



**City Council
June 12, 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
 1. In Memory of Linda J. Frosch, Former City Councilmember
- III. Pledge of Allegiance
- IV. Presentations
 1. Proclamation for Emergency Medical Services Week
- V. Old Business
- VI. Consent Agenda
 1. City Council Meeting Minutes of May 8, 2023
 2. 2nd Quarter 2023 Financial Summary
 3. Vehicle Replacement Purchase Change Order - Alan Jay Fleet Sales
 4. Construction Manager at Risk (CMAR) Request For Qualifications (RFQ) Ranking and Award
 5. Petition 2021-03 (SUB) 241 and 281 Dommerich Drive (Minor Subdivision-Final Plat)
- VII. Public Period
- VIII. Decisions
 1. City Clerk Evaluation & Compensation
- IX. Discussion
 1. Urban Land Institute (ULI) Public Officials Workshop
 2. Driveway Design Standards
- 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
June 12, 2023		Section: Presentations
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Proclamation for Emergency Medical Services Week		
Requested Action or Motion: Present proclamation to Fire Chief Morton.		
Summary Explanation & Background: In 1974, President Gerald Ford authorized National Emergency Medical Services (EMS) Week to celebrate EMS practitioners and the critical service they provide to our nation's communities. This marks the 49th year of this special week set aside to celebrate the EMS profession and its dedicated providers. Emergency Medical Services Week theme "Where Emergency Care Begins" began on Sunday, May 21 and ended on Saturday, May 27, 2023,		
Fiscal Impact: N/A		
Exhibits: 1. Proclamation EMS Week 2023		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 12, 2023		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of May 8, 2023		
Requested Action or Motion: Move to approve the City Council meeting minutes of May 8, 2023, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes 5-8-2023		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 12, 2023		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
Subject: 2nd Quarter 2023 Financial Summary		
Requested Action or Motion: Move to receive the 2nd Quarter 2023 Financial Summary and Investment Schedule as presented.		
Summary Explanation & Background: See attached 2nd Quarter 2023 Financial Summary and Investment Schedule.		
Fiscal Impact: N/A		
Exhibits: 1. Q2 2023 Financial Summary		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 12, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
Subject: Vehicle Replacement Purchase Change Order - Alan Jay Fleet Sales		
Requested Action or Motion: Move to approve the increase of the purchase order for Streets Division F-250 Crew Cab in the amount of \$13,444 to Alan Jay Fleet Sales utilizing Sourcewell contract # 2022-120716 NAF, and 060920 NAF awarded to National Auto Fleet Group.		
Summary Explanation & Background: On February 14, 2022, City Council approved the purchase of a 2022 Ford F-250 Crew Cab for Streets Division for the amount of \$46,032 as scheduled in the Vehicle Replacement Plan. Following this approval, an order was placed for the vehicle. In October 2022, staff was notified by Alan Jay Fleet Sales that Ford Motor Company had scheduled all the 2022 Super Duty trucks that they could build through the remainder of 2022, and our order could not be fulfilled. Alan Jay has recently notified staff that there is a 2023 Ford F-250 that is available for purchase for this replacement vehicle and has provided us with an updated quote for \$59,476 for the 2023 model under the Sourcewell contract with Alan Jay Fleet Sales. In consideration of our City's sustainability program, the Public Works Department has evaluated the availability of electric or hybrid electric vehicles for consideration for City vehicle purposes. There are currently no options available for this vehicle. Staff recommends approval of the increase to the purchase order for a 2023 Ford F-250 Crew Cab for Streets Division from Alan Jay Fleet Sales in the total amount of \$59,476 utilizing Sourcewell contract # 2022-120716 NAF, and 060920 NAF.		
Fiscal Impact: Funds are available in the General Fund account lines 01420519-566430-VE001		
Exhibits:		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 12, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.
Subject: Construction Manager at Risk (CMAR) Request For Qualifications (RFQ) Ranking and Award		
Requested Action or Motion: Move to approve the ranking of firms as recommended from staff, and authorize the City Manager to negotiate contracts for Construction Manager at Risk Services with the top ranked firms.		
Summary Explanation & Background: The City has planned to construct multiple improvements and expansions to the parks, potable water system, sanitary sewer system, lift stations, bike trails, sidewalks, buildings and other public projects throughout the city, as laid out in the approved Capital Improvements Program and annual operating budgets. In the past several years, the City has completed several projects successfully utilizing the Construction Manager at Risk (CMAR) delivery method. Staff recommends continuing to utilize this method of delivery on CIP projects when it is most beneficial. The benefits of the CMAR method of delivery, as compared to the traditional Design-Bid-Build method, are that it allows the contractor input during design; there is transparency in the bid process and selection of subcontractors; the scope is clearly defined during design; and the cost and schedule is guaranteed with an ability to expedite projects. Florida Statute 255.103 requires CMAR contracts to be selected by qualifications and negotiated, similar to engineering contracts. The statute also allows for a continuing contract for construction projects in which the estimated construction cost of each individual project under the contract does not exceed \$4 million. On April 27, 2023, the City received statements of qualifications for Request For Qualifications (RFQ) Number 410-2023-01, Construction Manager at Risk (CMAR) Parks, Utility, Trails and Other Public Projects. Six firms submitted written statements of qualifications that were evaluated by City staff and subsequent oral presentations were held on May 22, 2023. The five (5) person selection committee, comprised of four (4) staff members from Public Works and the Parks and Recreation Director, evaluated the written statements and oral presentations to develop a cumulative average ranking of the six companies. The overall final ranking from staff is: 1. Wharton-Smith, Inc. 2. Burkhardt Construction, Inc. 3. A² Group, Inc. 4. Oelrich Construction, Inc. 5. Collage Construction 6. Cathcart Construction Company		

The ranking was based on the evaluation of each company's:

1. Relevant Construction Experience
2. Personnel and Construction Team
3. Approach to Projects and Project Management
4. Knowledge of the Project Area
5. Financial Capability
6. Location of the Firm's Office

Given the number of projects that are currently in the CIP, and the concern of contractor availability to meet the city's schedule, staff recommends negotiating contracts with up to four companies. The staff recommends City Council approve the ranking and authorize the City Manager to negotiate a contract with Wharton-Smith; then to negotiate a secondary contract with Burkhardt Construction; negotiate a tertiary contract with A²; and negotiate a quaternary contract with Oelrich Construction. After negotiations, each 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
Drew Smith

MEETING DATE		AGENDA
June 12, 2023		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 5.
Subject: Petition 2021-03 (SUB) 241 and 281 Dommerich Drive (Minor Subdivision-Final Plat)		
Requested Action or Motion: Approve Petition No. 2021-03 (SUB) 241 and 281 Dommerich Drive (Minor Subdivision - Final Plat)		
Summary Explanation & Background: James and Anna Bond, 241 Dommerich Drive, are requesting to adjust the Lot lines of Lot 6 and 7 of the Dommerich Estates Plat to increase the size of Lot 6. Both properties are currently owned by the applicants and are zoned Residential Single Family-2 (RSF-2). Through the platting process, the lots will be renumbered to Lot 1 and 2. The properties are 1.23 acres in total area, with Lot 1 proposed at 0.89 acres and Lot 2 at 0.34 acres. All minimum lot dimensions for the RSF-2 zoning district have been met (minimum 7,500 square feet of area and a width of 75 feet along the road frontage and lakefront) for both lots. The Future Land Use designation of the properties is Traditional Neighborhood. Access to the properties is from Dommerich Drive. The land division process is provided in Section 2.5.2(b) Subdivision of the Land Development Code. This section of the code stipulates the parameters of a Minor Subdivision Plat process. Among the requirements are that the plat contains no more than 10 lots for residential development. A Minor Subdivision process requires only a Development Review Committee (DRC) recommendation; and if approved by DRC, the application shall be referred to the City Council for approval on the consent agenda. Action to Date: On April 19, 2023, the DRC found the plat consistent with the LDC requirements and review standards for a Minor Subdivision Plat and unanimously forwarded the final plat to City Council with a recommendation of approval. Recommendation: Staff recommends Council approve Petition No. 2021-03 (SUB) 241 and 281 Dommerich Drive (Minor Subdivision - Final Plat).		
Fiscal Impact: TBD		
Exhibits: 1. Lot 6-7 BLK A PLAT 053123 2. Petition No. 2021-03 (SUB) 241 and 281 Dommerich Drive Signed DRC Report		
Commission/Board: City Council		
Contact Person: Dan Matthys 407-539-6211		

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
June 12, 2023		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: City Clerk Evaluation & Compensation		
Requested Action or Motion: Based on the City Clerk's average performance evaluation score of 4.7 on a 5 point scale, move to approve a salary increase of <u>XX%</u> , retroactive to January 1, 2023.		
Summary Explanation & Background: On an annual basis, employees are evaluated by their supervisors, and merit increases are awarded at that time. The evaluation and compensation of the City Clerk rests with the Council. Evaluation forms were circulated to the City Council. The performance evaluation tally and narrative summary are attached.		
Fiscal Impact: TBD		
Exhibits: 1. 2023 EVALUATION TALLY SHEET City Clerk 6-23 2. 2023 Narrative Eval Summary City Clerk 6-23		
Commission/Board: City Council		
Contact Person: Mark Reggentin 407-539-6220		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 12, 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: At the request of Council member Guthrie, this item was presented for discussion on May 8, 2023. Council consensus was to discuss at a meeting with additional information and a full council present. A general overview of the proposed training program is attached for your review.		
Fiscal Impact: TBD		
Exhibits: 1. UrbanPlanMaitland230502		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 12, 2023		Section: Discussion
Department/Office : Public Works	AGENDA REPORT	Item #: 2.
Subject: Driveway Design Standards		
Requested Action or Motion: None		
Summary Explanation & Background: Mayor Lowndes requested an agenda item to discuss the requirements in Land Development Code Section 3.15(b) regarding the engineering design standard for driveways within city right-of-way (Attachment 1). This section of Code states "All driveways shall be paved from the edge of the paved road to the property line using cement concrete pavement with 3,000 pounds per square inch (psi) and six inches thick or an alternative approved by the Public Works Director". This standard was implemented with the adoption of Ordinance 1380 in July 2020, and has since been codified in the Land Development Code. However, city projects have included this design for sidewalk projects in Dommerich Estates, Sandspur Road, and most recently in Dommerich Hills in association with the sewer project. Application of the standard for non-project related individual residential driveways was delayed in order to provide the attached standard detail for clarification to homeowners and contractors. The new standard was implemented on all new driveways for which the permit was received after January 1, 2023. The detail addresses the portion of a driveway that lies outside of the owner's property and within the city's right-of-way (the land dedicated to the public or city). All work within the city's right-of-way requires a Right-of-Way Use Permit issued from the city that allows the work to be performed and the resulting improvement, such as a driveway or utility line, is "permitted" to use the right-of-way, but this permission does not transfer any land rights to the owner of the improvement. The city is responsible for management of the right-of-way, and therefore must ensure that all right-of-ways meet federal, state, and local requirements, along with following standard engineering practices. As allowed by the code, the Public Works Director has permitted an exception to allow property owners to use pavers within the right-of-way from their property line up to the sidewalk, if one is existing, with the remaining portion constructed of concrete (as shown on the city's typical detail - attachment 2). The City previously permitted driveways that allow material other than concrete with a letter signed by the property owners. This letter stated that if any work was done within the right-of-way and the material was damaged, concrete would be used to replace the damaged material. Due to the previous documentation being only a signed letter not tied to the property, new property owners are not often not aware of the agreement the previous owner signed. This situation has created conflict between the residents and city staff. Staff surveyed other local governments to inquire about their policy regarding brick pavers within the		

jurisdiction's rights-of-way (attachment 3). Responses varied on whether each entity allowed brick pavers.

If the direction of the City Council is to modify the policy to allow pavers in the right-of-way, staff suggests incorporating those changes into the Engineering Standards so there are clear, codified requirements available to the public, contractors and future staff members reviewing applications. Additionally, if a change occurs to allow pavers in the right-of-way, an agreement should be drafted between the city and the property owner and be recorded in the public record to allow future property owners to understand their responsibility in the right-of-way.

Fiscal Impact:

TBD

Exhibits:

1. Mayor - Driveway Standards
2. M16516.5 - DRIVEWAY DETAIL 1-3-23
3. Summary

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney

N/A