



**City Council
March 25, 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. Inauguration Ceremony
 - 1. Moment of Silence
 - 2. Presentation of Colors
 - 3. Posting of Colors
 - 4. Oath of Office: Re-Elected Mayor John Lowndes
- III. Presentations
 - 1. Park and Recreation Survey Results
- IV. Old Business
- V. Consent Agenda
 - 1. City Council Meeting Minutes of March 11, 2024
 - 2. Professional Services Agreements: Walter P Moore
 - 3. Piggyback Contract Expenditures with Universal Engineering Sciences, Inc. - Building Plan Review and Inspection Services
 - 4. Minor Subdivision Petition# SUB (2023)-0001 E. Ventris Lane
- VI. Public Period
- VII. Decisions
 - 1. Select Vice Mayor
- 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
March 25, 2024		Section: Presentations
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 1.
Subject: Park and Recreation Survey Results		
Requested Action or Motion: N/A - Presentation Only		
Summary Explanation & Background: At the FY23 strategic planning session, Council members decided it would be prudent to update the previous recreation needs survey, identifying which park and recreation facilities and programs are most important to Maitland residents. Results of this new survey could provide valuable information to staff and City Council when prioritizing Park and Recreation Department expenditures over the next several budget cycles. The research firm RRC Associates, Inc. was contracted to conduct the community survey. They have significant experience and expertise in this field. They are also familiar with Maitland after conducting a similar survey in 2015 in conjunction with the update of the Parks and Recreation Master Plan. A new parks and recreation survey was conducted and released to the public in November and December of 2023. The survey was mailed to approximately 5,000 random Maitland homes and was complimented by a similar online survey. The results of the survey has been tabulated and summarized in the attached report. Kailyn Haskovec of RRC Associates was the lead project manager for this most recent survey and will be joining the meeting virtually to present the findings of the survey results. Comparisons to the data collected in 2015 will also be highlighted. Additional supplemental material as referenced in the report is available upon request.		
Fiscal Impact: TBD		
Exhibits: 1. Parks, Recreation, Open Space and Pathways Master Plan Update Survey Report, Final		
Commission/Board: City Council		
Contact Person: Jay Conn 407-539-6264		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 25, 2024		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of March 11, 2024		
Requested Action or Motion: Approve City Council meeting minutes of March 11, 2024, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes 3-11-2024		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 25, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.
Subject: Professional Services Agreements: Walter P Moore		
Requested Action or Motion: Move to authorize the City Manager to execute agreements for professional engineering services with Walter P Moore for building assessments, construction documents, bidding assistance and CEI services for multiple city buildings in the amount of \$100,752.		
Summary Explanation & Background: In 2022, prior to the expiration of the continuing engineering contract with DRMP, staff was working with the firm on developing a scope of services to evaluate City Hall for water intrusion and HVAC issues. DRMP was working with a sub-consultant, Walter P Moore, to perform the water intrusion assessment as the firm has expertise in forensic analysis and building envelope assessments. The scope of services was not finalized prior to the expiration of DRMP's contract; therefore, staff continued to work directly with Walter P Moore on a scope of services with the intention of using them as an evaluated source as allowed in the city's purchasing policy. The services proposed fell below the threshold amount identified in F.S. 287.005, also known as the Consultant Competitive Negotiations Act (CCNA), which governs engineering services procurement. The cost of the assessment for City Hall was \$23,552 and has been completed. Based on the recommendations of the report, Staff received and proceeded with a scope of services for developing construction documents and specifications for the necessary repairs to the building in the amount of \$15,200, as the construction costs are not anticipated to exceed the thresholds established in the CCNA. The firm also provided a scope of services for bidding and construction inspection services in the amount of \$30,500. As City Hall is not the only building experiencing water intrusion, staff also requested separate scopes of services to perform water intrusion assessments for Fire Station 45 and the Police Department buildings, with each building assessment considered a separate project falling below the CCNA threshold amounts. The sum of the costs for all the scopes of services Walter P Moore has provided is \$100,752, which exceeds the City Manager's spending authority limits for one vendor and would require City Council approval. Staff recommends moving forward with the scopes of services with Walter P Moore and recommends City Council move to approve the City Manager to execute agreements for professional engineering services with Walter P Moore for building assessments, construction documents, bidding assistance and CEI services for multiple city buildings in the amount of \$100,752.		
Fiscal Impact: Fund are available in the Facilities Operating Budget 01414519-534630-CF001.		
Exhibits:		

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| 1. 23-3652.R5_Maitland City Hall Repairs_Bid and CA Proposal |
| 2. 23-3539.R5 City of Maitland – Police Station Limited Enclosure Asmt |
| 3. 23-3538.R5 City of Maitland – Fire Station 45 Roof Assessment |

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney Drew Smith

MEETING DATE		AGENDA
March 25, 2024		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 3.
Subject: Piggyback Contract Expenditures with Universal Engineering Sciences, Inc. - Building Plan Review and Inspection Services		
Requested Action or Motion: Authorize the City Manager to approve expenditures exceeding \$50,000 per year for the duration of the active piggyback contract for building services with Universal Engineering Sciences, Inc.		
Summary Explanation & Background: Due to the construction activity and the continuing inspector staffing deficiencies within the City, the Community Development Department has been augmenting the current inspection staff with contracted building services. The City entered into a contract with Universal Engineering Sciences on January 26, 2021, pursuant to a piggyback on a Winter Springs contract that was competitively bid and is valid through March 31, 2023, with the option of 2 (two) 12-month periods thereafter. It is anticipated throughout the remainder of the contract that expenditures will exceed \$50,000 per year. As a result of anticipated additional inspection workload, staff is requesting the Council authorize the City Manager to exercise the option to extend the City's agreement for the final one-year term and approve expenditures exceeding \$50,000 per year for the remainder of the contract for building services with Universal Engineering Sciences, Inc.		
Fiscal Impact: Funding is available under budget line item 01240524-533400		
Exhibits:		
Commission/Board: City Council		
Contact Person: Dan Matthys 407-539-6211		
Reviewed by City Attorney Drew Smith		

MEETING DATE		AGENDA
March 25, 2024		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 4.
Subject: Minor Subdivision Petition# SUB (2023)-0001 E. Ventris Lane		
Requested Action or Motion: Move to approve Minor Subdivision Petition# SUB (2023)-0001 E. Ventris Lane.		
Summary Explanation & Background: The applicant, Ryan A. Renardo, P.E. (R-Squared Engineering), is requesting a three-lot residential subdivision abutting the north and west sides of East Ventris Lane. East Ventris Lane is an existing concrete roadway, and the subject property does not require new improvements for potable water, sewer, or drainage, therefore qualifying as a minor subdivision per the Land Development Code. Water and Sanitary Sewer serving the residential lots will be provided by the City of Maitland. The subject property is within the Traditional Neighborhood Future Land Use designation (up to 4.5 dwelling units per acre) and zoned Residential-Single Family (RSF-2) with the following development standards: • Minimum Lot Size: 7,500 square feet • Minimum Lot Width: 75 feet • Front Yard Setback: 20 feet • Side Yard Setback: 7.5 feet • Rear Yard Setback: 10 feet • Maximum Building Height: 35 feet The Development Review Committee (DRC) reviewed the application and the analysis provided in the staff report, and approved the subdivision on January 17, 2024, with the findings that there was competent substantial evidence that all the Minor Subdivision Review Standards were met and that the proposed final plat complied with the requirements of Sec. 2.5.2(b)(5)(C) of the Land Development Code. Staff recommends Council approve the proposed Minor Subdivision (Petition# SUB (2023-0001), East Ventris Lane.		
Fiscal Impact: N/A		
Exhibits: 1. Final Plat 2. SUB (2023)-0001 E Ventris Lane SIGNED DRC 3. Ventris Subdivision - Easement Declaration CC		

Commission/Board: City Council
Contact Person: Dan Matthys 407-539-6211
Reviewed by City Attorney Drew Smith

MEETING DATE		AGENDA
March 25, 2024		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Select Vice Mayor		
Requested Action or Motion: Council to select a Vice Mayor		
Summary Explanation & Background: Per the City Charter, Sec. 2.03 - Mayor. The Council shall select from among its members a Vice Mayor who shall act as Mayor during the absence or disability of the Mayor. The council shall select a member to serve as Vice Mayor. Generally, the selection of Vice Mayor has been rotated among Councilmembers. Past Vice Mayors are shown below. 2023 Councilmember Guthrie 2022 Councilmember Hall Harrison 2021 Councilmember Wilde 2020 Councilmember Wilde 2019 Councilmember Lowndes		
Fiscal Impact: N/A		
Exhibits:		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		