# City Council
# November 13, 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. 1422: Site-Specific Zone District Map Amendment AZS(2023)-0002: 801 S. Lake Destiny Rd.

V. Council Meeting Recess - Convene CRA Meeting

VI. Old Business

VII. Consent Agenda

1. City Council Meeting Minutes of October 23, 2023
2. City Council Workshop Meeting Minutes of October 31, 2023
3. Park Perimeter Use Agreement
4. Piggyback Contract Purchase and Delivery of Sodium Hypochlorite: Odyssey Manufacturing Company
5. Piggyback Contract Temporary Staffing Services: PeopleReady Florida, Inc.
6. Construction Manager at Risk Continuing Contract: $A^2$ Group Inc.
7. Construction Manager at Risk Continuing Contract: Oelrich Construction, Inc.
8. Continuing Engineering Agreement Rate Increases: Burgess & Niple
9. Citywide Welcome Signage Program Phase I Proposal Modification: Designage Creative, LLC.
10. Replacement Vehicle Purchases Maitland Police Department: Step One Automotive Group
11. Florida State Revolving Fund Loan Agreement WW480280 Amendment 1
12. Carry Forward Funds from FY 2023
13. Lift Station 1 Deed Transfer: South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA)
14. Hurricane Ian Expenditures

VIII. Public Period

IX. Decisions

1. Uptown Maitland Lot 2 Declaration of Restrictions and Agreement Fourth Amendment
2. Resolution No. 19-2023: Amending Certain Permitting Fees When Using Private Provider Services
3. Cost and Funding of New Maitland Public Library and Park Project
4. Resolution No. 20-2023 Calling a Referendum Election Regarding Financing a New Maitland Public Library & Park Project
5. Vision Zero Action Plan

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.**

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | | Section: Public Hearing |
| Department/Office : Community Development | AGENDA REPORT | Item #: 1. |

**Subject:**
Ordinance No. 1422: Site-Specific Zone District Map Amendment AZS(2023)-0002: 801 S. Lake Destiny Rd.

**Requested Action or Motion:**
Move to Adopt Ordinance No. 1422 for Site-Specific Zone District Map Amendment AZS(2023)-0002: 801 S. Lake Destiny Road.

**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.
- October 9, 2023: Council introduced the ordinance and set the public hearing and action date for October 23, 2023.
- October 23, 2023: Council tabled the public hearing and action date for November 13, 2023.

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 adopt Ordinance No. 1422 for Site-Specific Zone District Map Amendment AZS(2023)-0002: 801 S. Lake Destiny Road.

**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 |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : City Clerk | AGENDA REPORT | Item #: 1. |

**Subject:**
City Council Meeting Minutes of October 23, 2023

**Requested Action or Motion:**
Move to approve the City Council meeting minutes of October 23, 2023.

**Summary Explanation & Background:**

**Fiscal Impact:**
N/A

**Exhibits:**
1. CC Draft Minutes 10-23-2023

**Commission/Board:** City Council

**Contact Person:** Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
N/A

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : City Clerk | AGENDA REPORT | Item #: 2. |

**Subject:**
City Council Workshop Meeting Minutes of October 31, 2023

**Requested Action or Motion:**
Move to approve the City Council Workshop meeting minutes of October 31, 2023.

**Summary Explanation & Background:**

**Fiscal Impact:**
N/A

**Exhibits:**
1. CC Workshop Draft Minutes 10-31-2023

**Commission/Board:** City Council

**Contact Person:** Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
N/A

| MEETING DATE | MAITLAND FLORIDA | AGENDA |
|---|---|---|
| November 13, 2023 | | Section: Consent Agenda |
| Department/Office : Parks & Recreation | AGENDA REPORT | Item #: 3. |

**Subject:**
Park Perimeter Use Agreement

**Requested Action or Motion:**
Move to allow the City Manager to enter in to a Park Perimeter Use Agreement with Chris and Michelle Ordetx for the usage of certain City-owned property at 814 Suwanee Ct.

**Summary Explanation & Background:**
The City of Maitland developed the Maitland Community Park in 1994/95. However, initial planning for this facility began as early as the late 1980's. When eight (8) residential property owners directly adjacent to the southern boundary of the park learned of this impending project, the group collectively agreed to pay for 1/2 of the costs associated with the construction of a concrete block privacy wall between the eight (8) properties and the park. In order to minimize impacts to existing vegetation, it was agreed that the wall would be constructed on an existing footpath that meandered through the vegetation on the park property owned by the City of Maitland. This decision, however, resulted in creating an excess strip of City-owned property on the south side of the wall that was only accessible to the eight property owners. Please see the attached map of the property in question for an illustration of this particular situation.

Throughout the years, to varying degrees, these eight property owners have landscaped this strip of city-owned land to complement the individual character of each of the eight individual properties. In addition, some of these property owners wish to construct fences that surround the perimeter of each property and extend over this city-owned strip of property, terminating at the concrete wall. It is not envisioned that this small strip of city-owned property will need to be accessed by City staff unless some type of maintenance to the existing wall or utilities is necessary in the future.

The City attorney has prepared an agreement which permits each of these eight individual landowners to landscape and construct temporary structures such as fences on this particular piece of City-owned property, provided that the City is not hindered from gaining access to the wall or this particular area to access utilities or to perform maintenance if necessary. In addition, the agreement expressly states that should the City need to remove any landscaping or other items to gain access to the wall, it will be done at the expense of the landowner and that the City shall in no way be liable for any activities taking place within the portion of City-owned property.

Staff is not opposed to entering into a park perimeter agreement with Mr. & Mrs. Ordetx for the use of this property at 814 Suwanee Court with the proposed terms expressed in this agreement.

**Fiscal Impact:**
n/a

**Exhibits:**
1. Ordetx Map - Final

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|---|
| 2. Park Perimeter Use Agreement - Ordetx (clean) |
| **Commission/Board:** City Council |
| **Contact Person:** Jay Conn 407-539-6264 |
| Reviewed by City Attorney<br>Cliff Sheppard |

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : Public Works | AGENDA REPORT | Item #: 4. |

**Subject:**
Piggyback Contract Purchase and Delivery of Sodium Hypochlorite: Odyssey Manufacturing Company

**Requested Action or Motion:**
Move to authorize the City Manager to execute a piggyback contract with Odyssey Manufacturing Company for the purchase and delivery of chemicals for Water and Waste Water- Sodium Hypochlorite.

**Summary Explanation & Background:**
The City of Maitland's water treatment plants utilize liquid sodium hypochlorite (chlorine) for disinfection and treatment of potable water. The liquid form of chlorine is the safest and most cost effective disinfectant.

Odyssey Manufacturing Company has been supplying the City of Maitland with sodium hypochlorite for the past twelve years. The current piggyback contract expired September 20, 2023 with the City of Lake Wales. Odyssey did not agree to renew the agreement, but has agreed to utilize a piggyback agreement with the City of St.Augustine for the sale of sodium hypochlorite at $1.55 per gallon. As with many commodities, the increase in price is attributed to disruptions in the worldwide pandemic, and associated shortages and to recent inflationary trends. Based on the yearly usage of this chemical, it is anticipated that expenditures for FY24 will be approximately $125,000, which will exceed the City Manager's purchasing threshold.

Staff recommends authorizing the City Manager to piggyback the City of St. Augustine Contract #PW2020-02F with Odyssey Manufacturing Company, for the purchase and delivery of Sodium Hypochlorite effective upon execution date of the Piggyback contract and any future extensions to follow.

**Fiscal Impact:**
Funds are available in the Utilities Department operational budget - Approximately $125,000 is expected to be expended this fiscal year.

**Exhibits:**

**Commission/Board:** City Council

**Contact Person:** Kimberley Tracy 407-539-6216

Reviewed by City Attorney
Drew Smith

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : Public Works | AGENDA REPORT | Item #: 5. |

**Subject:**
Piggyback Contract Temporary Staffing Services: PeopleReady Florida, Inc.

**Requested Action or Motion:**
Move to authorize the City Manager to execute an Amendment to extend piggybacking on the City of Oviedo's RFP Contract No. 18-31 with People Ready for temporary and seasonal worker assistance through May 13, 2025; reflecting the date the Piggyback contract was entered on May 13, 2020 and any subsequent contract extensions.

**Summary Explanation & Background:**
Due to the continuous need for temporary and seasonal worker assistance, the City has been augmenting staff through contractual labor. The City has been piggybacking off of Oviedo's RFP Contract No. 18-31 with PeopleReady for temporary and seasonal worker assistance up until October 1, 2023.

The piggyback contract between the City of Maitland and PeopleReady, Inc. was entered into agreement on May 13, 2020. On September 14, 2020, the City Council approved extending the piggybacking on the City of Oviedo's RFP Contract No. 18-31 with PeopleReady for temporary and seasonal worker assistance through October 1, 2021; and, any subsequent contract extensions up until October 1, 2023.

Accordant with Oviedo's RFP Contract No. 18-31 Section 11: Term/Length of Agreement states the following terms:
(a) The initial term of this Agreement shall be for a period of three (3) year(s).
(b) After the initial term, this Agreement 1) shall be automatically renewed on an annual basis for two (2) additional one (1) year terms, if mutually agreeable to both parties.
(c) The maximum term for the contract and all renewals is a cumulative term of five (5) years. Should the CITY not wish to have the contract automatically renewed, the CITY shall provide written notice ninety (90) days prior to the automatic renewal.

By continuing the City of Maitland's piggyback contract, entered on May 13, 2020 and up to the maximum term for the contract and all renewals with People Ready; the City will be in a position to contract temporary staffing to handle seasonal and emergency work in an efficient and effective manner. A mark-up rate of 1.48% is applied for the skill classification and is included within the billing rates for each category of the price schedule, as part of Exhibit B of the agreement. Costs are adjusted in accordance to the Consumer Price Index if a renewable term option is sought by either the City or the Agency. All cost-indexing must be mutually agreeable to the City and the Agency. Staff has reviewed the request and found the rates to be fair, competitive, and reasonable.

It is anticipated that the expenses will be approximately $160,000, which exceeds the amount established for City Manager approval and therefore requires City Council approval.

As a result of this anticipated cost, staff is requesting approval to extend the piggyback off of PeopleReady's contract with the City of Oviedo (Contract No. 18-31) through May 12, 2025 with the updated price schedule.

**Fiscal Impact:**
Grounds Maintenance/Streets Temporary and Seasonal Workers are funded within the General Fund from the Public Works Grounds Maintenance and Streets Division Budgets respectively.

**Exhibits:**
1. Maitland Piggyback RFP 18-31
2. Maitland Pay request Nov 2023

**Commission/Board:** City Council

**Contact Person:** Kimberley Tracy 407-539-6216

Reviewed by City Attorney
Drew Smith

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : Public Works | AGENDA REPORT | Item #: 6. |

**Subject:**

Construction Manager at Risk Continuing Contract: $A^2$ Group Inc.

**Requested Action or Motion:**

Move to authorize the City Manager to execute a Continuing Services Agreement for Construction Manager at Risk with $A^2$ Group Inc.

**Summary Explanation & Background:**

The City has planned to construct 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 (CIP) and annual operating budgets. In the past several years, the City has successfully completed several projects 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 for the City. The benefits of the CMAR method of delivery, 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 in response to 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 selection committee evaluated the written statements and oral presentations, to develop a cumulative average ranking as follows:

1. Wharton-Smith, Inc.
2. Burkhardt Construction, Inc.
3. $A^2$ Group Inc.
4. Oelrich Construction, Inc.
5. Collage Construction
6. Cathcart Construction Company

At the meeting on June 12, 2023, City Council approved the ranking and authorized the City Manager to negotiate a contract with the top four firms, starting with Wharton-Smith; then to negotiate a secondary contract with Burkhardt Construction; negotiate a tertiary contract with $A^2$; and negotiate a quaternary contract with Oelrich Construction. It was understood that after negotiations, each contract would be presented to the City Council for approval.

City staff has worked with the City Attorney's Office to develop a Continuing Services Agreement for a Construction Manager at Risk master contract with each company, with the understanding that each project will require a separate scope of services and a GMP (Guaranteed Maximum Price) that will be presented to City Council for approval. City Council approved the master agreement with Wharton-Smith on August 28, 2023. Staff began negotiations with Burkhardt, but based on their current availability and the city's proposed CIP schedule, they recommended moving contract negotiations forward with the other two awarded firms. Staff will continue to work with Burkhardt on a master agreement, which will be brought forward at a later date, and proceeded to negotiate with $A^2$ Group Inc. The proposed master agreement is acceptable to the contractor and has been reviewed by the City Attorney's Office.

Staff recommends City Council authorize the City Manager to execute a Continuing Services Agreement for Construction Manager at Risk master agreement with $A^2$ Group Inc.

**Fiscal Impact:**
TBD

**Exhibits:**
1. CIP CMAR schedule response 10.5.2023
2. CMAR Agreement with A2

**Commission/Board:** City Council

**Contact Person:** Kimberley Tracy 407-539-6216

Reviewed by City Attorney
Drew Smith

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : Public Works | AGENDA REPORT | Item #: 7. |

**Subject:**
Construction Manager at Risk Continuing Contract: Oelrich Construction, Inc.

**Requested Action or Motion:**
Move to authorize the City Manager to execute a Continuing Services Agreement for Construction Manager at Risk master agreement with Oelrich Construction, Inc.

**Summary Explanation & Background:**
The City has planned to construct improvements and expansions to parks, potable water system, sanitary sewer system, lift stations, bike trails, sidewalks, buildings and other public projects, as outlined in the approved Capital Improvements Program (CIP) and annual operating budgets. In the past several years, the City has successfully completed several projects 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 for the City. The benefits of the CMAR method of delivery, 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 in response to 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 selection committee evaluated the written statements and oral presentations, to develop a cumulative average ranking as follows:

1. Wharton-Smith, Inc.
2. Burkhardt Construction, Inc.
3. $A^2$ Group Inc.
4. Oelrich Construction, Inc.
5. Collage Construction
6. Cathcart Construction Company

At the meeting on June 12, 2023, City Council approved the ranking and authorized the City Manager to negotiate a contract with the top four firms, starting with Wharton-Smith; then to negotiate a secondary contract with Burkhardt Construction; negotiate a tertiary contract with A$^2$; and negotiate a quaternary contract with Oelrich Construction. It was understood that after negotiations, each contract would be presented to the City Council for approval.

City staff has worked with the City Attorney's Office to develop a Continuing Services Agreement for a Construction Manager at Risk master contract with each company, with the understanding that each project will require a separate scope of services and a GMP (Guaranteed Maximum Price) that will be presented to City Council for approval. City Council approved the master agreement with Wharton-Smith on August 28, 2023. Staff began negotiations with Burkhardt, but based on their current availability and the city's proposed CIP schedule, they recommended moving contract negotiations forward with the other two awarded firms. Staff will continue to work with Burkhardt on a master agreement, which will be brought forward at a later date. Staff proceeded with contract negotiations for A$^2$ Group Inc. and the contract is scheduled on the November 13, 2023 Council meeting for approval. Staff proceeded to negotiate with Oelrich Construction, Inc. and they have accepted the same contract that Wharton-Smith executed with one minor change.

Staff recommends City Council authorize the City Manager to execute a Continuing Services Agreement for Construction Manager at Risk master agreement with Oelrich Construction, Inc.

**Fiscal Impact:**
TBD

**Exhibits:**
1. CIP CMAR schedule response 10.5.2023
2. CMAR Continuing Services Agreement FINAL-Oelrich 2023-10-26

**Commission/Board:** City Council

**Contact Person:** Kimberley Tracy 407-539-6216

Reviewed by City Attorney
Drew Smith

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : Public Works | AGENDA REPORT | Item #: 8. |

**Subject:**
Continuing Engineering Agreement Rate Increases: Burgess & Niple

**Requested Action or Motion:**
Move to approve an amendment to the Burgess & Niple Continuing Professional Engineering Services Contracts for Group B: Utility Lines & Plants, and Group C: Stormwater for the requested rate increases.

**Summary Explanation & Background:**
In 2018, staff advertised a Request for Qualifications (RFQ) for continuing engineering services in conformance with the Competitive Contract Negotiation Act (CCNA) as outlined in Florida Statute 257.055. Under CCNA, the firms were ranked based on qualifications in five different categories: Group A: General Engineering; Group B: Utility Lines & Plants; Group C: Stormwater; Group D: Surveying; and Group E: Geotechnical. On October 8, 2018, City Council approved the ranking of the firms and authorized the City Manager to execute contracts with each of the top ranked firms. The master contract term was for two (2) years ending September 30, 2020, with two (2) two (2) extensions for a total contract term not to exceed six (6) years. The contract allows for rate increases on an annual basis.

The City has a master contract with Burgess & Niple (B&N) for both Utility Lines & Plants (Group B) and Stormwater (Group C). B&N has requested their first rate increase since the execution of the contracts. Staff reviewed the request and found the rates to be fair, competitive, and reasonable. The following rates would apply to future scope of services agreements under both contracts:

| Staff Classification | Proposed Hourly Rate |
|---|---|
| Principal | $333.12 |
| Senior Project Manager | $271.74 |
| Project Manager | $222.55 |
| Senior Engineer | $212.98 |
| Senior Project Engineer | $188.71 |
| Project Engineer | $163.02 |
| Engineer Intern | $123.61 |
| CADD Designer | $134.95 |
| Clerical/Administrative | $102.33 |

Staff recommends authorizing the City Manager to accept an amendment to the Burgess & Niple continuing engineering contracts for Group B: Utility Lines & Plants, and Group C: Stormwater with the requested updated rates.

**Fiscal Impact:**
Increase to Professional Services

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| **Exhibits:**<br>1. B&N Utility Master 10082018<br>2. B&N Stormwater Master 10082018<br>3. B&N Rate increase<br>4. Continuing Services 412-2018-01 Renewal Letter 011123 |
| **Commission/Board:** City Council |
| **Contact Person:** Kimberley Tracy 407-539-6216 |
| Reviewed by City Attorney<br>N/A |

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : Public Works | AGENDA REPORT | Item #: 9. |

**Subject:**
Citywide Welcome Signage Program Phase I Proposal Modification: Designage Creative, LLC.

**Requested Action or Motion:**
Move to approve the change of the vendor for the Citywide Welcome Signage Program Phase I proposal from Designage, Inc. to Designage Creative, LLC.

**Summary Explanation & Background:**
On August 14, 2023, City Council approved the Citywide Signage Program and the Phase I signage plan for $335,809 with Designage, Inc.

During the purchase order process, staff discovered that the vendor submitted the proposal under Designage, Inc., which is the sister company to Designage Creative, LLC. The work will be performed by Designage Creative, LLC, which is the company that manufactures and installs the signage, not Designage, Inc. This discrepancy needs to be resolved to issue the correct purchase order.

Staff recommends City Council approve the change to the vendor of the previously approved proposal for the Citywide Welcome Signage Program Phase I from Designage, Inc. to Designage Creative, LLC.

**Fiscal Impact:**
Funds are available in 01412541-533400 in Project # ST001

**Exhibits:**
1. FAB PROPOASAL Maitland REV 8-10-23 Welcome Signage Phase I 8-1-23 2

**Commission/Board:** City Council

**Contact Person:** Kimberley Tracy 407-539-6216

Reviewed by City Attorney
N/A

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : Public Works | AGENDA REPORT | Item #: 10. |

**Subject:**
Replacement Vehicle Purchases Maitland Police Department: Step One Automotive Group

**Requested Action or Motion:**
Move to authorize the purchase of seven (7) Ford Police Explorer Interceptor Vehicles from Step One Automotive Group for $415,341.29.

**Summary Explanation & Background:**
The FY 2024 budget includes funding for seven (7) scheduled replacement vehicles for the Police Department from Line Item 01-420-519-6430, Project #VE-001. However, due to supply chain issues, five (5) of which were purchased in FY 2023. Due to continued uncertainty and the specialized nature of procuring Police patrol vehicles, we propose purchasing five (5) FY 2025 replacement vehicles early. Units (355, 356, 357, 358, 359, 360, 361) will be 2023 Ford Police Explorer Interceptors with lights and additional equipment to replace the existing 2016 and 2017 Ford Explorer Interceptors. The city was notified that the vendor has these vehicles available and ready to be outfitted with lights and equipment.

In consideration of our city's sustainability program, the Public Works Department has evaluated the availability of electric or hybrid electric options for this vehicle. Given the nature and duty of the vehicle to be used by the Police Department, and the historical maintenance record of existing hybrid models of the Ford Explorer Interceptor, there are currently no alternative vehicles available in the needed applications.

Staff recommends authorizing the purchase of seven (7) Police Department Ford Police Explorer Interceptor Vehicles from Step One Automotive Group via State of Florida Vehicle Contract #25-10000-23-STC for $415,341.29.

**Fiscal Impact:**
Funds ($118,668.94) available in 01-420-519-6430, Project #VE-001. The balance ($296,672.35) will come from Fund Balance Vehicle replacement designation. Total purchase ($415,341.29).

**Exhibits:**

**Commission/Board:** City Council

**Contact Person:** Christopher Kennedy (407) 539-6217

Reviewed by City Attorney
N/A

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : Finance Department | AGENDA REPORT | Item #: 11. |

**Subject:**
Florida State Revolving Fund Loan Agreement WW480280 Amendment 1

**Requested Action or Motion:**
Move to authorize the Mayor to execute an amendment to the State Revolving Fund Loan for the Construction of Dommerich Hills Ph 2-4 Project, as approved February 13, 2023.

**Summary Explanation & Background:**
On February 13, 2023, Council approved the $9.2 Million construction loan for the Dommerich Hills Ph 2-4 Sewer project (original, approved agreement attached).

The State requires the City to approve an amendment to the executed loan agreement which will provide:

1. Oversight and management of the loan is transferred to the Department. All references in the Agreement to Corporation or Trustee are deleted and replaced with “Department” and all references to “Local Borrower” shall be replaced with “Local Government.”, and
2. Subsections 1.01(4), (5), (11) and (28) of the Agreement are deleted, and
3. Subsection 1.01(12) is deleted and replaced as follows:
    “Grant Allocation Assessment” shall mean an assessment, expressed as a percent per annum, accruing on the unpaid balance of the Loan. It is computed similarly to the way interest charged on the Loan is computed and is included in the Semiannual Loan Payment. The Department will use Grant Allocation Assessment moneys for making grants to financially disadvantaged small communities pursuant to Section 403.1835 of the Florida Statutes., and
4. Subsection 2.01(14) of the Agreement is deleted, and
5. Section 2.02. of the Agreement is deleted, and
6. Section 8.04 of the Agreement is deleted and replaced as follows:
    The Department may assign any part of its rights under this Agreement after notification to the Local Government. The Local Government shall not assign rights created by this Agreement without the written consent of the Department.
7. Section 8.15 is added to the Agreement as follows:

    8.15. CIVIL RIGHTS.
    The Local Government shall comply with all Title VI requirements of the Civils Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Equal Employment Opportunity requirements (Executive Order 11246, as amended) which prohibit activities that are intentionally discriminatory and/or have a discriminatory effect based on race, color, national origin (including limited English proficiency), age, disability, or sex.

Staff recommends authorizing the Mayor to execute the signed extension amendment.

**Fiscal Impact:**
N/A

**Exhibits:**
1. Maitland WW480280 A1 - Amendment
2. WW480280 -Original signed

**Commission/Board:** City Council

**Contact Person:** Jerry Gray 407-539-6201

Reviewed by City Attorney
Yes

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : Finance Department | AGENDA REPORT | Item #: 12. |

**Subject:**
Carry Forward Funds from FY 2023

**Requested Action or Motion:**
Move to approve the recommended Carry Forward list and to amend the FY 2024 General Fund expenditure budget by $7,123,793 and revenue budget by $340,000; Stormwater Fund expenditure budget by $1,145,000; Road Impact ($1.1M); Utilities Fund expenditure budget by $11,127,880 and revenue budget by $179,880.

**Summary Explanation & Background:**
Attached is a list of items staff recommends to be carried forward as an adjustment to the 2024 Budget. This list represents specific items or projects funded or carried forward from the FY 2023 amended budget, but not spent or encumbered prior to September 30, 2023. Each item has been reviewed and recommended by the Department Head and the City Manager.

The majority of the General Fund carry forwards are related to transportation, including new sidewalks ($450K), bike paths ($2.3M), roads and streets improvements ($1.6M), facilities repair and maintenance ($719K), vehicle / equipment replacements delayed due to sustainability evaluations ($469K), and grant revenues of $340,000. In the Stormwater fund, the majority are related to capital projects for drainage ($1.1M). Road Impact Fund ($1.092M) for the Independence Lane North easement, which was approved by the Council on 9/11/2023, with closing on 10/10/2023. In the Utilities Fund, the largest portion of the funds carried forward relate to the second phase of the 17-92 water main project ($7.5M), water line replacements ($1M), Water Treatment Plant #6 ($1.9M), and grant revenues of ($180K).

The staff is recommending approval of the Carry Forward listing and corresponding budget adjustments.

**Fiscal Impact:**
Reduces the FY 2023 General Fund expenditures and increases the FY 2024 General Fund expenditure budget by $7,123,793 and revenue budget by $340,000; Stormwater Fund budget by $1,145,000; Road Impact Budget $1,092,747; and, Utilities Fund expenditure budget by $11,127,880 and revenue budget by $179,880.

**Exhibits:**
1. CF24

**Commission/Board:** City Council

**Contact Person:** Jerry Gray 407-539-6201

Reviewed by City Attorney
N/A

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : Public Works | AGENDA REPORT | Item #: 13. |

**Subject:**
Lift Station 1 Deed Transfer: South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA)

**Requested Action or Motion:**
Move to authorize the City Manager to execute a Quit Claim Deed for the transfer of the Lift Station 1 property to the South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA)

**Summary Explanation & Background:**
On August 24, 2018, an interlocal agreement was executed between South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA) and the City of Maitland for the reconstruction of the City's master lift station (LIft Station 1). The lift station was constructed as part of the Dommerich Hills Septic to Sewer Phase I project and has been in operation since April 2023. Per Section 8 of the interlocal agreement, the City agreed to transfer the title and ownership of the real property to be used for the new Lift Station to SSNOCWTA upon completion of construction of the new lift station and its acceptance by SSNOCWTA. The attached quit claim deed has been prepared by the City Attorney's Office and has been approved by SSNOCWTA.

Staff recommends City Council move to authorize the City Manager to execute a Quit Claim Deed for the transfer of the Lift Station 1 property to the South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA)

**Fiscal Impact:**
N/A

**Exhibits:**
1. Quit Claim Deed for Lift Station 1
2. Interlocal Agt. with SSNOCWTA for Reconstruction of Maitland Master Lift St

**Commission/Board:** City Council

**Contact Person:** Kimberley Tracy 407-539-6216

Reviewed by City Attorney
Drew Smith

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Consent Agenda |
| Department/Office : Finance Department | AGENDA REPORT | Item #: 14. |

**Subject:**
Hurricane Ian Expenditures

**Requested Action or Motion:**
Motion to approve using FY 2023 Emergency Designated Fund Balance to cover Hurricane Ian debris removal and repair related expenses $459,318.

**Summary Explanation & Background:**
On September 28 - September 30 Hurricane Ian impacted the City. The City's General Fund incurred $301,314 in debris cleanup related costs and $48,010 in repairs to city property. There is an additional $109,994 in open PO's for repairs not yet completed. The City has filed claims with insurance and with FEMA for public assistance for any costs not covered by insurance. FEMA is reviewing the request and we expect to be awarded disaster recovery funds, but this will not be available prior to closing of the budgetary adjustment window of 60 days following fiscal year end.

The City allocates funds to be able to cover these types of emergencies and requests Council approval the use of Emergency Designated Fund Balance until such time as FEMA reimburses the City. Any funds recovered subsequently will be returned to the Emergency Fund Balance Designation.

The City also expended $61,970 from the Stormwater fund to repair drainage issues. This was covered by available funds in the Stormwater fund and expected to be repaid with FEMA grant reimbursements in FY 2024.

**Fiscal Impact:**
Decrease $459,317 from FY 2023 Emergency Fund Balance Designation

**Exhibits:**

**Commission/Board:** City Council

**Contact Person:** Jerry Gray 407-539-6201

Reviewed by City Attorney
N/A

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Decisions |
| Department/Office : Community Development | AGENDA REPORT | Item #: 1. |

**Subject:**
Uptown Maitland Lot 2 Declaration of Restrictions and Agreement Fourth Amendment

**Requested Action or Motion:**
Approve the Fourth Amendment to the Declaration of Restrictions and Agreement for Uptown Maitland Lot 2.

**Summary Explanation & Background:**
**Background:**
In accordance with the "Uptown Maitland East Developer's Agreement", recorded September 2003, the City approved the development of 93 multi-family residential units and nearly 7,000 square feet (sq. ft.) of retail/office space on Lot 1 of Uptown Maitland, located at 525 Sybelia Parkway. The Developer's Agreement was set to expire in 2013, without the construction of a project on Lot 2, an integral part of the agreement. Prior to the expiration, the property owner entered into a **Declaration of Restrictions and Agreement** applicable to Lot 2, which held in place many of the requirements of the Agreement. The Declaration of Restrictions and Agreement, recorded December 2012, established the following restrictions on Uptown Maitland East Lot 2:

- A maximum of three (3) multi-family dwelling units;
- A minimum of 11,018 sq. ft. of office/retail space and a maximum of 58,018 sq. ft. of office/retail space;
- The developer is responsible for the installation and maintenance of the streetscape;
- Buildings are to have a height of 3-5 stories, with a maximum height of 55 ft., plus 25 additional feet for architectural treatments;
- No ground floor setbacks are required;
- Parking is 2 spaces per residential unit and 3 per 1,000 sq. ft. for retail/office use; and
- Architectural form and elevations are set in Exhibit E (showing an elevation consistent with the adopted Downtown Master Plan).

The Declaration of Restrictions and Agreement was amended by City Council in February 2015 ["First Amendment"], as the owner of Lot 1 added 1,286 sq. ft of retail/ office space to Lot 1, which reduced the corresponding obligation to construct a minimum amount of retail/office square footage on Lot 2. This First Amendment adjusted the minimum and maximum sq. footage of retail/office on Lot 2, to a minimum of 9,732 sq. ft. of office/retail space and a maximum of 56,732 sq. feet of office/retail space.

The Declaration of Restrictions and Agreement was next amended by City Council in February of 2021 (["Second Amendment"] at the request of a prospective purchaser of Lot 2 in order to:

- Allow for fitness center, gym (medical as ancillary use, i.e. physical therapy) and restaurant dine-in or take out uses (instead of only office/retail);

- Allow 1-5 stories to be constructed (instead of 3-5 stories);
- Allow for parking for personal services, gym, or restaurant uses at a maximum of 4.5 spaces per 1,000 G.S.F;
- Acknowledge that the streetscape is already installed; and
- Replace the existing architectural form and elevations in Exhibit E with a new elevation reflecting a new architectural design.

The Declaration of Restrictions and Agreement was most recently amended by the City Council in February of 2022 ("Third Amendment"). In the time since the adoption of the Second Amendment, the project proceeded through the site plan review process and the applicant completed the purchase of the property. To address geotechnical conditions discovered during the site plan review, the building was redesigned to add a third floor and raise the building on pilings to reduce the load on the soil while adding a ground floor parking level. The existing architectural form and elevations in Exhibit E were revised to reflect the new design.

**Request:**
The applicant is the owner of the property at 425 Sybelia Parkway (Uptown Maitland Lot 2). The applicant seeks to redesign the site and is asking Council approval to replace the existing architectural form and elevations in Exhibit E of the Declaration, with new forms and elevations reflecting the new design ("Fourth Amendment"). The proposed new elevation shows several single-story office buildings oriented towards Sybelia Parkway and East George Avenue.

**Staff Recommendation:**
Staff recommends Council approve the Fourth Amendment to the Declaration of Restrictions and Agreement for Uptown Maitland Lot 2

**Fiscal Impact:**
NA

**Exhibits:**
1. Third Amendment to Declaration
2. Proposed Fourth Amendment to Declaration (w ExA)
3. Parkway Vista elevations, site concept & perspectives 9-29-2023

**Commission/Board:** City Council

**Contact Person:** Dan Matthys 407-539-6211

Reviewed by City Attorney
Yes (Cliff Shepard)

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Decisions |
| Department/Office : Community Development | AGENDA REPORT | Item #: 2. |

**Subject:**
Resolution No. 19-2023: Amending Certain Permitting Fees When Using Private Provider Services

**Requested Action or Motion:**
Adopt the proposed resolution repealing and replacing Resolution 9-2020 amending the schedule of construction related permit fees.

**Summary Explanation & Background:**
On June 8, 2020, Council adopted a building and building-related permit fee resolution (Resolution 9-2020), replacing the previous fee schedule and adding a transaction charge for the use of a debit and/or credit card payment of permit fees.

In an effort to expedite building permits, the Florida Legislature sanctioned an alternative plan review and inspection process utilizing what is commonly referred to as a "Private Provider". Section 553.791, Florida Statutes, authorizes the owner of a building or structure, or the owner's contractor (upon written authorization of the owner) to elect to use licensed private providers to provide building code plan review and inspection services. This option would allow the owner or their contractor to hire a licensed third party building plan reviewer and/or building code inspector(s) to ensure the building/structure is in full compliance with the Florida Building Code. The statute is not applicable for a local government's planning, zoning or fire reviews or inspections.

The Statute further requires a jurisdiction to reduce the permit fee by the amount of cost savings realized by the local government agency when an owner or contractor retains a private provider for the purposes of plan review or building permitting services. Maitland's adopted fee for most building and subtrade (mechanical, electrical, plumbing, fire, etc.) permits is 1.75% on the construction value of the work and is broken down as follows:

- **Processing Fee**: A nonrefundable permit processing fee equal to 0.25% of the total construction value
- **Review Fee:** A review fee equal to 0.50% of the total construction value
- **Inspection Fee:** An inspection fee equal to 1.0% of the total construction value

For example, a permit for a new house with a valuation of $500,000 will have the following building permit fees:

- **Processing Fee**: $1,250.00 (0.25% of the total construction value)
- **Review Fee:** $2,500.00 (0.50% of the total construction value)
- **Inspection Fee:** $5,000.00 (1.0% of the total construction value)

**TOTAL: $8,750.00** (not including the required State permit surcharge)

Previously, if a property owner or their contractor elected to use private provider services, the City would merely remove the appropriate portion of the permit fee (i.e. review and/or inspection). However, with the adoption and implementation of the Land Development Code, additional planning/zoning related reviews are now performed at the building permit stage. As such, staff is seeking to retain costs incurred through planning, zoning and fire plan reviews and inspections when a private provider is used.

Staff researched multiple area jurisdictions to explore how they recoup non-building code related costs associated with plan review and/or inspections. Based on our research, we found that surrounding jurisdictions reduce the plan review fee by as little as 5% and as much as 100% and reduced the inspection fee by as little as 13% and as much as 100%.

| Jurisdiction | Plan Review Fee Reduction | Inspection Fee Reduction |
|---|---|---|
| Altamonte Springs | 65% | 75% |
| Longwood | 50% | 50% |
| Leesburg | 40% | 20% |
| Mount Dora | 5% | 13% |
| Oakland | 55% | 55% |
| Ocoee | 25% | 50% |
| Orlando | 63-80% | 30-50% |
| Sanford | 60% | 40% |
| Winter Park | 50% | 50% |
| Winter Springs | 100% | 100% |
| Lake County | 6% | 31% |
| Orange County | 55% | 55% |
| Seminole County | 60-75% | 45-65% |

The proposed resolution would repeal and replace Resolution 9-2020 by adding language to reduce the plan review and/or inspection fee by 50% when private provider services are contracted by a property owner or their contractor. In addition, clean up language was added to Section J(1) - Special Fees, to account for future amendments to a 2005 Resolution referenced in this resolution regarding public records request fees. The revised language now reads, "Labor and copy charges will apply per the Records Request Policy adopted in Resolution No. 20-2005 on November 14, 2005, as amended from time to time".

**Staff Recommendation**

Staff recommends Council adopt the proposed resolution repealing and replacing Resolution 9-2020 amending the schedule of construction related permit fees.

**Fiscal Impact:**

**Exhibits:**

1. Resolution No. 19-2023 Amending Certain Permitting Fees When Using Private Provider Services

**Commission/Board:** City Council

**Contact Person:** Dan Matthys 407-539-6211

Reviewed by City Attorney
Yes (Drew Smith)

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Decisions |
| Department/Office : Administration | AGENDA REPORT | Item #: 3. |

**Subject:**
Cost and Funding of New Maitland Public Library and Park Project

**Requested Action or Motion:**
Move to direct staff to prepare ballot language requesting authorization to borrow $ XX million dollars to fund construction of a new library and improvements to Quinn Strong Park.

**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 conducted, having three (3) sites evaluated. The chosen site was City owned property at 301 S. Maitland Avenue, 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 and renovation of the park.

Based upon the input that was received, the City Council directed staff to issue a Request for Qualifications (RFQ) for architectural firms to begin the preliminary design for the library. On November 18, 2022, the City received statements of qualifications for the RFQ. Based upon the rankings of the selection committee, in May 2023 the City Council approved HBM Architects to conduct the public involvement and preliminary design phase of the project.

At the September 14th City Council meeting, two designs were presented to the Council for input, and refinements were made to both designs based upon input from the City Council and the public. At the October 23rd meeting, the City Council determined that option "A", a more modern design, was preferable to the more traditional design for the proposed new library. However, concerns were raised regarding the site layout with specific concern related to the location of parking adjacent to the Germanine Marvel building and event pad. The design team has refined the conceptual site plans to attempt to address these concerns (see attachment ). However, it was noted that site and building refinements would continue through the design process if the project moves forward.

Additionally, the City Council discussed options for financing and borrowing related to the project. Based upon that dialogue, the Council scheduled a workshop for October 31st to continue discussions regarding funding.

At the October 31st meeting, the City Council reached consensus that the issues of renovation and reuse of the existing library be considered independently from the construction, funding and borrowing for the new library. The Council advanced discussion regarding funding options and borrowing levels.

Based upon those exchanges, the Council requested that staff prepare more specific options for borrowing, which included levels from 9-15 million dollars. The current estimated total cost of the library and improvements to Quinn Strong Park are approximately $19 million (see attached cost estimate).

As discussed previously, there are three sources of funding available for funding the project, including:

- City Council Capital Fund Designation - 8.4 million dollars is available in this designation for capital projects.
- Repayment of Advance to CRA - There is approximately 3.1 million dollars in repayment of the advance outstanding as of 2024.
- Park Impact Fees - Staff is expecting a little more than $800,000 in park impact fees from the Maitland West Apartments in FY 2024. These funds would only be used for the park improvement portion of the project.

Total - 12.3 million dollars

The funding decision to use all or a portion of these funds for the project will affect the request of the residents on the amount of a potential millage rate increase to fund principal and debt service payments for construction. The city's financial advisor has been consulted regarding current market interest rates. As requested by the Council, different scenarios were reviewed based upon projected interest rates, terms of the bond issue, and amount of the loan. These are shown below.

| Rate | Amortization | $9 Million | $11 Million | $13 million | $15 million |
|---|---|---|---|---|---|
| 4.50% | 20 Year | $691,885 | $845,638 | $999,390 | $1,153,142 |
| 4.75% | 25 Year | $622,666 | $761,036 | $899,407 | $1,037,777 |
| 5.00% | 30 Year | $585,463 | $715,556 | $845,669 | $975,772 |

This equates to an increased millage rate as shown in the table below.

| Rate | Amortization | $9 Million | $11 Million | $13 million | $15 million |
|---|---|---|---|---|---|
| 4.50% | 20 Year | 0.1678 | 0.2051 | 0.2424 | 0.2796 |
| 4.75% | 25 Year | 0.1510 | 0.1846 | 0.2181 | 0.2517 |
| 5.00% | 30 Year | 0.1420 | 0.1735 | 0.2051 | 0.2366 |

In terms of real dollars, this would equate to the following average annual expense for a home valued at $500,000.

| Rate | Amortization | $9 Million | $11 Million | $13 million | $15 million |
|---|---|---|---|---|---|
| 4.50% | 20 Year | $83.90 | $102.55 | $121.20 | $139.80 |
| 4.75% | 25 Year | $75.50 | $92.30 | $109.05 | $125.85 |
| 5.00% | 30 Year | $71.00 | $86.75 | $102.55 | $118.30 |

Staff is requesting direction regarding the amount to be borrowed and the allotment of current funding options the City Council is willing to put toward the cost of the new library and park renovation. This

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| will allow staff to calculate the amount to be financed and the proposed ballot language that would be presented to the voters. |
| **Fiscal Impact:**<br>Varies, depending upon final funding decision. |
| **Exhibits:**<br>1. 2023-11-8 Maitland Parking Concepts - Rev 1<br>2. 2023-10-18 23-105 Maitland Public Library Concept - Combined reno-new estimates (3) |
| **Commission/Board:** City Council |
| **Contact Person:** Mark Reggentin 407-539-6220 |
| Reviewed by City Attorney<br>N/A |

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Decisions |
| Department/Office : Administration | AGENDA REPORT | Item #: 4. |

**Subject:**
Resolution No. 20-2023: Calling a Referendum Election Regarding Financing a New Maitland Public Library & Park Project

**Requested Action or Motion:**
Move to adopt Resolution No. 20-2023 to include referendum language for the 2024 general election ballot.

**Summary Explanation & Background:**
As discussed at the October 23rd City Council meeting and the October 31st City Council workshop, following a decision on the funding of a new library and renovation of Quinn Strong Park, ballot language must be adopted by resolution to be included on the March ballot. The attached resolution meets the requirements of Chapter 100.341 of the Florida Statutes. There is a maximum of 75 words that may be included in the ballot language and a maximum of 15 words for the title.

> **100.341 Bond referendum ballot.—The ballots used in bond referenda shall include a printed description of the issuance of bonds to be voted on as prescribed by the authority calling the referendum. A separate statement of each issue of bonds to be approved, giving the amount of the bonds and interest rate thereon, together with other details necessary to inform the electors, shall be printed on the ballots in connection with the question "For Bonds" and "Against Bonds."**

As the borrowing level has not been determined, the amount in the resolution has been left blank. This amount can be added following discussion and determination of the appropriate funding request by the City Council.

**Fiscal Impact:**
TBD

**Exhibits:**
1. Resolution 20-2023 Ballot Question Library Park Bond 3192024 Final Draft

**Commission/Board:** City Council

**Contact Person:** Mark Reggentin 407-539-6220

Reviewed by City Attorney
Cliff Shepard

| MEETING DATE | | AGENDA |
|---|---|---|
| November 13, 2023 | MAITLAND FLORIDA | Section: Decisions |
| Department/Office : Public Works | AGENDA REPORT | Item #: 5. |

**Subject:**
Vision Zero Action Plan

**Requested Action or Motion:**
Move to approve participation in the Regional Vision Zero Action Plan and designate the members of the Planning and Zoning commission and Transportation Advisory Board as the City's Vision Zero Action Plan Working Group.

**Summary Explanation & Background:**
Earlier this year, MetroPlan Orlando secured nearly $3.8 million in Safe Systems for All (SS4A) federal grant funds and will allocate these resources towards regional transportation improvements. Specifically, MetroPlan will fund and support the development of Vision Zero (VZ) Action Plans for the three counties and 21 municipalities within its service area, which includes the City of Maitland.

The VZ Action Plan is a comprehensive initiative aimed at enhancing transportation safety. Its primary objective is to eliminate fatalities and serious injuries on all roadways. To achieve this goal, the plan follows a Safe System Approach, aligned with the Federal Highway Administration's (FHWA) efforts to foster a safer transportation culture. The motivation behind adopting Vision Zero is rooted in the alarming statistics of the Orange-Kissimmee-Sanford statistical metropolitan area's high traffic-related fatalities. Vision Zero plans are assembled holistically and use multi-disciplinary leadership to guide a data-driven and systems-based approach, to address roadway safety for all users.

The Vision Zero Action Plan is expected to provide a multi-disciplinary transportation safety plan, provide a comprehensive framework to eliminate fatalities and serious injuries on our roadways, and follow the Safe System Approach guidance established by the U.S. Department of Transportation (USDOT), Federal Highway Administration (FHWA). This approach aims to eliminate fatal and serious injuries. A project briefing sheet is attached for additional information.

The City's VZ Action Plan is being led by a Focus Group spearheaded by the Public Works Department and includes members from Administration, Police, and Fire. The City's efforts are supported by a consultant team contracted by MetroPlan Orlando comprised of VHB (prime), Cambridge Systematics, and Asha Planning Consultancy. The plan kicked off in October 2023 and has a target adoption date of May 2024.

The City is expected to establish a VZ Working Group that will serve as a conduit for continued action and to hold the City responsible and accountable for the implementation and monitoring phases of the Action Plan. Staff is seeking direction from City Council to establish the Working Group.

Staff recommends designating a combined group of Transportation Advisory Board and Planning and Zoning Commission members as the City's Vision Zero Action Plan Working Group.

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| **Fiscal Impact:**<br>TBD |
| **Exhibits:**<br>1. Maitland VZ Briefing Sheet_DRAFT |
| **Commission/Board:** City Council |
| **Contact Person:** Kimberley Tracy 407-539-6216 |
| Reviewed by City Attorney<br>N/A |