



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



**WELCOME to our City Council meeting. All speakers must complete and submit a Speaker Card, preferably prior to the start of the meeting. A member of the public wishing to address the Council must be a Maitland resident or the owner of property or business in Maitland or their representative. The time limit for each speaker shall be three (3) minutes per agenda item. 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 No. 1421 Solid Waste Franchise Agreement Extension: Waste Pro of Florida, Inc.
- V. Old Business
- VI. Consent Agenda
 - 1. City Council Meeting Minutes of September 25, 2023
 - 2. Holiday Lighting Contract: Holiday Outdoor Decor
 - 3. Right-of-Way and Median Landscape Maintenance Agreement: Helping Hand Lawn Care, Inc.
 - 4. Recreation Instructors Contractual Payments
 - 5. Westside Trails Project Design Change Order: CPH, Inc.
 - 6. Professional Services Agreement Second Amendment School Zone Signing and Pavement Marking Design Services: Neel-Schaffer
- VII. Public Period
- VIII. Decisions
 - 1. Ordinance No. 1422 Introduction: Site-Specific Zone District Map Amendment AZS(2023)-0002: 801 S. Lake Destiny Rd.
 - 2. Sustainability Advisory Board (SAB) Appointment
- 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.

MEETING DATE		AGENDA
October 9, 2023		Section: Public Hearing
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Ordinance No. 1421 Solid Waste Franchise Agreement Extension: Waste Pro of Florida, Inc.		
Requested Action or Motion: Move to adopt Ordinance No. 1421 extending the solid waste and recyclable materials collection franchise agreement with Waste Pro of Florida, Inc., for the second (2nd) three (3) year renewal as outlined in Section 1.C of the franchise agreement.		
Summary Explanation & Background: In July 2013, the City entered into an exclusive franchise with Waste Pro of Florida, Inc. for solid waste and recyclable materials collection. On October 12, 2020, the City Council amended the contract with Waste Pro to provide for an additional three-year extension to the Franchise Agreement. Staff recommends renewing the franchise with Waste Pro of Florida, Inc. for the second three-year extension period under the same terms and conditions as the 2020 agreement. The ordinance and supporting documentation is attached for your review and consideration. Staff recommends the adoption of Ordinance No. 1421, as presented.		
Fiscal Impact: Funds are budgeted in the Solid Waste Fund to cover collection and disposal costs.		
Exhibits: 1. Ordinance No. 1421 Granting of an Extension with Waste Pro of Florida 10-09-2023 2. Waste Pro Contract Rev 2020		
Commission/Board: City Council		
Contact Person: Mark Reggentin 407-539-6220		
Reviewed by City Attorney Cliff Shepard		

MEETING DATE		AGENDA
October 9, 2023		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of September 25, 2023		
Requested Action or Motion: Move to approve the City Council meeting minutes of September 25, 2023		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes 9-25-2023		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 9, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.

Subject:

Holiday Lighting Contract: Holiday Outdoor Decor

Requested Action or Motion:

Move to authorize the City Manager to execute the agreement with Holiday Outdoor Decor for the installation, testing, maintaining, removing and storing of holiday lighting and decorations at various City Park locations, as presented.

Summary Explanation & Background:

In order to increase efficiency and expand the City's holiday lighting and decorations, the City issued a request for proposal (RFP 23-422-02) for Holiday Lighting on July 31, 2023. The RFP included the installation, testing, maintenance, removal and storage of outdoor LED holiday lights and decorations throughout Independence Square and Lake Lily Park. The RFP also included unit prices for additional services outside of the requirements defined in the proposal documents of this contract. These unit costs will be used to upgrade the holiday lighting at Lake Lily Park. Through DemandStar, the City received notice that nine (9) registered vendors accessed the RFP and downloaded the proposal specifications.

Out of the nine (9) planholders for the RFP, the City received two (2) proposals for RFP 23-422-02: Frost Lighting and Holiday Outdoor Decor. The bid amounts for each bid is as follows:

Bidder	Area 1 Bid Amount (Independence Square)	Area 2 Bid Amount (Lake Lily Park)	Total Bid Amount
Frost Lighting	\$84,185.08	\$29,853.36	\$114,038.44
Holiday Outdoor Décor	\$29,829.00	\$15,584.00	\$45,413.00

The proposals were reviewed based on the compliance with the required criteria of the RFP and were reviewed for completion and accuracy of submittals.

The two (2) proposal submittals received were reviewed and evaluated by a Selection Committee comprised of Jay Conn, Parks & Recreation Director, Christopher Kennedy, Assistant Public Works Director, and Parrish Guidry, Grounds Maintenance Supervisor.

The ranking was based on the evaluation of each firm's qualifications, Administrative Plan, Design Plan, Maintenance Plan and bid price proposal. The overall ranking of the Selection Committee based on the average points awarded is as follows:

Frost Lighting **76 Points**
Holiday Outdoor Decor **80.67 Points**

Staff recommends awarding Holiday Outdoor Decor with a two (2) year contract, with an option to extend the contract for three (3) more consecutive one (1) year periods.

Fiscal Impact:

Funding is budgeted in the Grounds operating budget

Exhibits:

Commission/Board: City Council

Contact Person: Christopher Kennedy (407) 539-6217

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
October 9, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.

Subject:

Right-of-Way and Median Landscape Maintenance Agreement: Helping Hand Lawn Care, Inc.

Requested Action or Motion:

Move to authorize the City Manager to execute the agreement with Helping Hand Lawn Care, Inc. (HHLC, Inc.) for the landscape maintenance of the right-of-ways, medians, and associated parcels throughout the City, as presented.

Summary Explanation & Background:

The City's current contracts for mowing and detailed landscape maintenance for the City's right-of-ways, medians, and associated parcels will expire on October 26, 2023. Public Works staff issued an invitation to bid (ITB 23-422-01) on July 31, 2023 for complete landscape maintenance services on the City's right-of-ways, medians, and associated parcels. The scope of work includes all mowing, detailed landscape maintenance, irrigation, fertilization, mulching and pest management services for the designated roadways and affiliated parcels. The ITB also included unit prices for additional services outside of the routine maintenance defined in the bid documents.

The city received notice that twenty-eight (28) registered vendors accessed the ITB and downloaded the bid specifications. Out of the twenty-eight (28) planholders for the ITB, the City received six (6) bids. The (6) bids were reviewed for completeness of the required forms and submittals. One (1) bid submittal (Daniel's Lawncare Services) was removed from consideration, as the bidder submitted an incomplete eBid response with no submittals of the required documents. Additionally, another bidder (Rotolo Consultants, Inc.) was disqualified, as the bidder did not submit the itemized bid sheets (Proposal Bid Form) required to be returned with their bid submittal, resulting in a major irregularity which cannot be waived. The bids deemed responsive to the ITB are as follows:

Bidder	Bid Amount
ABM	\$ 294,900.00
Aero Groundtek, LLC	\$ 454,850.32
Grow Care Outdoor Solutions	\$ 307,575.00
Helping Hand Lawn Care, Inc.	\$ 287,286.00

The apparent low bidder was determined to be Helping Hand Lawn Care, Inc. with a bid in the amount of \$ 287,286.00. Staff performed reference checks for the firm, which were favorable. Staff has also worked with Helping Hand Lawn Care previously with satisfactory results.

Based on the bid reviews, staff finds Helping Hand Lawn Care, Inc. to be the lowest responsive, responsible bidder, and therefore recommends awarding Helping Hand Lawn Care, Inc. with a two (2)

year contract, with an option to extend the contract for three (3) more consecutive one (1) year periods.

Fiscal Impact:

Funds budgeted in Grounds Maintenance and Beautification & Arbor Services accounts.

Exhibits:

Commission/Board: City Council

Contact Person: Christopher Kennedy (407) 539-6217

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
October 9, 2023		Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 4.
Subject: Recreation Instructors Contractual Payments		
Requested Action or Motion: Move to approve payments to Donald McGinnis and Whitney Tossie that may exceed \$50,000 for the youth tennis and basketball programs in the 2024 fiscal year.		
Summary Explanation & Background: The City of Maitland purchasing policy requires that all purchases in excess of \$50,000 be approved by City Council. The Parks and Recreation Department requests approval for payments and commitments to program instructors in the Parks and Recreation Department requiring Council approval during the 2024 fiscal year. Donnie McGinnis provides tennis instruction and Whitney Tossie provides basketball instruction to youth and adult groups and individuals. Staff requests City Council to authorize disbursement of funds to Mr. McGinnis and Ms. Tossie, the total of which may exceed the \$50,000 threshold, but will not exceed the contracted rate of 85% of the total registration fees received for these programs. All recreation contractor payments are revenue neutral to the general fund and are only paid in accordance with the fees received for each program.		
Fiscal Impact: N/A (Payments are revenue neutral to the general fund)		
Exhibits:		
Commission/Board: City Council		
Contact Person: Jay Conn 407-539-6264		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 9, 2023		Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 5.
Subject: Westside Trails Project Design Change Order: CPH, Inc.		
Requested Action or Motion: Move to authorize the City Manager to execute the change order (EWA #1) with CPH, Inc., for additional engineering services for the Westside Trails Project, as presented.		
Summary Explanation & Background: The Westside Trail project was previously approved to receive a \$340,000 grant from the Florida Department of Environmental Protection through the Recreational Trails Program. Grant reporting requirements necessitate that additional documents are submitted in support of awarded projects, including a Boundary Survey and an analysis of the timing of a traffic signal that may be impacted by the reconfiguration of traffic lanes in the area. The engineering firm CPH Inc. was previously approved to create the design for the Westside Trail project. The aforementioned items are in addition to their already approved scope of work and therefore require a change to the existing purchase order. Staff has negotiated a price of \$10,630 for this additional work and recommends that this be added to the existing design contract with CPH for the Westside Trail.		
Fiscal Impact: \$10,630 from the general fund		
Exhibits: 1. M16553_EWA #1 9-28-23		
Commission/Board: City Council		
Contact Person: Jay Conn 407-539-6264		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 9, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 6.
Subject: Professional Services Agreement Second Amendment School Zone Signing and Pavement Marking Design Services: Neel-Schaffer		
Requested Action or Motion: Move to authorize the City Manger to execute an amendment to Neel-Schaffer's contract for School Zone Signing and Pavement Marking Design for a time and materials cost, not to exceed \$15,000.		
Summary Explanation & Background: In 2022, Neel-Schaffer, one of the City's continuing engineering consultants, provided engineering services for the evaluation and design of signing and markings of school zones in the City. Updates to school zones are based on Florida Statute 316.1895 and the current FDOT publication Speed Zoning for Highways, Roads and Streets in Florida (rev. August 2018), Chapter 15, which states, "For existing school areas, school crossings and school zones, the requirements set forth in this chapter shall have a compliance date of July 1st, 2023." On December 12, 2022, City Council approved an amendment to Neel-Schaffer's contract to provide bidding services and limited construction services on a time and material cost not to exceed \$10,000. The project was advertised for bid, and on March 27, 2023, City Council approved a contract with Traffic Control Devices, LLC (TCD) to perform the work. The project is still underway and will require additional engineering and inspection services from Neel-Schaffer due to unforeseen field conditions and conflicts with new utility infrastructure that was not previously included in the initial design. Neel-Schaffer has provided a proposal for a second amendment to the contract to provide additional services on a time and material cost not to exceed \$15,000. The additional service costs will exceed the City Manager's spending authority for this project and therefore requires City Council approval. Staff recommends authorizing the City Manager to execute an amendment to Neel-Schaffer's contract for School Zone Signing and Pavement Marking Design for additional construction engineering and inspection services on a time and materials cost, not to exceed \$15,000.		
Fiscal Impact: Funds are available in the Engineering Services Division's Operating Budget.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 9, 2023		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: Ordinance No. 1422 Introduction: Site-Specific Zone District Map Amendment AZS(2023)-0002: 801 S. Lake Destiny Rd.		
Requested Action or Motion: Move to Introduce Ordinance No. 1422 for Site-Specific Zone District Map Amendment AZS(2023)-0002: 801 S. Lake Destiny Road and set the public hearing and action date for October 23, 2023.		
Summary Explanation & Background: The applicants, SEE Consult GmbH and Jenni Clucas (ITS.USA) are requesting a zone district map amendment from residential single family-1 (RSF-1) to West Side Research and Technology District (WS-RT). The subject property consists of four un-platted parcels developed with two single-family dwellings totaling 1.26 acres above normal high water. The properties are currently not served by public water or sanitary sewer and are located west of South Lake Destiny Road and east of Lake Hungerford, just north of the Maitland/Eatonville border. To the east (across South Lake Destiny Road) is a narrow grass median and Interstate 4. In March, 2019, the City adopted the Maitland Comprehensive Development Plan 2035 (CDP), which assigned the seven residentially zoned properties along South Lake Destiny Road within the City's jurisdiction with the Employment Center (EC) Future Land Use designation. The Employment Center Future Land Use designation is a designation containing a regional employment center with a focus on providing ancillary residential options and service uses. The appropriate land use mix within the designation is primarily nonresidential (0.3 to 3.0 Floor Area Ratio) with an appropriate balance of medium to high density residential (up to 65 dwelling units per acre). Higher densities and intensities are intended to spur redevelopment in accordance with the most recent Maitland West Side Master Plan. Per Section 3.4.4, LDC, the intent of the West Side Research Technology (WS-RT) zoning subdistrict is to provide for a high intensity/density mix of office and other employment uses primarily in an office park setting with supporting retail and residential uses. The applicant intends to develop the subject site as an office building to serve as ITS's United States-based corporate headquarters. ITS is an Austrian-based company which manufactures and sells metal surgical implants used in trauma surgery. The proposed office building will also have at least one medical education lab to train trauma surgeons from throughout the United States and overseas in the surgical procedures of the ITS implant.		
<u>Action to Date:</u> May 18, 2023: In accordance with the Land Development Code (LDC), the applicant hosted a neighborhood meeting to get public input on their proposed rezoning.		

- August 2, 2023: The Development Review Committee (DRC) found the application to be in compliance with the applicable review standards in the LDC and unanimously voted to recommend approval.
- September 7, 2023: The Planning and Zoning Commission (P&Z) reviewed the application, relevant support materials, the DRC staff report and public comments, and unanimously recommended approval based on the decision standards in Sec. 2.5.1(e)(3), LDC.

Additional details of the subject property and the applicants request, along with staff analysis and recommendation are found within the attached DRC Recommendation Report.

Staff Recommendation:

Staff recommends Council introduce the Ordinance No. 1422 for Site-Specific Zone District Map Amendment AZS(2023)-0002: 801 S. Lake Destiny Road and set the public hearing and action date for October 23, 2023.

Fiscal Impact:

N/A

Exhibits:

1. Ordinance No. 1422 Site-Specific Zone District Map Amendment - 801 S. Lake Destiny Road (combined Council set)

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney
Ryan Knight

MEETING DATE		AGENDA
October 9, 2023		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: Sustainability Advisory Board (SAB) Appointment		
Requested Action or Motion: Move to appoint a resident to serve on the Sustainability Advisory Board for the remainder of an unexpired term, beginning October 2023 and ending February 2024.		
Summary Explanation & Background: The Sustainability Advisory Board (SAB) has one (1) vacancy created by a recent board member's resignation. Karen Simasek resigned from SAB on September 27, 2023. Karen Simasek was appointed by Council at the February 22, 2021, regular meeting to serve an initial three (3) year term. Ms. Simasek's initial appointment expires in February 2024. In accordance with the SAB bylaws, the individual selected shall serve the remaining time period in the unexpired term in which the vacancy was filled. The individual appointed to serve the remainder of the unexpired term will still be eligible if desired and appointed to serve two (2) consecutive 3-year terms. Members of the Sustainability Advisory Board shall consist of five (5) residents of the City, preferably with demonstrated expertise, training, education, interest, or experience in fields related to sustainability and the practical application thereof, such as: physical, biological, or health sciences, engineering, environmental law, environmental education, corporate responsibility, environmental science, energy management, environmental health and safety, sustainability communications, green building, land use planning, water conservation, resiliency planning, or other related fields. The following applicants as their: <u>First (1st) Choice</u> Carl Wilhelm Attached is Mr. Wilhelm's completed Volunteer to Serve on a Board/Commission form for your review and consideration. The City Council is requested to make an appointment to fill a vacancy beginning October 2023 and ending February 2024.		
Fiscal Impact: TBD		
Exhibits: 1. C Wilhelm - SAB		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		

Reviewed by City Attorney
N/A