



**City Council
February 27, 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. Invocation - Dale McDonald
- III. Pledge of Allegiance
- IV. Old Business
- V. Consent Agenda
 1. City Council Meeting Minutes of February 13, 2023
 2. 1st Quarter 2023 Financial Summary
 3. Resolution - Rules of Procedure Maitland City Council Meetings
 4. Safe Routes to School Grant Interlocal Agreement with Winter Park
 5. Fort Maitland Park Project Construction Change Order #2 - Burkhardt Construction, Inc.
 6. Final Ranking for Maitland Library RFQ for Professional Planning and Architectural Design Services
- VI. Public Period
- VII. Decisions
 1. Sharon M. Anselmo Memorial
- VIII. Discussion
 1. Parks and Recreation Advisory Board (PRAB) Presentation and Recommendation for Splashpad Feasibility Study
- 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
February 27, 2023		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of February 13, 2023		
Requested Action or Motion: Move to approve the City Council meeting minutes of February13, 2023.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes 2-13-2023		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney No		

MEETING DATE		AGENDA
February 27, 2023		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
Subject: 1st Quarter 2023 Financial Summary		
Requested Action or Motion: Move to receive the 1st Quarter 2023 Financial Summary and Investment Schedule as presented.		
Summary Explanation & Background: See attached 1st Quarter 2023 Financial Summary and Investment Schedule.		
Fiscal Impact: N/A		
Exhibits: 1. Q1 2023 Financial Summary		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 27, 2023		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: Resolution - Rules of Procedure Maitland City Council Meetings		
Requested Action or Motion: Motion to approve resolution adopting Rules of Procedure Maitland City Council Meetings, as presented.		
Summary Explanation & Background: The Rules of Procedure for Maitland City Council Meetings were initially adopted on March 14, 1988, and amended several times by various forms of Council action. The current rules do not match current practice of the City Council. The intent of this resolution is to adopt Rules and Procedures which mirror current practice. Changes from the 2014 version include: 1. Amending the time limits on speakers. The current practice is to allow a speaker 3 minutes to address an issue. The current rules state that there is a 5 minute time limit. This was amended as an informal act of the City Council. The amended version was adopted as part of the resolution. 2. The current rules state that a member of the City Council can request an agenda item no later than 4:30 on the Wednesday preceding the meeting. This is not consistent with the current agenda publication timeline. Internally, staff has a deadline of the Friday preceding the Wednesday of agenda publication to have their agenda items in the system for review. They are then reviewed for publication prior to Wednesday prior to a regular meeting no later than 4:30 pm. Having a City Council deadline for additions at the same time as publication is not feasible. The proposed rules state that the deadline for Council additions is the Monday prior to agenda publication at noon. 3. When the city updated the agenda software, the sequence of agenda items was altered. The new rules follow the agenda sequence as has been practice for the last several years. Descriptions of each agenda category have also been added to describe what occurs in each category. 4. Lastly, the sections of the code of ordinances which address conduct at meetings have been included as an appendix. The recommendation is to repeal all previously adopted rules and formalize the process by adopting new rules that mirror current practice, remove redundancies and inconsistencies. As rules change, amendments will be adopted by resolution to ensure they are tracked. The proposed resolution including the new Rules of Procedure, Exhibit A, and the existing rules are attached for your consideration.		
Fiscal Impact: N/A		
Exhibits: 1. Resolution XX-23 Rules of Procedure City Council 2222023 2. RULES OF PROCEDURE draft Exhibit A Res 3-2023 (1)		

3. 2014 Rules and Procedures - Revised
Commission/Board: City Council
Contact Person: Lori Hollingsworth 407-539-6219
Reviewed by City Attorney Cliff Shepard

MEETING DATE		AGENDA
February 27, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.
Subject: Safe Routes to School Grant Interlocal Agreement with Winter Park		
Requested Action or Motion: Move to authorize the Mayor to sign the Interlocal Agreement between the City of Maitland and the City of Winter Park Regarding Safe Routes to School Grant Improvements.		
Summary Explanation & Background: Winter Park has been awarded a Safe Routes to School Grant from the Florida Department of Transportation (FDOT) for the purpose of constructing pedestrian infrastructure benefiting school-age students residing within the jurisdictional boundaries of Winter Park and traveling to Hungerford Elementary School (School), a portion of which will be located within the jurisdictional boundaries of Maitland. Students residing within the jurisdictional boundaries of both Winter Park and Maitland attend the School, and ensuring the safety of students walking to and from such School by improving the pedestrian infrastructure serving schools constitutes a valid municipal purpose for both Winter Park and Maitland. As such, Winter Park has requested to enter into an agreement to provide for Winter Park's construction and improvement of sidewalk and crosswalk infrastructure located within the rights of way owned or otherwise controlled by Maitland. Winter Park will be solely responsible for the construction and installation of the proposed improvements. As a recognition of the benefit to be provided by Winter Park's installation and construction of the improvements, the agreement authorizes Winter Park to utilize the rights of way and real property owned/controlled by Maitland at no cost for the purpose of constructing and installing sidewalks and crossings also waives all Maitland permitting fees, right of way utilization fees, and all other review and permitting fees for the installation of the proposed improvements. Staff recommends City Council authorize the Mayor to sign the Interlocal Agreement between the City of Maitland and the City of Winter Park regarding Safe Routes to School Grant Improvements.		
Fiscal Impact: N/A		
Exhibits: 1. Interlocal Agreement - City of Maitland - SRTS - (WP) 2. Exhibit A - SRTS WP		
Commission/Board: City Council		
Contact Person: Alyssa Eide 4078753693		

Reviewed by City Attorney
Jacob Schumer

MEETING DATE		AGENDA
February 27, 2023		Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 5.
Subject: Fort Maitland Park Project Construction Change Order #2 - Burkhardt Construction, Inc.		
Requested Action or Motion: Move to authorize the Interim City Manager to approve change order #2 in the amount of \$66,124.99 for final improvements to the Fort Maitland Park project as presented.		
Summary Explanation & Background: The Ft. Maitland Park improvement project has experienced construction delays due to several unexpected complications. Most of these were related to supply chain issues associated with construction materials. Delays also occurred due to the timing of a third party utility provider's scheduling issues. The latest delay is related to unique conditions discovered at the site following Hurricane Ian. In this case, the heavy rains revealed a groundwater issue that destabilized the road base and pavement near the base of the slope at the driveway and boat ramp. These issues required the engineer of record for the project to order additional geotechnical investigation prior to proceeding. Upon reviewing the results of these tests, the engineering team recommended that an alternative road base and concrete paving be used at the base of the slope and additional asphalt be installed over the remainder of the paved areas to ensure that new driving aisles and parking spaces planned for the project would not fail prematurely. Additionally, the Maitland Police Department identified several additional areas where bollards and chains should be installed to deter illegal parking outside of designated parking areas. These additional costs will exceed the contingency funds available for the project and are summarized as follows: 161,784.73 - Additional Concrete, Asphalt, Bollards, General Conditions, and Project Management Fees <u>- 95,659.74</u> - Remaining Contingency Funds and Other project savings 66,124.99 - Remaining Difference Staff has reviewed these additions and explored various options with the construction manager for the project and recommends that a change order of \$66,124.99 be approved to complete the Ft. Maitland Park improvement project.		
Fiscal Impact: An additional \$66,124.99 from the general fund, will be funded from the City Manager's Contingency.		
Exhibits: 1. Ft Maitland Park CO #2		
Commission/Board: City Council		
Contact Person: Jay Conn 407-539-6264		

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
February 27, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 6.
Subject: Final Ranking for Maitland Library RFQ for Professional Planning and Architectural Design Services		
Requested Action or Motion: Move to approve the ranking of firms as recommended by the selection committee and authorize the Interim City Manager to negotiate a contract for professional planning and architectural design services for the Maitland Library project.		
Summary Explanation & Background: The City of Maitland embarked on a review of the library in 2017 to determine options for upgrading and improving the facility or if a new facility would better serve the residents of Maitland. In 2018, a facility assessment was completed and, based upon the evaluation, the City Council determined upgrading and renovating the facility was not an option. As per City Council request in 2020, a comparative site evaluation process was done having three (3) sites evaluated, and the chosen site was City owned property at 301 S. Maitland Ave along with the adjacent parking lots to the east and west, Maitland Senior Center and Quinn Strong Park as the location for the new library. On January 2022, as a result of a city-conducted poll of Maitland residents, three quarters of the responders indicated a new, modern and up to date library would be a more appropriate expenditure. On September 14, 2020 City Council meeting, the Council voted unanimously to approve Quinn Strong Park as the preferred site for the new library. Based upon this, the City determined to move forward with the design of a new library. The initial phase of the project is to include the following: 1. Space planning to determine current and future needs for a new library, based upon collection size, programming, community/patron space, etc., 2. Preparation of preliminary design, layout, architectural renderings and site plan, 3. Park design, 4. Address adaptive reuse of the existing library with emphasis on retaining the original structure, and 5. Public engagement On November 18, 2022, the City received statements of qualifications for Request For Qualifications (RFQ) Number 710-2022-01, Professional Planning and Architectural Design Services for Maitland Library Project. Three firms submitted written statements of qualifications that were evaluated by the six (6) person selection committee and subsequent oral presentations by the three submitting firms were held on February 9, 2023. The selection committee was comprised of the following: Interim City Manager, Public Works Director, Community Development Director, Parks & Recreation Director, Maitland Public Library Director and CEO/Executive Director for Art & History Museums. The selection committee ranked the firms in conformance with the Competitive Contract Negotiation		

Act (CCNA) as outlined in Florida Statute 257.055. The overall final ranking of the Selection Committee is:

1. HBM Architects, LLC.
2. Borrelli + Partners, Inc in association with HuntonBrady Architects, Inc.
3. Synalovski Romanik Saye Architecture, Planning, Interior Design.

Staff recommends City Council approve the ranking and authorize the Interim City Manager to negotiate a contract with the top ranked firm. After negotiations, the contract will be brought to the City Council for approval.

Fiscal Impact:

TBD

Exhibits:

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney
Jacob Schumer

MEETING DATE		AGENDA
February 27, 2023		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Sharon M. Anselmo Memorial		
Requested Action or Motion: Staff requests City Council approve the naming of the East-West trail for former City Manager Sharon M. Anselmo.		
Summary Explanation & Background: City staff, City Council and members of the community have expressed interest in establishing a public memorial after the sudden passing of former City Manager Sharon M. Anselmo on May 30, 2022. Sharon served the city for 24 years, beginning as senior accountant and advancing through several management positions before her appointment to assistant city manager in 2012 and city manager in 2016. Her dedicated leadership and quiet, friendly and trusted management style helped to guide Maitland through some of its biggest advancements in modern history, including the ongoing modernization of water and wastewater facilities, top-certified police and fire emergency services and several new parks and recreational facilities. Her tenure with Maitland included the establishment of a thriving downtown center with construction of City Hall and Fire Station 45 in 2012, Independence Lane in 2018 and Independence Square in 2020. Fire Station 47 opened in 2004, a new police station opened in 2009, and the police department's downtown substation opened on Maitland Avenue in 2021. All of these contributions - along with the city's conservative fiscal position amid extensive expansion of public services - are directly credited to Sharon's careful oversight of public finances. Memorial proposals include: 1. Dedication of a memorial bench in Independence Square; 2. Naming of the fountain in Independence Square, 3. Naming of fountain plaza in Independence Square; 4. Naming the northern seating plaza in Independence Square; 5. Naming the viewing deck at Fort Maitland Park; or, 6. Naming the East/West Bike trail in memory of Sharon. A memorial bench is a relatively easy and straightforward process that is available to any member of the public. The cost of bench placement in Independence Square would be about \$2,200. Items 2-5 involve naming a park feature, which would require staff to go through an established process outlined by the city's park naming policy. This would involve filing an application, presenting it to the Parks and Recreation Advisory Board, holding public hearings and making a recommendation to the City Council. This process can take 3-5 months depending upon meeting schedules. The cost varies		

among different types of memorial plaques to be placed at a location.

The East/West Trail - part of the city's overall bike/pedestrian system - has no formal name. Staff refers to this public improvement as the East/West Trail for grant purposes. Since a trail is not a park or park feature, it would take a simple action of the City Council (typically through a resolution) to name the trail.

The City staff supports trail naming as the most heartfelt recommendation to honor Sharon Anselmo. She enjoyed leisure cycling in her free time and also supported numerous bike-ped trail system improvements (including the East/West Trail) to benefit Maitland's quality of life and to promote alternate transportation/walkable community solutions.

This proposal would include public signage along the trail route, designating it the "Sharon M. Anselmo Memorial Trail". To help share the memory of Sharon's contributions to Maitland, some of the signs could include small QR codes to allow cell phone users to visit a memorial page on the city website.

Fiscal Impact:

Variable

Exhibits:

Commission/Board: City Council

Contact Person: Mark Reggentin 407-539-6220

Reviewed by City Attorney

N/A

MEETING DATE		AGENDA
February 27, 2023		Section: Discussion
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 1.
Subject: Parks and Recreation Advisory Board (PRAB) Presentation and Recommendation for Splashpad Feasibility Study		
Requested Action or Motion: Staff seeks direction from the council that a feasibility study be added to the 2024 fiscal year capital plan.		
Summary Explanation & Background: At the October and November meetings, the Parks and Recreation Advisory Board (PRAB) discussed various issues involving the possibility of adding a splashpad to a City of Maitland park facility. At the January 4, 2023 meeting, the PRAB voted unanimously (5-0) to forward a recommendation to City Council that a feasibility study be added to the 2024 fiscal year capital plan. The intention of the feasibility study is to investigate various items involving the possible construction of a splashpad. An informational letter created by PRAB introducing this recommendation is attached. Additionally, PRAB Chair Jeremy Good will give a brief presentation discussing this recommendation and the possible items that are proposed to be investigated by the feasibility study.		
Fiscal Impact: TBD		
Exhibits: 1. Recommendation Letter - Final 2. Splashpad Recommendation 1.4.23		
Commission/Board: City Council		
Contact Person: Jay Conn 407-539-6264		
Reviewed by City Attorney N/A		