



**City Council
May 8, 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. Presentations
 1. Proclamation for Public Works Week
- V. Old Business
- VI. Consent Agenda
 1. City Council Meeting Minutes of April 24, 2023
 2. Acceptance of Summit Centre Way Roadway Extension and Infrastructure Improvements
 3. Library Architectural Design Contract
 4. Resolution No. 4-2023 Historical Preservation Grant - Art & History Museums of Maitland
 5. Pierce Fire Engine Replacement Purchase - Ten-8 Fire & Safety, LLC.
 6. Mid-Year Pay Adjustments
- VII. Public Period
- VIII. Decisions
 1. Gem Lake Water District Final Subdivision Plat - Petition No. 2022-01 (SUB)
 2. Transportation Advisory Board Appointment
 3. May 22 City Council Meeting
- IX. Discussion
 1. Urban Land Institute (ULI) Public Officials Workshop
- 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
May 8, 2023		Section: Presentations
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Proclamation for Public Works Week		
Requested Action or Motion: Present proclamation to Kimberley Tracy, Director of Public Works.		
Summary Explanation & Background: National Public Works Week became an education campaign in 1960. Rear Admiral Cushing Phillips, a United States Navy retiree, chaired the campaign. National Public Works Week received federal recognition in 1962 through a proclamation by President John F. Kennedy. Every public works employee plays a vital role in keeping the cities' critical infrastructure operational. The 2023 National Public Works Week Poster illustrates how public works connects us all. Whether through infrastructure, disaster preparedness and recovery or first responder support services, public works professionals always enhance the lives of the communities they serve. This idea is reflected in the theme "Connecting the World Through Public Works." National Public Works Week will begin on Sunday, May 21 and end on Saturday, May 27, 2023.		
Fiscal Impact: N/A		
Exhibits: 1. Public Works Week Proclamation 2023		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
May 8, 2023		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of April 24, 2023		
Requested Action or Motion:		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes 4-24-2023		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney No		

MEETING DATE		AGENDA
May 8, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.
Subject: Acceptance of Summit Centre Way Roadway Extension and Infrastructure Improvements		
Requested Action or Motion: Move to authorize the acceptance of the Bill of Sale from Maitland West Property Owners Association, Inc, for the Summit Centre Way roadway extension and the associated infrastructure improvements.		
Summary Explanation & Background: On May 5, 2015, the Planned Development (PD) for Maitland West, located at the southeast corner of Forest City Road and Maitland Boulevard, was approved by the City of Maitland. Phase I of the development included an extension of Summit Centre Way and associated infrastructure improvements. On July 17, 2015, the City of Maitland approved the construction plans for the Summit Centre Way Extension Road. The roadway was constructed in 2017, but the close-out of the roadway extension project was deferred since the extension to Summit Centre Way experienced localized flooding during, and after storm events. Prior to final acceptance, staff required the developer to address the flooding issues and demonstrate the integrity of the road had not been compromised. In July 2022, work was initiated based on the approved plans to address the issues. On March 14, 2023, staff approved all required close-out items pertaining to the extension of Summit Center Way roadway and infrastructure improvements. Staff recommends City Council to accept the Bill of Sale from Maitland West Property Owners Association, Inc, for the Summit Center Way extension roadway and the associated infrastructure improvements.		
Fiscal Impact: N/A		
Exhibits: 1. Bill of Sale 5.3.2023 (1)		
Commission/Board: City Council		
Contact Person: Alyssa Eide 4078753693		
Reviewed by City Attorney Jacob Schumer		

MEETING DATE		AGENDA
May 8, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
Subject: Library Architectural Design Contract		
Requested Action or Motion: Move to authorize City Manager to execute a contract with HBM Architects for Phase I of the Maitland Library Design in the amount of \$218,964.		
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 requested by City Council, in 2020, a comparative site evaluation process was done having three (3) sites evaluated. 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 September 14, 2020, 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. 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 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. On February 27, 2023, City Council approved the ranking and authorized the Interim City Manager to negotiate a contract with the top ranked firm. Staff has negotiated a contract with HBM Architects for the first phase of the project, which includes the following services: 1. Reviewing existing library documentation including the current strategic plan.		

2. Conducting space needs and workflow analysis of the existing facility to determine optimal use of physical space to meet the Library's service and collection needs.
3. Developing future-focused recommendations for public service models, collection sizes, program priorities, community spaces, and technology.
4. Reporting on square footage requirements based on projected usage and needs, including but not limited to seating, collections, staff offices, technology, meeting rooms, work areas, storage, and special purposes.
5. Developing two library building concepts/layouts, continuing with the initial conceptual design shown in the oral interview. Library services are to be defined in this phase. The size of the library should be confirmed during this phase. The design should accommodate current and future needs.
6. Creating a new usage/concept for the existing library building. The Art & History Museum is interested in the space and should be test fit into the space. A cost estimate for this renovation to be part of this phase. Project to be finished at a conceptual level to move into phase 2.
7. Redesigning of the adjacent Quinn Strong Park. Two designs will be provided that integrate the new library and park to activate the space. Consider passive activities for the park since it is adjacent to a neighborhood. Include spaces for all groups: seniors, adults, teenagers, and children.
8. Incorporating Senior Programming. In addition to a vacant office building, the Maitland Senior Center is located on the site. Based upon the site utilization for the proposed library site the consultant should anticipate incorporation of senior programming into the new library facility.
9. Working with Maitland's traffic consultant to review the intersection of Maitland and Packwood Avenues for improved pedestrian access. Evaluation of required improvements to reduce conflicts between pedestrians and vehicles will be included in the plan.
10. Providing a public engagement process for the Phase One scope consists of two in-person Mind Breaking sessions, 2 in-person Building Making sessions, electronic staff and user surveys, and one remote Zoom session.

HMB proposes to complete Phase 1 for \$218,964. Phase 2 would consist of the completion of the project through the design, bidding and construction phases and those fees will be determined at a later date to be brought to City Council for approval.

Staff recommends City Council authorize City Manager to execute a contract with HBM Architects for Phase I of the Maitland Library Design for the amount of \$218,964.

Fiscal Impact:

Funds are available in Bldgs/Imprmts - City Fac CIP (710-570-571-566200-CF001)

Exhibits:

1. Maitland Library Scope of Services Exhibit A
2. 2023-05-02 Fee Schedule

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney
Jacob Schumer

MEETING DATE		AGENDA
May 8, 2023		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 4.
Subject: Resolution No. 4-2023 Historical Preservation Grant - Art & History Museums of Maitland		
Requested Action or Motion: Move to approve Resolution No. 4-2023 Historical Preservation Grant matching funds in the amount of \$250,000 for the Art & History Museums as presented.		
Summary Explanation & Background: In cooperation with the city, the Art & History Museums of Maitland (A&H) has the opportunity to apply for a \$500,000 / 50% historical preservation grant for the purpose of providing funding to assist major local, regional and state-wide efforts to preserve significant historical and archaeological resources, that promote knowledge and appreciation of the history of Florida. If awarded, these funds will be used for repairs and preservation of the Chapal stabilization which is budgeted in the FY 23 budget. The City maintains grant matching funds for this purpose, as designated in the Grant Matching Fund Balance designation.		
Fiscal Impact: Fund Balance grant matching designation . 01-284708.		
Exhibits: 1. Maitland A&H Resolution 4-2023		
Commission/Board: City Council		
Contact Person: Mark Reggentin 407-539-6220		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
May 8, 2023		Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 5.
Subject: Pierce Fire Engine Replacement Purchase - Ten-8 Fire & Safety, LLC.		
Requested Action or Motion: Move to approve the City Manager to purchase a Pierce Fire Engine from Ten-8 Fire & Safety, LLC., utilizing the National Purchasing Partners Government Cooperative Purchasing Program contract in the amount of \$809,090.		
Summary Explanation & Background: The City's Vehicle Replacement Plan includes the proposed replacement of a 2013 E-One pumper engine in FY2024. When considering the replacement of vehicles, the age and condition of the vehicle is evaluated. This type of vehicle is planned to be replaced on a ten-year cycle and is to remain in the fleet as a back-up vehicle for an additional 5 years. While contacting vendors to obtain updated pricing for budget purposes, staff was informed that production time for fire apparatus has increased substantially throughout the country and is currently estimated to be 2 to 3 years from the order date until delivery. Given this lead time to receive the engine, the Fire Department requests to move up the replacement schedule to this fiscal year. In order to expedite the purchase, a Vehicle Purchase Committee (VPC) was established to identify the most appropriate replacement vehicle for the department. The VPC evaluated fire engines in the following categories: reliability, construction, service/maintenance, operational versatility and cost. The VPC evaluated the purchase in accordance with the City Council's sustainability resolution and there are currently no alternative fuel options available. Staff recommends approval to purchase a Pierce Enforcer Pumper for \$809,090 utilizing the National Purchasing Partners Government Cooperative Purchasing Program (NPPGov) Contract PS20240. Funding will come from the City's Vehicle Designation, which has consistently been funded to have the resources available when large ticket items need to be replaced.		
Fiscal Impact: Use of \$809,090 from Fund Balance Vehicle Replacement Designation		
Exhibits: 1. Ten-8 Proposal #773		
Commission/Board: City Council		
Contact Person: Chris Morton 407-539-0774		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
May 8, 2023		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 6.
Subject: Mid-Year Pay Adjustments		
Requested Action or Motion: Move to approve a mid-year pay adjustment of 6%		
Summary Explanation & Background: As discussed at the Strategic Planning Session, one of the many unanticipated consequences of the pandemic has been the mass exodus of employees from the work force, commonly referred to as "the great resignation". This has affected both the private and public sectors. Over the last 2 years, the city has struggled to retain and recruit employees. During this period, the city has had 30-50 vacant positions at any given time. The City is currently down 57 positions. Many of these positions are key to the smooth and efficient operation of the city. Couple this with unprecedented inflation and the result is a workforce that is working harder to meet the expectations of our businesses and residents while seeing their purchasing power decrease. The core function of the city is to provide various services for our residents and businesses. There is not an option to cut back or cancel these services. Expectations are that our police, fire, water, sewer, recreation, stormwater, street maintenance, construction inspection and all other services remain at a high level. We are fortunate to have a core of loyal and dedicated employees who have taken up the slack and stepped up to compensate for the voids in the organization. These employees are our most valuable asset and should be treated as such. During these unprecedented times, a responsible approach to retaining our current work force is to recognize their value to the organization and compensate them for their loyalty, hard work and dedication to getting their jobs done while maintaining a high level of service to our community. Based upon these factors, staff is recommending a mid-year compensation package to recognize these circumstances. Due to the circumstances outlined above, I recommend a 6% across the board adjustment in recognition of the current economic conditions and to show the people who make this city function that they are appreciated. The city-wide (general, utilities, stormwater funds) budgetary impact of this adjustment is approximately \$400,000.00. These funds are available in lapsed salaries created by unfilled positions throughout the year.		
Fiscal Impact: \$400,000 across all funds		
Exhibits:		
Commission/Board: City Council		
Contact Person: Mark Reggentin 407-539-6220		

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
May 8, 2023		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: Gem Lake Water District Final Subdivision Plat - Petition No. 2022-01 (SUB)		
Requested Action or Motion: Move to approve Gem Lake Water District Final Subdivision Plat and accept the associated easements and multi-use/bike path deed as presented.		
Summary Explanation & Background: Gem Lake Apts. LTD., the applicant, is requesting a subdivision of property required as part of City Ordinance 1387 approved on November 23, 2020, which established the Gem Lake Water District Planned Development. A condition of approval listed in Exhibit A, of Ord. 1387, stated that, A final subdivision plat for the Gem Lake Water District PD shall be accomplished prior to the certificate of completion of Phase 1 of the project. Phase 1 of the Gem Lake Planned Development, includes a multifamily development and private roadway, currently under construction. Other conditions of approval of PD Ord. 1387, detailed easements to be included as part of this final plat or recorded as separate instruments. These easements and instruments were included with the Gem Lake Water District Final Plat submittal. The subdivision is comprised of 18 lots, with private facilities, dedicated easements (i.e., bike path easement to connect to Monore Avenue and amended utility easement allowing access for bike path maintenance) as well as a bike/multi-use path deeded to the City. The land division process is provided by Section 2.5.2(b) Subdivision of the Land Development Code and states that the Development Review Committee shall review the application, determine whether the application has complied with the Final Subdivision Plat review standards, and recommend action on the application, including any recommended modifications or conditions of approval. The DRC review concluded that all necessary notes, easements and separate instruments have been included with the submitted Gem Lake Water District Final Plat.		
Action to Date: <u>March 3, 2022</u> - The Planning and Zoning Commission held a public hearing regarding the proposed final subdivision plat and voted to find the plat consistent with code requirements and the PD and to forward the final plat to the City Council with a recommendation of approval. The P&Z Commission also submitted comments to DRC for review, prior to forwarding to City Council. <u>April 19, 2023</u> -The DRC found the plat consistent with code requirements and the PD and to forwarded the final plat approval of the Gem Lake Water District Final Subdivision Plat to the Planning and Zoning Commission for review.		
Recommendation:		

Staff recommends Council approve the Gem Lake Water District Final Subdivision Plat and accept the associated easements and multi-use/bike path deed to the City.

Fiscal Impact:

TBD

Exhibits:

1. Bike Path Easement Agreement Clean
2. amended utility easement to allow Bike Path main access 02.21.2023
3. revised bike path deed with sketch and description 02.21.2023
4. Gem Lake Water District Plat 050223

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney
Jacob Schumer

MEETING DATE		AGENDA
May 8, 2023		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 2.
Subject: Transportation Advisory Board Appointment		
Requested Action or Motion: Council decision to appoint a Transportation Advisory Board member for a 3-year term.		
Summary Explanation & Background: The initial term of Corey Knight expires May 2023. In accordance with the Transportation Advisory Board (TAB) constitution, a member may be reappointed by the City Council for one successive term. Mr. Knight has served one full term and desires to be reappointed. The following applicant reflect this board as: <u>First (1st) Choice</u> Corey Knight Mr. Knight's completed Volunteer to Serve on a Board / Commission form is attached for your review and consideration. The City Council is requested to make an appointment to serve for a 3-year term, beginning May 2023 and expiring May 2026.		
Fiscal Impact: N/A		
Exhibits: 1. C Knight - TAB		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
May 8, 2023		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: May 22 City Council Meeting		
Requested Action or Motion: Motion to cancel or reschedule the May 22, 2023, City Council regular meeting.		
Summary Explanation & Background: The February 27, 2023, adopted rules of procedure require City Council action to cancel a meeting. Due to scheduling conflicts, three council members are unavailable on May 22. Staff seeks a decision from the council to either cancel the May 22nd meeting or reschedule to another day. Currently there is nothing time sensitive scheduled for May 22nd.		
Fiscal Impact: N/A		
Exhibits:		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
May 8, 2023		Section: Discussion
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Urban Land Institute (ULI) Public Officials Workshop		
Requested Action or Motion: None.		
Summary Explanation & Background: Councilmember Guthrie requested that an agenda item to discuss an Urban Land Institute (ULI) public official workshop be placed on this agenda. Potential Workshop Details: Date: TBD Hours: 8:30 a.m. - 4:00 p.m. Location: Maitland City Hall Council Chambers Cost: \$6,000 - \$10,000		
Fiscal Impact: TBD		
Exhibits:		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		