City Council
January 8, 2024
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. 1423: Amending Chapter 6 Fire Protection and Prevention
2. Ordinance No. 1424: Chapter 11 Parks, Recreation and Boating Sec. 11-3 Fort Maitland Park Regulations

V. Old Business

VI. Consent Agenda

1. City Council Meeting Minutes of December 11, 2023
2. Lift Station #7 Relocation Project Services Supplemental Agreement: Burgess & Niple Inc.
3. Generator Replacement Lift Station 17C: Tradewinds Power Corp.
4. FDEP Grant Award Dommerich Hills Phases 2, 3, & 4
5. Fire Chief Administrative Vehicle Replacement: Alan Jay Fleet Sales
6. Professional Services Agreement Lead and Copper Compliance Plan: Burgess & Niple, Inc.
7. Supplement to Telecommunication Management System Professional Service Agreement and Purchase: Cisco WebEx
8. Purchase of New Computers - Computers At Work! Inc. DBA vTECHio

VII. Public Period

VIII. City Manager's Report/City Attorney/Council Reports

IX. 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
January 8, 2024	MAITLAND FLORIDA	Section: Public Hearing
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 1.

Subject:
Ordinance No. 1423: Amending Chapter 6 Fire Protection and Prevention

Requested Action or Motion:
Move to adopt Ordinance No. 1423 amending and re-adopting City Code Chapter 6 Fire Protection and Prevention as presented.

Summary Explanation & Background:
The City of Maitland has submitted local amendments to the statewide Florida Fire Prevention Code (FFPC) to the State Fire Marshal's Office (SFMO). This submission process fulfilled the established statutory obligations and the City has been authorized by the State Fire Marshal's Office to adopt and re-adopt these proposed local amendments into the City code in accordance with Florida Statute 633.202. This ordinance update maintains and clarifies local amendments, and aligns the City Code with the Florida Fire Prevention Code FFPC. The City is required to review and re-adopted this code every three years.

Proposed updates and changes to the Maitland City Code include the recognition of the new FFPC, 8th edition, 2021 editions of NFPA 1 Fire Prevention Code and NFPA 101 Life Safety Code.

Staff recommends the City Council adopt Ordinance No. 1423 amending and re-adopting City Code Chapter 6, Fire Protection and Prevention with a retroactive effective date of January 1, 2024.

Fiscal Impact:
None

Exhibits:
1. Ordinance No. 1423 Chapter 6 Fire Code 2024 (RGK Edits)

Commission/Board: City Council

Contact Person: Chris Morton 407-539-0774

Reviewed by City Attorney
Ryan Knight

MEETING DATE		AGENDA
January 8, 2024	MAITLAND FLORIDA	Section: Public Hearing
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 2.

Subject:
Ordinance No. 1424: Chapter 11 Parks, Recreation and Boating Sec. 11-3 Fort Maitland Park Regulations

Requested Action or Motion:
Move to adopt Ordinance No. 1424 amending Sec. 11-3 Fort Maitland Park's hours of operations as presented.

Summary Explanation & Background:
At the October 9, 2023, regularly scheduled City Council meeting, various items relating to the operation of Fort Maitland Park were discussed. One of the discussion items included the desire of the Council to modify the closing time to be consistent with all other City of Maitland Parks. The operating hours for unsecured parks are typically dawn to dusk. Maitland Community Park is open from 8:00 AM to 10:00 PM. The current operating hours for Fort Maitland Park are from 6:00 AM to 11:00 PM. Based upon concerns regarding overnight use of the park and the fact that the new park has access control gates, the Council requested that staff reevaluate the hours of operation to be consistent with other facilities.

An ordinance to make this modification has been prepared, removing the designated hours of Fort Maitland Park, 6:00 a.m. to 11:00 p.m. daily, in accordance with Maitland City Code Sec. 11-3. The hours of operation for Fort Maitland Park going forward will be in compliance with Maitland City Code Sec. 11-4.4. which states:

Sec 11-4.4 Park hours.
(a) Parks are to be opened to the public every day of the year except for emergencies. Park hours for each park shall be posted.

This will give the city flexibility to evaluate and modify the park hours if necessary. Staff supports this change and is recommending adopting the attached ordinance amending the hours of operation of Fort Maitland Park. The posted operating hours for Fort Maitland Park are proposed to be from 7:00 AM to 10:00 PM. This will allow the current staff time to open and close the facility within their current schedule.

Fiscal Impact:
N/A

Exhibits:
1. Ordinance 1424 modification of Fort Maitland Hours

Commission/Board: City Council

Contact Person: Jay Conn 407-539-6264

Reviewed by City Attorney
Ryan Knight

MEETING DATE		AGENDA
January 8, 2024	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.

Subject:
City Council Meeting Minutes of December 11, 2023

Requested Action or Motion:
Move to approve the City Council meeting minutes of December 11, 2023, as presented.

Summary Explanation & Background:

Fiscal Impact:
N/A

Exhibits:
1. CC Draft Minutes 12-11-2023

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
January 8, 2024	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.

Subject:
Lift Station #7 Relocation Project Services Supplemental Agreement: Burgess & Niple Inc.

Requested Action or Motion:
Move to authorize the City Manager to execute an amendment to the agreement with Burgess and Niple, Inc. for the Lift Station No.7 Relocation Project in the amount of $65,236.80.

Summary Explanation & Background:
On June 13, 2022, City Council approved the agreement with Burgess and Niple, Inc. for the Lift Station No.7 Relocation Design Project. The project is recommended in the City's Sewer System Master Plan Update 2020 and includes the relocation of Lift station No.7 from the intersection of Maitland Avenue and Marion Way to an easement at 161 Marion Way. The approved scope of services included providing final design and bidding assistance services for the project. The City has since solicited Construction Manager at Risk (CMAR) services and plans to construct this project under a CMAR agreement. Staff requested B&N prepare a supplemental agreement to provide professional engineering services through the final construction and start-up of the new lift station. This amendment to the scope of services includes a credit for bidding services and the addition of permitting coordination, survey services, CMAR coordination and Construction Engineering Services (CEI) for a total net amount of $65,236.80. Funds are available in Project #WW401 within the FY24 CIP Budget.

Staff recommends authorizing the City Manager to execute the amendment to the agreement with Burgess and Niple, Inc. for the Lift Station No.7 Relocation Project in the amount of $65,236.80.

Fiscal Impact:
Funds are available in Project #WW401 within the CIP Budget.

Exhibits:
1. Lift Station #7 Relocation Project Services Supplemental Agreement - Burgess & Niple, Inc.

Commission/Board: City Council

Contact Person: Karen McCullen

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
January 8, 2024	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.

Subject:
Generator Replacement Lift Station 17C: Tradewinds Power Corp.

Requested Action or Motion:
Move to authorize the purchase of a 56KW permanent generator for Lift Station 17C in the amount of $60,816 from Tradewinds Power Corp. utilizing the Florida Sheriff's Association Cooperative Purchasing Agreement No. FSA23-EQU21.0

Summary Explanation & Background:
Lift Station 17C, located off of Charming Street within the Montacino development, currently has a permanent generator that is approximately 20 years old and is in need of repair. The needed repair to the generator is approximately 1/2 of the cost to purchase a new generator. Staff has received a quote to purchase a new 56kw generator from Tradewinds Power Corp. utilizing the Florida Sheriff's Association Cooperative Purchasing Agreement No. FSA23-EQU21.0. The quote includes the generator for $48,812 and the automatic transfer switch for $12,004, for a total amount of $60,816. Funds are available in the Wastewater Operations Budget line item 41351535-566400 WW001.

Staff recommends City Council authorize the purchase of a 56KW permanent generator and appurtenances for Lift Station 17C in the amount of $60,816 from Tradewinds Power Corp. utilizing the Florida Sheriff's Association Cooperative Purchasing Agreement No. FSA23-EQU21.0.

Fiscal Impact:
Funds are available: 41351535-566400

Exhibits:

Commission/Board: City Council

Contact Person: Karen McCullen

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
January 8, 2024	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.

Subject:
FDEP Grant Award Dommerich Hills Phases 2, 3, & 4

Requested Action or Motion:
Move to accept and authorize the City Manager to execute a grant amendment, and other grant related administrative items, with the Florida Department of Environmental Protection for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Grant awarded to the Dommerich Hills Septic to Sewer Phases 2,3 & 4 Project.

Summary Explanation & Background:
In December 2021, City Council approved the City Manager or Mayor to execute grant agreements and other grant related administrative items with the Florida Department of Environmental Protection (FDEP) for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Grant awarded to the Dommerich Hills Septic to Sewer Phase 2, 3, & 4 Project. The grant was awarded in the amount of $3,700,000 with a 50% match requirement. The grant required an execution of a grant agreement with FDEP and an official letter to the Department's Division of Environmental Assessment and Restoration indicating its commitment to completing this project and requesting this project be included in a basin management action plan (BMAP). During the design phase, and at the time of the original grant application in July 2021, the cost to construct the project was $7.4 million.

The City issued a Request for Bid ITB 23-351-001 for the project on February 5, 2023, and held the bid opening on March 29, 2023. On April 10, 2023, City Council authorized the execution of construction contracts for Dommerich Hills Sanitary Sewer Extension, Phases 2-4 including Alternate 2, with the low bidder, R. P. Utility & Excavation Corp., in the total amount of $11,348,886; and authorized a contingency in the amount of $1,174,025 for field directives, as well as the Construction Engineering and Inspection (CEI) Services contract with Neel-Schaffer Inc. in an amount not to exceed $1,012,089 for a total project cost of $13,535,000. Due to the actual costs being significantly higher than the estimated costs submitted in the grant application, staff requested additional SLFRF grant funding from FDEP. Staff recently received notification from FDEP that an additional $3.7 million, for a total amount of up to $7.4 million, has been made available through the cost reimbursement grant. The City would only be eligible for 50% of the total project cost currently between $12,360,975 - $13,535,000 or $6,180,488 - $6,767,500 in grant funding. This will require execution of an amendment to the existing grant agreement with FDEP.

The balance of costs for the project is funded through FDEP SRF loans and other Utility Fund sources. Staff recommends City Council move to approve the City Manager to execute a grant amendment, and other grant related administrative items, with the Florida Department of Environmental Protection for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Grant awarded to the Dommerich Hills Septic to Sewer Phase 2, 3, & 4 Project.

Fiscal Impact:
$3.7 million grant funds w/ $3.7 million grant match requirement for the Utility Fund

Exhibits:
Commission/Board: City Council
Contact Person: Karen McCullen
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
January 8, 2024	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 5.

Subject:
Fire Chief Administrative Vehicle Replacement: Alan Jay Fleet Sales

Requested Action or Motion:
Move to authorize the purchase of one (1) Fire and Rescue Department Fire Chief Administrative Vehicle from Alan Jay Fleet Sales for $67,125.50

Summary Explanation & Background:
The FY 2024 budget includes funding for one (1) scheduled replacement vehicle for the Fire Department from Line Item 01420519-566430-VE001. The unit will be a 2024 Ford Expedition XL with response additions to replace the existing 2014 Chevy Tahoe.

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 Fire Department, there are currently no alternative vehicles available in the needed applications.

Staff recommends authorizing the purchase of a Fire and Rescue Department Fire Chief Administrative Vehicle from Alan Jay Fleet Sales via Sourcewell contract # 2024 091521-NAF & 06 for $67,125.50.

Fiscal Impact:
Funds are available in 01420519-566430-VE001

Exhibits:

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
January 8, 2024	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 6.

Subject:
Professional Services Agreement Lead and Copper Compliance Plan: Burgess & Niple, Inc.

Requested Action or Motion:
Move to authorize the City Manager to execute an agreement with Burgess & Niple, Inc. for the Lead and Copper Rule Compliance Plan in the amount not to exceed $61,295.

Summary Explanation & Background:
The Florida Department of Environmental Protection (FDEP) and the Florida Department of Health (FDOH) require public water systems to perform routine water quality testing to ensure the water provided to customers meets state and federal standards. In part, that monitoring includes lead (Pb) and copper (Cu) as required by the federal code of regulations 40 CFR 141.80-.91 and state code 62-550.800 F.A.C., known as the Lead and Copper Rule (LCR). The purpose of the LCR is to protect public health by minimizing lead and copper levels in drinking water. On December 16, 2021, the Environmental Protection Agency (EPA) issued Lead and Copper Rule Revisions (LCRR). The major requirements of this revision include:

1. Completing a lead service line inventory, and;
2. Developing a lead service line replacement plan.

The lead service line inventories are required to delineate the service line segments as "public" and "private" where the line transitions to private property, as well as identify all service line segments with one of the following classifications:

- Lead
- Galvanized Requiring Replacement
- Non-Lead
- Lead Status Unknown

The EPA issued guidance on August 4, 2022, regarding the development of lead service line inventories that will be followed for this assignment. While the initial report submission is required by October 16, 2024, updates will be required annually or triennially based on lead sampling frequency. The lead service line replacement plan is required to include the following elements:

1. A strategy for determining the composition of lead status of unknown service lines in inventory;
2. A procedure for conducting full lead service line replacement;
3. A strategy for informing customers before a full or partial lead service line replacement;

4. A lead service line replacement goal rate for the system in the event of a lead trigger level exceedance;
5. A procedure for customers to flush service lines and premise plumbing of particulate lead;
6. A lead service line replacement prioritization strategy based on factors including, but not limited to, the targeting of known lead service lines, lead service line replacement for disadvantaged consumers and populations most sensitive to the effects of lead; and
7. A funding strategy for conducting lead service line replacements which considers ways to accommodate customers that are unable to pay to replace the portion they own.

These items are required to be completed and submitted to the governing state agency by October 16, 2024. Burgess & Niple, Inc., one of the city's continuing engineering consultants, has provided a scope of services to assist the city with developing a Lead Service Line (LSL) Plan based on their approved hourly rates, not to exceed $61,294.65. Funds are available in the Water Division Professional Services budget.

Staff recommends the City Council authorizing the City Manager to execute an agreement with Burgess & Niple, Inc. for the Lead and Copper Rule Compliance Plan in the amount not to exceed $61,294.65.

Fiscal Impact:
Funds available in 41303533-533100

Exhibits:
1. 2023-12_BN LCRR Compliance Letter Proposal

Commission/Board: City Council

Contact Person: Karen McCullen

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
January 8, 2024	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 7.

Subject:
Supplement to Telecommunication Management System Professional Service Agreement and Purchase: Cisco WebEx

Requested Action or Motion:
Approve to authorize the purchase of two additional security software licenses for the Cisco Webex telecommunication management system.

Summary Explanation & Background:
A proposal from Greyson Technologies was approved at the Dec. 11, 2023, City Council meeting to fully implement the Webex call management system, including equipment programming and setup, for $109,468. However, two security software licenses were mistakenly omitted on the original proposal. This one-time cost is an additional $2,418.34 for the project. Pricing is based on Cisco state contract No. AR3227.

Fiscal Impact:
The one-time cost is an additional $2,418.34 and is available in the Information Technology budget.

Exhibits:

Commission/Board: City Council

Contact Person: Robert Sargent 407-539-6223

Reviewed by City Attorney
N/A

MEETING DATE	MAITLAND FLORIDA	AGENDA
January 8, 2024		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 8.

Subject:
Purchase of New Computers - Computers At Work! Inc. DBA vTECHio

Requested Action or Motion:
Move to approve the purchase of computers from Computers At Work! Inc. DBA vTECHio via Florida State Contract 43211500-WSCA-15-ACS.

Summary Explanation & Background:
The city's computer inventory includes many laptops and desktops that are five years or older. Warranties are expired on most of these computers, and their internal components (hard drives and RAM memory) are not up to preferred standards for computer operating systems and other software. The average age of Police Department rugged laptops is nearly seven years old. Computers in other departments are ten years old. In various cases, employees with desktop computers would be better served (and better prepared for emergencies) by mobile laptop computers. This purchase also includes computers for approved staff positions.

The IT Department proposes a staggered, five-year replacement schedule to keep the city's inventory up to date. This quote from Computers At Work! Inc. DBA vTECHio includes an amount not to exceed $269,176.60 for up to 180 replacement computers via Florida State Contract 43211500-WSCA-15-ACS.

Fiscal Impact:
$269,176.60 available from carry forward funds 01122519-566400

Exhibits:

Commission/Board: City Council

Contact Person: Robert Sargent 407-539-6223

Reviewed by City Attorney
N/A