officers whose names appear on the rolls as members of this plan; <u>and two (2) legal residents of the city to be appointed by the city council.</u> The chiefs of the fire and police departments or their designees, and the finance director shall serve as long as they shall continue to hold office as chief or finance director, their respective successors or designees shall automatically succeed to the position of trustee. Each of the firefighters and police officers shall be trustees appointed for a period of four (4) years and they may succeed themselves in office. A designee by the police chief or fire chief shall be a present or past member of the plan, and shall be appointed, or reappointed, for a period of four (4) years, unless removed by the police or fire chief. <u>The resident members shall hold office at the pleasure of the city council.</u> The board of trustees shall meet at least quarterly each year. Each board of trustees shall by a majority vote elect a chairperson and a secretary. A trustee cannot serve as both vice-chairman and secretary. The secretary of the board shall keep a complete minute book of the actions, proceedings or hearings of the board. The trustees shall not receive any compensation as such, but may receive actual and necessary expenses incurred in the performance of their duties of office. Bryan Stewart was appointed by Council at the January 28, 2019, regular meeting to serve a four (4) year term. Mr. Stewart's initial appointment is expiring at the end of January, he is currently serving as the Chairman of the Board of Trustees and desires to be re-appointed. In accordance with the current city code, Mr. Stewart is eligible for re-appointment at the pleasure of the council. The following applicants as their: <u>First (1st) Choice</u> Rob Roy Bryan Stewart Attached are their completed Volunteer to Serve on a Board / Commission forms for your review and		

consideration.

The City Council is requested to make one (1) resident member appointment to serve for a term set by the Council beginning January 2023.

Fiscal Impact:

TBD

Exhibits:

1. 1st Preference-Rob Roy
2. 1st Preference-Bryan Stewart

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney

N/A

MEETING DATE		AGENDA
January 9, 2023		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 4.
Subject: March 13 City Council Meeting		
Requested Action or Motion: Council decision - move to cancel, move or reschedule the regular scheduled City Council meetings of Monday March 13, 2023.		
Summary Explanation & Background: The General Municipal Election is scheduled on a uniform date, the second Tuesday of March. For 2023, the election day is Tuesday, March 14. There are two polling places in the City for Maitland voters (City Hall Council Chambers and Anchor Church). The first Council meeting of March is scheduled for Monday March 13. Due to scheduling and security reasons, the OC SOE has requested that the polling places remain secured once supplies are delivered.. This year the OC SOE has requested that election clerks have access to setup polling locations the day prior to election day, Monday March 13, 2023. If setup is allowed, the room must be secured, locked and unused until after the election has concluded. The City Charter and city code require the Council to meet regularly at least once a month. Based upon this situation, staff is requesting the City Council to either cancel, move or reschedule the March 13, 2023, Council meeting to accommodate the 2023 election.		
Fiscal Impact: None at this time.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		