



**City Council  
May 13, 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. Presentations
  1. Proclamation: Emergency Medical Services Week
  2. Proclamation: Public Works Week
- V. Public Hearing
  1. Ordinance No. 1425: Non-Exclusive Natural Gas Franchise Agreement with Lake Apopka Natural Gas District
- VI. Old Business
- VII. Consent Agenda
  1. City Council Meeting Minutes of April 22, 2024
  2. RFP 422-2024-01 Bid Award: Emergency Debris Hauling and Disposal
  3. RFP 422-2024-02 Bid Award: Emergency Debris Monitoring Services
  4. Resolution No. 6-2024: Creating the Capital Project Assessment Area of the Dommerich Hills Phases 1 - 4 Sanitary Sewer Improvements
  5. Resolution No. 7-2024: Florida Department of Transportation SFGA Grant 453228-1-54-01 Mohican Trail Sidewalk Project
  6. Resolution No. 8-2024: FY24 Law Enforcement Trust Fund Budget Amendment and Budget Appropriation for Purchase of Police Boat
  7. Resolution No. 9-2024 Florida Department of Transportation SFGA Grant 453203-1-54-01: Westside Trail Project
  8. Right-of-Way and Median Landscape Irrigation Repair: Helping Hands Lawn Care, Inc.
  9. Piggyback Contract Professional Services Agreement: Wildan Engineering, Inc.
  10. Piggyback Contract Sewer Rehabilitation Services: Atlantic Pipe Services, LLC

11. Utility Upgrade Agreement Ventris Lane: Developers Mayer and Tammy Sexten
  12. Fire Trucks and Apparatus Parts and Repair Services: On Scene Repairs & Maintenance, LLC
  13. North Keller Road Gravity Sewer Design Professional Services Fee Proposal: Burgess & Niple
  14. 17-92 Water Main Improvement Phase 2 Design and CEI Services: CPH, Inc.
- VIII. Public Period
- IX. Decisions
1. Ordinance No. 1426 Introduction: Quitclaim Deed 50 Minnehaha Circle
  2. Ordinance No. 1427 Introduction: Quitclaim Deed 70 Minnehaha Circle
  3. Ordinance No. 1428 Introduction: Quitclaim Deed 90 Minnehaha Circle
  4. Community Redevelopment Agency Advisory Board (CRAAB) Appointment
- X. Discussion: Strategic Planning Session Continued
1. Capital Improvements Plan (CIP) - 5-year
- XI. City Manager's Report/City Attorney/Council Reports
- XII. 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.**

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | AGENDA                 |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   | Section: Presentations |
| Department/Office : City Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | AGENDA REPORT                                                                     | Item #: 1.             |
| <b>Subject:</b><br>Proclamation: Emergency Medical Services Week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                        |
| <b>Requested Action or Motion:</b><br>Present proclamation to Fire Chief Morton.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                        |
| <b>Summary Explanation &amp; Background:</b><br>In 1974, President Gerald Ford authorized National Emergency Medical Services (EMS) Week to celebrate EMS practitioners and the critical service they provide to our nation's communities. This marks the 50th year of this special week set aside to celebrate the EMS profession and its dedicated providers.<br><br>The theme for this year is "Honoring the Past. Forging the Future." Emergency Medical Services Week will begin on Sunday, May 19 and run through Saturday, May 25, 2024. |                                                                                   |                        |
| <b>Fiscal Impact:</b><br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                        |
| <b>Exhibits:</b><br>1. Proclamation - EMS Week 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                        |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                        |
| <b>Contact Person:</b> Lori Hollingsworth 407-539-6219                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                        |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                        |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | AGENDA                 |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   | Section: Presentations |
| Department/Office : City Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | AGENDA REPORT                                                                     | Item #: 2.             |
| <b>Subject:</b><br>Proclamation: Public Works Week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                        |
| <b>Requested Action or Motion:</b><br>Present proclamation to Kimberley Tracy, Director of Public Works.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                        |
| <b>Summary Explanation &amp; Background:</b><br>National Public Works Week became an education campaign in 1960. Rear Admiral Cushing Phillips, a United States Navy retiree, chaired the campaign. National Public Works Week received federal recognition in 1962 through a proclamation by President John F. Kennedy. Every public works employee plays a vital role in keeping the cities' critical infrastructure operational.<br><br>The 2024 National Public Works Week Poster illustrates how public works professionals contribute to and enhance the quality of life in all the communities they proudly serve. This idea is reflected in the theme "Advancing Quality of Life For All" which shines a spotlight on the ways public works professionals provide essential services that lead to healthier, happier, more vibrant communities.<br><br>Public Works Week will begin on Sunday, May 19 and end on Saturday, May 25, 2024. |                                                                                   |                        |
| <b>Fiscal Impact:</b><br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                        |
| <b>Exhibits:</b><br>1. Proclamation - Public Works Week 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                        |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                        |
| <b>Contact Person:</b> Lori Hollingsworth 407-539-6219                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                        |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                        |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | AGENDA                  |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   | Section: Public Hearing |
| Department/Office :<br>Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | AGENDA REPORT                                                                     | Item #: 1.              |
| <b>Subject:</b><br>Ordinance No. 1425: Non-Exclusive Natural Gas Franchise Agreement with Lake Apopka Natural Gas District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to adopt Ordinance No. 1425 granting a Non-Exclusive Natural Gas Franchise Agreement with Lake Apopka Natural Gas District as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>The Lake Apopka Natural Gas District ("District") provides service to the cities of Apopka, Clermont, Winter Garden, Montverde, Mascotte, Minneola, Groveland, Windermere, and Ocoee, each of which currently have franchise agreements with the District. The District service area includes a small section of the City of Maitland, south of Maitland Boulevard and east of Forest City Road; however, no franchise agreement is in place for the City.</p> <p>The City was approached by the District seeking a franchise agreement to provide service for the new stand-alone emergency room, which is located within the footprint of the District service area and has requested natural gas service to provide care for patients more efficiently. The City may allow the District to provide service in the City through a franchise agreement.</p> <p>The proposed franchise agreement is identical to the other municipal franchise agreements noted above. The proposed agreement sets a franchise fee of 6% of gross revenues, which is consistent with other franchise agreements of the City. It also includes a clause that ensures that if another governmental entity enters into an agreement with the District that has a more favorable franchise fee, that fee will be offered to all other governmental entities.</p> <p>As mentioned at the previous City Council meeting, two substantive changes have been made, including: Section 4, indemnification language was added to protect the City's sovereign immunity; and Section 5, the city's current insurance requirements were substituted for the initially proposed requirements. The remaining changes were stylistic and format changes.</p> <p>Staff recommends the adoption of Ordinance No. 1425.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Exhibits:</b> <ol style="list-style-type: none"> <li>Final w-Markups - LANG Franchise Maitland Ordinance Lake Apopka Natural Gas District 041924 (002)</li> <li>Ordinance No. 1425 Non-Exclusive Natural Gas Franchise Agreement with Lake Apopka Natural Gas District</li> <li>Publisher's Affidavit - Ordinance No. 1425_05.03.2024</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |

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| <b>Commission/Board:</b> City Council              |
| <b>Contact Person:</b> Mark Reggentin 407-539-6220 |
| Reviewed by City Attorney<br>Cliff Shepard         |

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| MEETING DATE                                                                                                |  | AGENDA                  |
| May 13, 2024                                                                                                |                                                                                   | Section: Consent Agenda |
| Department/Office : City Clerk                                                                              | AGENDA REPORT                                                                     | Item #: 1.              |
|                                                                                                             |                                                                                   |                         |
| <b>Subject:</b><br>City Council Meeting Minutes of April 22, 2024                                           |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Approve City Council meeting minutes of April 22, 2024, as presented. |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b>                                                                |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>N/A                                                                                |                                                                                   |                         |
| <b>Exhibits:</b><br>1. CC Draft Minutes 4-22-2024                                                           |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                       |                                                                                   |                         |
| <b>Contact Person:</b> Lori Hollingsworth 407-539-6219                                                      |                                                                                   |                         |
| Reviewed by City Attorney<br>N/A                                                                            |                                                                                   |                         |

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| MEETING DATE                     |  | AGENDA                  |
| May 13, 2024                     |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works | AGENDA REPORT                                                                     | Item #: 2.              |

**Subject:**

RFP 422-2024-01 Bid Award: Emergency Debris Hauling and Disposal

**Requested Action or Motion:**

Move to accept ranking and approve execution of a contract with Ceres Environmental Services, Inc. for Emergency Debris Hauling and Disposal

**Summary Explanation & Background:**

To ensure that the city has a contractor in place that can mobilize quickly for emergency debris hauling and disposal, the city issued a Request for Proposals on March 18, 2024, and received 10 proposals. To be eligible for potential Federal Emergency Management Agency (FEMA) reimbursement for debris removal, the City must comply with normal purchasing standards relative to procurement of this service.

On May 2, 2024, a Selection Committee consisting of the Fire Chief, Facilities Manager, and the City Clerk rated and ranked the proposals. Proposals were graded based upon the following criteria with a total maximum points of 100: Experience, 20 Points; Management Summary (History, Organizational Structure, Qualifications & Experience), 20 Points; Technical Approach, 10 Points; Availability & Capacity to rapidly respond to large volumes of debris caused by natural disasters, 25 Points; Ability to pick up and haul directly to dump/landfill, 20 Points; Proposal Price, 5 Points.

Based upon the rating of the proposals, the ranking was as follows:

| Ranking | Proposer                           | Total Score |
|---------|------------------------------------|-------------|
| 1       | Ceres Environmental Services, Inc. | 90.3        |
| 2       | DRC Emergency Services, LLC        | 90.3        |
| 3       | Bergeron Emergency Services, Inc.  | 82.0        |
| 4       | Phillips & Jordan, Inc.            | 81.7        |
| 5       | Roads Inc, of NWF                  | 81.0        |
| 6       | Grubbs Emergency Services, LLC     | 79.3        |
| 7       | TFR Enterprises, Inc.              | 78.3        |
| 8       | Aftermath Disaster Recovery, Inc.  | 78.0        |
| 9       | CTC Disaster Response, Inc.        | 71.0        |
| 10      | Looks Great Services of MS, Inc.   | 63.3        |

The top two rated proposals, Ceres Environmental and DRC Emergency Services, tied with 90.3 total points. As defined in the RFP, in the event of a tie, the firm with the lowest volume of work on City projects within the last five (5) years will receive the higher individual ranking. Therefore, Ceres received the top ranking since the City has had a contract with DRC for the last five years.

City staff recommends City Council accept the ranking as presented by the Selection Committee and execute a contract with Ceres Environmental Services, Inc., as the primary contract and with DRC Emergency Services, Inc. as a backup should Ceres be unable to fulfill the services at the necessary time. It is also recommended that if a contract cannot be finalized with either of the top two selected firms, the City should move forward with entering into a contract with the next ranked firm, in order of final rankings, until signed contracts are agreed to for a primary and an alternate contractor.

**Fiscal Impact:**

This is an unbudgeted item, there are FB Designated Emergency Reserves \$6.1M. In the event the City needs to procure services for a named disaster, staff would come back with an estimated disaster budget transfer.

The approximate proposal cost is \$4,623,809.90 for debris hauling and disposal services. Actual cost will vary depending upon the severity of the incident. Debris pickup and hauling is typically reimbursed by FEMA - 75%; State - 12.5% ; City - 12.5%.

**Exhibits:**

1. RFP# 422-2024-01- Emergency Debris Hauling and Disposal
2. Ceres Environmental Services\_Professional Services Agreement RFP 422-2024-01
3. DRC Emergency Services\_Professional Services Agreement RFP 422-2024-01

**Commission/Board:** City Council

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

Reviewed by City Attorney  
Drew Smith

| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | AGENDA                  |         |          |             |   |                                   |      |   |                  |      |   |                                                                 |      |   |                  |      |
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| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                   | Section: Consent Agenda |         |          |             |   |                                   |      |   |                  |      |   |                                                                 |      |   |                  |      |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | AGENDA REPORT                                                                     | Item #: 3.              |         |          |             |   |                                   |      |   |                  |      |   |                                                                 |      |   |                  |      |
| <b>Subject:</b><br>RFP 422-2024-02 Bid Award: Emergency Debris Monitoring Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                         |         |          |             |   |                                   |      |   |                  |      |   |                                                                 |      |   |                  |      |
| <b>Requested Action or Motion:</b><br>Move to accept ranking and approve execution of a contract with Thompson Consulting Services, LLC for Emergency Debris Monitoring Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                         |         |          |             |   |                                   |      |   |                  |      |   |                                                                 |      |   |                  |      |
| <b>Summary Explanation &amp; Background:</b><br><p>To ensure that the City has a consultant in place that can mobilize quickly for emergency debris monitoring services, the city issued a Request for Proposals on March 18, 2024, and received four (4) proposals. To qualify for potential Federal Emergency Management Agency (FEMA) reimbursement in the case of emergency debris removal, the City must comply with normal purchasing standards relative to procurement of this service.</p> <p>On May 2, 2024, a Selection Committee consisting of the Fire Chief, Facilities Manager and the Finance Director rated and ranked the proposals. Proposals were scored based upon the following criteria with a total maximum points of 100: Summary of Qualifications, 30 Points; Ability to rapidly respond with sufficient personnel and equipment, 30 Points; Scope Response and Approach to Event/Project, 30 Points; Proposal Price, 10 Points.</p> <p>Based upon the rating of the proposals, the ranking was as follows:</p> <table> <tr> <th>Ranking</th><th>Proposer</th><th>Total Score</th></tr> <tr> <td>1</td><td>Thompson Consulting Services, LLC</td><td>93.3</td></tr> <tr> <td>2</td><td>Tetra Tech, Inc.</td><td>92.3</td></tr> <tr> <td>3</td><td>Neel-Schaffer on behalf of True North Emergency Management, LLC</td><td>91.8</td></tr> <tr> <td>4</td><td>Debris Tech, LLC</td><td>89.0</td></tr> </table> <p>Staff recommends approving the Selection Committee's ranking and executing a contract with Thompson Consulting Services, LLC, and executing a contract with Tetra Tech, Inc. should Thompson Consulting Services be unable to fulfill the services at the necessary time. It is recommended that if a contract cannot be finalized with either of the top two selected firms, the City should move forward with entering into a contract with the next ranked firm, in order of final rankings, until signed contracts are agreed to for a primary and an alternate contractor.</p> |                                                                                   |                         | Ranking | Proposer | Total Score | 1 | Thompson Consulting Services, LLC | 93.3 | 2 | Tetra Tech, Inc. | 92.3 | 3 | Neel-Schaffer on behalf of True North Emergency Management, LLC | 91.8 | 4 | Debris Tech, LLC | 89.0 |
| Ranking                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Proposer                                                                          | Total Score             |         |          |             |   |                                   |      |   |                  |      |   |                                                                 |      |   |                  |      |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Thompson Consulting Services, LLC                                                 | 93.3                    |         |          |             |   |                                   |      |   |                  |      |   |                                                                 |      |   |                  |      |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Tetra Tech, Inc.                                                                  | 92.3                    |         |          |             |   |                                   |      |   |                  |      |   |                                                                 |      |   |                  |      |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Neel-Schaffer on behalf of True North Emergency Management, LLC                   | 91.8                    |         |          |             |   |                                   |      |   |                  |      |   |                                                                 |      |   |                  |      |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Debris Tech, LLC                                                                  | 89.0                    |         |          |             |   |                                   |      |   |                  |      |   |                                                                 |      |   |                  |      |
| <b>Fiscal Impact:</b><br>This is not a budgeted item. The City maintains Designated Emergency Reserves within the fund balance, which is currently \$6.1M, to allow the City to respond to emergencies. In the event the City needs to procure services for a named disaster, staff would provide Council with an estimated disaster                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |         |          |             |   |                                   |      |   |                  |      |   |                                                                 |      |   |                  |      |

budget transfer. Actual cost will vary depending upon the severity of the incident. Debris monitoring is typically reimbursed by FEMA - 75%; State - 12.5%; City - 12.5%.

**Exhibits:**

1. RFP# 422-2024-02- Emergency Debris Monitoring Services
2. Thompson Consulting Services\_Professional Services Agreement RFP 422-2024-02
3. Tetra Tech\_Professional Services Agreement RFP 422-2024-02

**Commission/Board:** City Council

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

Reviewed by City Attorney  
Drew Smith

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | AGENDA                  |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   | Section: Consent Agenda |
| Department/Office : City Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | AGENDA REPORT                                                                     | Item #: 4.              |
| <b>Subject:</b><br>Resolution No. 6-2024: Creating the Capital Project Assessment Area of the Dommerich Hills Phases 1 - 4 Sanitary Sewer Improvements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to adopt Resolution No. 6-2024 Creating the Capital Project Assessment Area of the Dommerich Hills Phases 1 - 4 Sanitary Sewer System Improvements and determining to defray a portion of the expense to four hundred and thirty-one (431) properties specially benefited, as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br>The City of Maitland has committed to providing sanitary sewer services to the Dommerich Hills area of the City. Phase 1 has been completed and included the relocation of Lift Station 1 and installation of new sewer lines to 79 homes. Phases 2-4, serving 352 homes, are under construction and should be completed by the end of the year. Based upon discussions with the Property Appraiser and Tax Collector's Office, it was pointed out that the Phase 1 assessment was scheduled to coincide with the assessments of Phases 2-4. To provide for a clean and consistent implementation of the assessment, the county requested that we include all parcels within one assessment roll. This will include Phases 1-4. Based upon this directive, Phase 1 is proposed to be included within this resolution and the previous resolutions establishing the Phase 1 assessment are proposed to be repealed.<br><br>Costs for all improvements in the project area are as follows:<br><br>The final cost for Phase 1 included:<br>Septic to Sewer - \$3,563,127.35<br>Relocation of Lift Station #1 - \$2,626,427.78<br>Sidewalk and Traffic Calming - \$379,680.19<br>Total: \$6,569,235.32<br><br>The contract cost for Phases 2-4 includes:<br>Septic to Sewer - \$9,747,063<br>Sidewalk and Traffic Calming - \$1,571,219<br>Total: \$11,318,282<br><br>Project total: \$17,887,517.32<br><br>These costs do not include construction engineering inspection services. The cost for this service is \$1,569,449 for both phases.<br><br>To defray a portion of the septic to sewer improvements, which includes sewer main lines and laterals for all four (4) Phases, it has been the intent that the city would levy a special assessment against all parcels specially benefited thereby, and further designate the Capital Project Assessment area. This has |                                                                                   |                         |

been communicated to the residents throughout the planning and construction process. The amount attributable to the special assessment is \$4,320.00 per parcel. The total cost of the project has been funded through the utility and general funds.

The attached resolution creates the initial Capital Project Assessment area and the amount to be assessed per specially benefited parcel. Following notice by publication and notice by mail to the affected property owners, a public hearing will be held at the June 24, 2024, City Council meeting. At said hearing, City Council shall receive submitted written objections, if any, hear testimony of affected persons and adopt the final assessment resolution.

**Fiscal Impact:**

Utility Fund revenue 41325000-325110 Dommerich Hills Sewer Assessment to receive a minimum of \$1.9M over the assessment period.

**Exhibits:**

1. Maitland Resolution 6-2024 Initial Assessment Resolution Dommerich Hills Sewer

**Commission/Board:** City Council

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

Reviewed by City Attorney  
Ryan Knight

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | AGENDA                  |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | AGENDA REPORT                                                                     | Item #: 5.              |
| <b>Subject:</b><br>Resolution No. 7-2024: Florida Department of Transportation SFGA Grant 453228-1-54-01 Mohican Trail Sidewalk Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve and adopt Resolution No. 7-2024 authorizing the City Manager to execute the Florida Department of Transportation SFGA Grant agreement for the Mohican Trail Sidewalk Project, accept the \$300,000 awarded, and approve corresponding budget amendment, as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>The City of Maitland has been awarded a Florida Department of Transportation's CSFA 55.039 SFGA 50% matching grant in the amount of \$300,000 to be utilized in the construction of the Mohican Trail Sidewalk Project. This project will connect the existing sidewalk system from Maitland Middle and Dommerich Elementary Schools to Deloraine Trail. There is currently no sidewalk for children to walk to and from Dommerich Elementary and Maitland Middle Schools from the intersection of Mohican Trail and Thistle Lane to the Highland Park Estates and Dommerich Hills Subdivisions.</p> <p>This section of sidewalk will connect to a new sidewalk constructed in the Dommerich Hills subdivision as part of the Dommerich Hills Septic to Sewer Project. This section of sidewalk, which is the last link of sidewalk to connect the neighborhoods to the schools along this busy stretch of road, will be constructed as a part of the Mohican Trail water line project.</p> <p>The current estimated cost of the sidewalk project is approximately \$902,000.</p> <p>Staff recommends approving Resolution No. 7-2024 authorizing the City Manager to execute the grant agreement.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Grant revenue \$300,000 01334000-334490-BS501<br>City matching funds and balance of project are budgeted in the project account 01412541-566300-BS501                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                         |
| <b>Exhibits:</b><br>1. Resolution 7-2024 FDOT SFG 453228-1-54-01 Mohican Thistle Sidewalk<br>2. 453228-1-54-01 (FY24) – SFGA – Mohican Tr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <b>Contact Person:</b> Kimberley Tracy 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                         |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |

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| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   | Section: Consent Agenda |
| Department/Office : Police Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | AGENDA REPORT                                                                     | Item #: 6.              |
| <b>Subject:</b><br>Resolution No. 8-2024: FY24 Law Enforcement Trust Fund Budget Amendment and Budget Appropriation for Purchase of Police Boat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve and adopt Resolution No. 8-2024 amending the FY24 Law Enforcement Trust Fund budget, approving the appropriation of \$27,008.20 and authorizing the purchase of an upgraded police patrol boat for \$85,008.20.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br>Pursuant to the Florida Contraband Forfeiture Act and the Department of Justice's Guide to Equitable Sharing for State and Local Law Enforcement, forfeiture funds shall not be used to replace or supplant the appropriated resources of the local government and shall increase the overall law enforcement budget. The Police Chief recommends appropriating \$27,008.20 (federal) to upgrade the current police patrol boat.<br><br>The Police Department has had their current boat since 2010. The current boat is not only in need of replacement after 14 years of service, but also does not meet the current needs of the Department. The current boat was not designed for law enforcement purposes. It is an adapted flats fishing boat. With the increased volume of boaters on the City lakes, and the need for increased flexibility and response time when interacting with boaters, the staff's recommendation is to replace the current boat with a rigid inflatable boat, which is designed to be used as a patrol / rescue boat. This boat comes outfitted with law enforcement equipment for marine patrol use.<br><br>The City budgeted \$58,000 in the general fund for a boat replacement. The non-budgeted upgrade items can be covered with the appropriation of federal forfeiture fund in compliance with federal regulations and will be purchased following City of Maitland purchasing guidelines.<br><br>Staff recommends approving Resolution No. 8-2024 for a budget appropriation of \$27,008.20 from the Law Enforcement Trust Fund for FY 2024 budget and authorizing the purchase of a new patrol/rescue boat from Phoenix Trading Inc. utilizing GSA Advantage contract pricing in the amount of \$85,008.20. |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>\$58,000 General Fund - 01211521-566430-VE001<br>\$27,008.20 Law Enforcement Trust Fund - 68850521-566430 PD100                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| <b>Exhibits:</b><br>1. Resolution No. 8-2024 Budget Amendment LETF<br>2. Quote - City of Maitland, Florida - Fluid Patrol 21 GSA Pricing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                         |

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| <b>Contact Person:</b> David Manuel 407-539-6243 |
| Reviewed by City Attorney<br>N/A                 |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | AGENDA                  |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | AGENDA REPORT                                                                     | Item #: 7.              |
| <b>Subject:</b><br>Resolution No. 9-2024 Florida Department of Transportation SFGA Grant 453203-1-54-01: Westside Trail Project                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve and adopt Resolution No 9-2024 authorizing the City Manager to execute the Florida Department of Transportation SFGA Grant agreement for the Westside Trail Project, accept the \$500,000 awarded and approve corresponding budget amendment, as presented.                                                                                                                                                                                                                                                            |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br>The City of Maitland has been awarded a Florida Department of Transportation's SFGA grant in the amount of \$500,000 to be utilized in the construction of the Westside Trail Project. The project includes construction of a 10-foot-wide concrete trail between the I-4 FDOT Pedestrian Bridge and approximately 550' east of the Southhall Lane/Keller Road intersection and along Lake Destiny Road south of the pedestrian bridge to Lucien Way.<br><br>Staff recommends approving Resolution No. 9-2024, as presented. |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Grant revenue \$500,000 01334000-334490-BS704<br>City matching funds and balance of project are budgeted in the project account 01412541-566300-BS704                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                         |
| <b>Exhibits:</b><br>1. Resolution 9-2024 FDOT SFG 453203-1-54-01 Westside Trail Contruction Project (1)<br>2. 453203-1-54-01 (FY24) - SFGA - Westside Tr                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   |                         |
| <b>Contact Person:</b> Kimberley Tracy 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |

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| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | AGENDA REPORT                                                                     | Item #: 8.              |
| <b>Subject:</b><br>Right-of-Way and Median Landscape Irrigation Repair: Helping Hands Lawn Care, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to authorize the City Manager to execute the purchase with Helping Hand Lawn Care, Inc. (HHLC, Inc.) for irrigation repairs throughout the City.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>The City entered into a contract for mowing and detailed landscape maintenance for the City's right-of-ways, medians, and associated parcels based on City Council's approval on October 9, 2023. Helping Hands Lawn Care, Inc. was selected by invitation to bid (ITB 23-422-01) for complete landscape maintenance services on the City's right-of-ways, medians, and associated parcels. The scope of work includes all mowing, detailed landscape maintenance, irrigation inspection, fertilization, mulching and pest management services for the designated roadways and affiliated parcels. The ITB also included unit prices for additional services outside the routine maintenance defined in the bid documents, including irrigation repair, additional planting, spray services etc.</p> <p>City Council approved the contract for the routine maintenance in the amount of \$287,286. The City requested Helping Hands perform a thorough initial inspection of all the irrigation zones within their designated areas of responsibility. They have provided an initial proposal in accordance with the terms for the additional services in the principal contract to make repairs necessary to return all zones to full function. It is anticipated that repairs and the additional services outlined in the contract will be needed over time throughout the term of the contract.</p> <p>Staff recommends that City Council authorize the purchase with Helping Hand Lawn Care, Inc. (HHLC, Inc.) for the irrigation repairs throughout the City, as needed, not to exceed \$50,000 per year.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funds are available in the Public Works Grounds Maintenance operational budget for irrigation repairs and maintenance 01422572-534640.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                         |
| <b>Exhibits:</b><br>1. 848561_25104_Agenda20Report20-20Helping20Hands2010-09-2023<br>2. Estimate_1100_from_Helping_Hand_Lawn_Care<br>3. Maitland Irrigation repairs needed 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Contact Person:</b> Christopher Kennedy, Kimberley Tracy (407) 539-6217, 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                         |
| Reviewed by City Attorney<br>Master Contract Previously Reviewed by Drew Smith.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                         |

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| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   | Section: Consent Agenda |
| Department/Office : Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | AGENDA REPORT                                                                     | Item #: 9.              |
| <b>Subject:</b><br>Piggyback Contract Professional Services Agreement: Willdan Engineering, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Authorize the City Manager to execute a piggyback contract with Willdan Engineering, Inc. for Building Official, building code plan review, permit technician and inspection services consistent with the Ocala County and Willdan Engineering, Inc. agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>The City continues to experience recruitment issues for the highly specialized position of City Building Official and Plans Reviewer, while also managing a steady building services workload. The City has also experienced challenges securing adequate third-party assistance needed from the current providers. The Community Development Department is requesting that Council approve and authorize the City Manager to execute a contract with Willdan, Inc. for as-needed Building Official, building code plans review, permit technician and inspection services. The City of Maitland currently utilizes Universal Engineering for inspection services in conjunction with a piggyback contract with Lake County and Safebuilt for Building Official and building plan review services. However, neither Universal Engineering nor Safebuilt have been able to place an on-site Building Official in the City of Maitland. Our current contracted Building Official and building plans reviewer is located off site, which poses some challenges for customer service and emergency calls due to the physical location and time difference. The need for a dedicated on-site Building Official will provide a higher level of service to our residents and customers and Willdan has committed to placing a Building Official in Maitland.</p> <p>The proposed piggyback agreement between the Osceola County and Willdan Engineering, Inc. will supplement the needed Building Official and provide Maitland with additional as-needed building plans review, inspection and permit technical services. The existing agreement is through March 31, 2026, and may be extended when in the best interest of the City. Fees for building services will be billed on an hourly basis. Staff anticipates utilizing the building plans review, inspection and permit technical services as needed based on workload. The total annual fees are unknown, but are expected to exceed \$50,000, thereby requiring Council approval of the agreement and authorizing the City Manager to expend these funds throughout the contract. Revenues from plan review and inspection services generated from the Building Department are sufficient to cover the costs of outside contractors.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Contracted services are billed at an hourly rate per attached agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Exhibits:</b><br>1. Piggyback Contract with Willdan -4_2024 (Dan's form DAS revisions 041824)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                   |                         |
| <b>Contact Person:</b> Dan Matthys 407-539-6211                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |

Reviewed by City Attorney  
Yes - Drew Smith

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| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | AGENDA REPORT                                                                     | Item #: 10.             |
| <b>Subject:</b><br>Piggyback Contract Sewer Rehabilitation Services: Atlantic Pipe Services, LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to authorize the City Manager to execute a piggyback contract with Atlantic Pipe Services, LLC utilizing the City of South Daytona's Contract Bid 23-B-005 for Sewer Rehabilitation Services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>Each year, Public Works staff budgets funds for miscellaneous maintenance, repairs and rehabilitation of drainage pipes in the citywide stormwater and wastewater systems. There are also larger scale projects that are budgeted for in the Capital Improvement Plan. Staff is proposing to utilize a portion of these funds to install Cured-In-Place Pipe (CIPP), also known as "pipe lining", to rehabilitate stormwater and wastewater pipes within the city that have become compromised, resulting in infiltration and settlement. Lining these pipes is a cost-effective alternative to excavating and replacing or repairing the pipes.</p> <p>After research and review of available piggyback options with qualified contractors in the area, the Public Works Department is proposing to contract with Atlantic Pipe Services, LLC to perform work utilizing South Daytona's Contract Bid 23-B-005, for Sewer Rehabilitation Services. South Daytona has a contract with Atlantic Pipe Services, LLC (Bid 23-B-005) for an initial term of three (3) years from the date of execution, and may be renewed for an additional two (2) two-year renewal periods. Funds for these services are budgeted annually in both the Wastewater and Stormwater Divisions operating budgets. It is anticipated that expenditures will be approximately \$500,000 per year, which exceeds the City Manager's purchasing authority for FY 2024 and future years.</p> <p>Staff recommends authorizing the City Manager to execute a piggyback contract with Atlantic Pipe Services, LLC utilizing South Daytona's Contract Bid 23-B-005 for Sewer Rehabilitation Services to be effective upon execution of the piggyback contract and any future extensions to follow.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funds are available in the Wastewater and Stormwater Divisions operating budgets. Approximately \$500,000 is expected to be expended this fiscal year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                         |
| <b>Exhibits:</b><br>1. Atlantic Pipe Services, LLC_23-B-005<br>2. PiggybackContract-23-B-005_APS-signed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |
| <b>Contact Person:</b> Alyssa Eide, Kimberley Tracy 4078753693, 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                         |
| Reviewed by City Attorney<br>Drew Smith                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                         |



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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | AGENDA                  |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | AGENDA REPORT                                                                     | Item #: 11.             |
| <b>Subject:</b><br>Utility Upgrade Agreement Ventris Lane: Developers Mayer and Tammy Sexten                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve the Utility Upsize Agreement for the Ventris Subdivision and reimburse the developer in the amount of \$36,254.40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br>On March 25, 2024, City Council approved Minor Subdivision Petition# SUB (2023)-0001 E. Ventris Lane. As a part of the development, the developer is required to provide a positive outfall for the project's proposed stormwater treatment system. The design requires installation of a twelve inch (12") stormwater pipe across Ventris Lane to outfall into Lake Nina. The City, in order to better serve the area within the Ventris Lane right-of-way, has requested that the developer upsize a portion of the twelve inch (12") pipe required for the project to a twenty-four inch (24") pipe for approximately one hundred forty-nine (149) linear feet and one additional inlet, as shown in Exhibit "A," of the attached agreement. In 2020, the City purchased a drainage easement for the purpose of a future project for the inlet and 24" pipe. The purpose of the agreement is to set the terms and conditions under which the City would reimburse the developer for the cost differential between the work necessary for the development and the additional work requested by the City. The amount to reimburse the developer for the additional work is estimated to be \$36,254.40 and is available in the Stormwater Capital Fund 32371537-566300. Upon completion of construction, the developer will transfer ownership and maintenance responsibility of the stormwater pipe within the right-of-way and easement to the City via a bill of sale. |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funds available in Stormwater Capital Fund 32371537-566300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   |                         |
| <b>Exhibits:</b> <ol style="list-style-type: none"> <li>Utility Oversizing Agreement (Ventris)</li> <li>RPP Ventris Estates -3.25.24 Quote</li> <li>Ventris Subdivision - Outfall Cost Estimate Letter_REV1</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |
| <b>Contact Person:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| Reviewed by City Attorney<br>Drew Smith                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                         |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | AGENDA                  |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | AGENDA REPORT                                                                     | Item #: 12.             |
| <b>Subject:</b><br>Fire Trucks and Apparatus Parts and Repair Services: On Scene Repairs & Maintenance, LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve the evaluated source purchase of parts and repair services for all fire trucks and apparatus from On Scene Repairs & Maintenance, LLC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>On Scene Repairs and Maintenance is widely used by local fire departments for standard, after-hour, and emergency vehicle repair and contracted preventative maintenance. There is no selection of mobile repair services that are located within the immediate area that can work on the Fire Department's apparatus. Although there are other companies that do perform repair services for the City's fire truck manufacturers, they are either located outside the immediate area or do not service the make/model of emergency vehicles operated by the Fire Department. REV-RTC is located in Ocala and used by the City when time allows. Ten-8 only services Pierce, Oshkosh, Braun, and Osage fire apparatus.</p> <p>The City has successfully used On Scene Repairs and Maintenance as needed for vehicle repairs and the purchase of parts for the past several years. The Fire Department recommends continuing to use On Scene Repairs and Maintenance for all vehicle repairs and preventative maintenance on its three fire apparatus (2 fire engines, 1 tower truck). In addition, the Fleet garage does not stock all the necessary parts for all types of emergency repairs for fire engines. On Scene Repairs and Maintenance has parts in stock and quicker access to parts, provides after-hours services, and provides a greater range of diagnostic and repair services more efficiently than the City's Fleet department. Staff anticipates that the yearly purchases of parts and repairs for the fire department fleet of trucks and associated apparatus will exceed the City Manager's approval threshold of \$50,000.</p> <p>In accordance with the City's Purchasing Policy, approval to utilize an evaluated source purchase was obtained from the Finance Director and the City Manager.</p> <p>Staff is recommending approval of the evaluated source purchase of parts and repair services for all fire trucks and associated apparatus from On Scene Repairs &amp; Maintenance, LLC.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funds are available in the Public Works Fleet Maintenance operational budget for outside repairs 01420519-534612.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <b>Exhibits:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |
| <b>Contact Person:</b> Christopher Kennedy (407) 539-6217                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |

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| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | AGENDA REPORT                                                                     | Item #: 13.             |
| <b>Subject:</b><br>North Keller Road Gravity Sewer Design Professional Services Fee Proposal: Burgess & Niple                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve City Manager to execute an agreement for the design of the North Keller Road Gravity Sewer Replacement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>The City of Maitland (City) conveys wastewater to the Altamonte Springs Regional Water Reclamation Facility (ASRWRF) through a 24" gravity sewer connection along Gateway Drive. The 24" gravity sewer is fed by an 18" gravity sewer and a 14" force main, both running along North Keller Rd. The 18" gravity sewer collects flow from the City service area on the west side of I-4. In addition, the City currently discharges the LS 10 force main into the 18" collection system, conveying a portion of wastewater from the east side of I-4 to the ASRWRF.</p> <p>As a part of the City's agreement with the City of Altamonte Springs to treat wastewater at ASRWRF, the City must plan to upgrade these assets if flows exceed 85% of capacity. The City previously contracted with Burgess &amp; Niple (B&amp;N) to evaluate the existing flows and perform future flow projections for the corridor. The study results indicated that the City currently exceeds the 85% threshold, with maximum (high flow) months flowing up to 92% capacity. In order to comply with the agreement, the City is taking near-term steps to reduce the flow in the 18" main by rerouting LS 10 east to the City of Orlando Iron Bridge Water Pollution Control Facility (IBWPCF). However, the long-term solution is to increase the capacity of the existing main along Keller Road by replacing the 18" line with a 24" main, which will match the existing line capacity along Gateway Drive. The new 24" gravity sewer along Keller Road will meet the flow projections for the City along this corridor.</p> <p>Burgess &amp; Niple, Inc. has provided a proposal to provide professional services to design a new 24-inch gravity sewer along Keller Road between Maitland Center Parkway and Gateway Drive and to assist the city with grant applications to supplement the project funding. The proposed scope of services will be performed under the existing continuing services contract (Contract No. 412-2018-01) with B&amp;N for total amount of \$268,965.57. Funds are available in Wastewater Budget Line Item 41351535-566300-WW101.</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>\$254,044 is available in 41351535-566300-WW101                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <b>Exhibits:</b><br>1. 2024-05_BN Keller Rd Gravity Sewer Replacement Letter Proposal_v02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   |                         |
| <b>Contact Person:</b> Kimberley Tracy 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |

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| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | AGENDA REPORT                                                                     | Item #: 14.             |
| <b>Subject:</b><br>17-92 Water Main Improvement Phase 2 Design and CEI Services: CPH, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to authorize the City Manager to execute an agreement with CPH, Inc. for the design update and construction administrative services for the US 17-92 Phase II Water Main Improvements Project in the amount of \$521,979.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>The City's Potable Water Master Plan recommends the replacement of the water main along the 17-92 corridor. Construction of Phase 1 of the project, which replaced the water main from Maitland Boulevard to Packwood Avenue, was completed in 2021. The design for US Highway 17-92 Phase 2 Water Main Improvements project was prepared by CPH, Inc. in 2019. Since this time, the US Highway 17-92 Phase 1 Water Improvements Project and LS-6 Forcemain project were constructed within portions of the corridor. During the completion of these projects, new information was discovered in relation to the sizes, locations and conditions of the existing water main and other utilities throughout the corridor. Various utility companies have also installed new service lines throughout the corridor, including new poles and underground lines.</p> <p>Due to the complexity and risk of working around utilities that have been installed since the time the survey was performed for Phase 2 of the project, the survey and plans need to be updated to minimize conflicts with other utilities in the project area. CPH has provided a Scope of Work for data collection, design, permitting, and bidding services for amendments to the US 17-92 Phase 2 Water Main Improvements Project in the amount of \$186,024. CPH also included general construction administrative services, along with State Revolving Fund administrative and technical assistance services in the amount of \$335,955. The total amount for the Scope of Work is \$521,979.00. Funds are available in the Water Budget Line Item 41303533-566300 WA801.</p> <p>Staff recommends authorizing the City Manager to execute an agreement with CPH, Inc. for the design update and construction administrative services for the US 17-92 Phase 2 Water Main Improvements Project in the amount of \$521,979.00</p> |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funds are available in 41303533-566300 WA801.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                         |
| <b>Exhibits:</b><br>1. US 17-92 Water Main Improvements Scope Phase 2_05-08-24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   |                         |
| <b>Contact Person:</b> Kimberley Tracy 407-539-6216                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |

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| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   | Section: Decisions |
| Department/Office : Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | AGENDA REPORT                                                                     | Item #: 1.         |
| <b>Subject:</b><br>Ordinance No. 1426 Introduction: Quitclaim Deed 50 Minnehaha Circle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                    |
| <b>Requested Action or Motion:</b><br>Move to introduce Ordinance 1426 approving the transfer of city-owned property to the property owners of 50 Minnehaha Circle through a quitclaim deed and set the public hearing and action date for June 10, 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                    |
| <b>Summary Explanation &amp; Background:</b><br><p>On February 12, 2024, staff presented a discussion item to Council regarding a waterfront structure located on 70 Minnehaha Circle, currently owned by the Minnehaha Shores Association, Inc. (HOA). This agenda item resulted from an application received on July 4, 2023, to remove and replace an existing non-conforming dock owned by the HOA located at 70 Minnehaha Circle. During the review, it was discovered that the properties located at 50, 70, and 90 Minnehaha Circle each have waterfront structures that appear to cross over property lines onto City of Maitland property. All three properties have made improvements to and are maintaining property that the property appraiser is showing as city-owned. Based upon the discussion at the meeting, the City Council directed staff to take the appropriate steps to prepare the property for transfer.</p> <p>The first step in the process was to designate the property as required by the Charter. Based upon Section 7.05 of the City Charter and Resolution 24-90, every city-owned property must be designated based upon its existing or proposed use. These categories include park/recreation, cultural/historical, environmental, botanical, and government facility/other. Resolution 3-2024 adopted on February 26, 2024 designated this parcel as <i>government facility/other</i>. Under the Heritage Lands provision of the City Charter, land designated as government facility/other may be transferred via ordinance. At the February 26th meeting, Council determined that the ownership should be transferred to the adjacent property owners and directed staff to work with the representatives of the properties to prepare sketch and descriptions of the properties and quitclaim deeds so that staff could prepare ordinances as required by Charter to transfer the properties and schedule the required public hearing.</p> <p>Staff Recommends Council introduce Ordinance No. 1426 approving the transfer of city-owned property to the property owners of 50 Minnehaha Circle through a quitclaim deed and set the public hearing and action date for June 10, 2024.</p> |                                                                                   |                    |
| <b>Fiscal Impact:</b><br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                    |
| <b>Exhibits:</b><br>1. Ordinance No. 1426 and QCD 50 Minnehaha Cir                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                    |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                    |

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| <b>Contact Person:</b> Dan Matthys 407-539-6211 |
| Reviewed by City Attorney<br>Drew Smith         |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | AGENDA             |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   | Section: Decisions |
| Department/Office : Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | AGENDA REPORT                                                                     | Item #: 2.         |
| <b>Subject:</b><br>Ordinance No. 1427 Introduction: Quitclaim Deed 70 Minnehaha Circle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                    |
| <b>Requested Action or Motion:</b><br>Move to introduce Ordinance 1427 approving the transfer of city-owned property to the property owners of 70 Minnehaha Circle through a quitclaim deed and set the public hearing and action date for June 10, 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                    |
| <b>Summary Explanation &amp; Background:</b><br><p>On February 12, 2024, staff presented a discussion item to Council regarding a waterfront structure located on 70 Minnehaha Circle, currently owned by the Minnehaha Shores Association, Inc. (HOA). This agenda item resulted from an application received on July 4, 2023, to remove and replace an existing non-conforming dock owned by the HOA located at 70 Minnehaha Circle. During the review, it was discovered that the HOA did not exist at the time of the application and that the applicant for the waterfront structure could not get approval from the owner (since the HOA was defunct), so the application was not reviewed. The HOA reincorporated on January 31, 2024. The second issue discovered was that the dock is attached to and constructed on city-owned property. It was also discovered that the properties to the east and west of 70 Minnehaha Circle (50 and 90 Minnehaha Circle) also have waterfront structures that appear to cross over property lines onto City of Maitland property. All three properties have made improvements to and are maintaining property that the property appraiser is showing as city-owned. The City Council directed staff to take the appropriate steps to prepare the property for transfer.</p> <p>The first step in the process was to designate the property as required by the Charter. Based upon Section 7.05 of the City Charter and Resolution 24-90, every city-owned property must be designated based upon its existing or proposed use. These categories include park/recreation, cultural/historical, environmental, botanical, and government facility/other. Resolution 3-2024 adopted on February 26, 2024 designated this parcel as <i>government facility/other</i>. Under the Heritage Lands provision of the City Charter, land designated as government facility/other may be transferred via ordinance. At the February 26th meeting, Council determined that the ownership should be transferred to the adjacent property owners and directed staff to work with the representatives of the properties to prepare sketch and descriptions of the properties and quitclaim deeds so that staff could prepare ordinances as required by Charter to transfer the properties and schedule the required public hearing.</p> <p>Staff Recommends Council introduce Ordinance No. 1427 approving the transfer of city-owned property to the property owners of 70 Minnehaha Circle through a quitclaim deed and set the public hearing and action date for June 10, 2024.</p> |                                                                                   |                    |
| <b>Fiscal Impact:</b><br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                    |
| <b>Exhibits:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                    |

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|-------------------------------------------------|
| 1. Ordinance No. 1427 and QCD 70 Minnehaha Cir  |
| <b>Commission/Board:</b> City Council           |
| <b>Contact Person:</b> Dan Matthys 407-539-6211 |
| Reviewed by City Attorney<br>Drew Smith         |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | AGENDA             |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   | Section: Decisions |
| Department/Office : Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | AGENDA REPORT                                                                     | Item #: 3.         |
| <b>Subject:</b><br>Ordinance No. 1428 Introduction: Quitclaim Deed 90 Minnehaha Circle                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                    |
| <b>Requested Action or Motion:</b><br>Move to introduce an ordinance approving the transfer of city-owned property to the property owners of 90 Minnehaha Circle through a quitclaim deed and set the public hearing and action date for June 10, 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                    |
| <b>Summary Explanation &amp; Background:</b><br><p>On February 12, 2024, staff presented a discussion item to Council regarding a waterfront structure located on 70 Minnehaha Circle, currently owned by the Minnehaha Shores Association, Inc. (HOA). This agenda item resulted from an application received on July 4, 2023, to remove and replace an existing non-conforming dock owned by the HOA located at 70 Minnehaha Circle. During the review, it was discovered that the properties located at 50, 70, and 90 Minnehaha Circle each have waterfront structures that appear to cross over property lines onto City of Maitland property. All three properties have made improvements to and are maintaining property that the property appraiser is showing as city-owned. The City Council directed staff to take the appropriate steps to prepare the property for transfer.</p> <p>The first step in the process was to designate the property as required by the Charter. Based upon Section 7.05 of the City Charter and Resolution 24-90, every city-owned property must be designated based upon its existing or proposed use. These categories include park/recreation, cultural/historical, environmental, botanical, and government facility/other. Resolution 3-2024 adopted on February 26, 2024 designated this parcel as <i>government facility/other</i>. Under the Heritage Lands provision of the City Charter, land designated as government facility/other may be transferred via ordinance. At the February 26th meeting, Council determined that the ownership should be transferred to the adjacent property owners and directed staff to work with the representatives of the properties to prepare sketch and descriptions of the properties and quitclaim deeds so that staff could prepare ordinances as required by Charter to transfer the properties and schedule the required public hearing.</p> <p>Staff Recommends Council introduce Ordinance No. 1428 approving the transfer of city-owned property to the property owners of 90 Minnehaha Circle through a quitclaim deed and set the public hearing and action date for June 10, 2024.</p> |                                                                                   |                    |
| <b>Fiscal Impact:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                    |
| <b>Exhibits:</b><br>1. Ordinance No. 1428 and QCD 90 Minnehaha Cir                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                    |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                    |
| <b>Contact Person:</b> Dan Matthys 407-539-6211                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                   |                    |



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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | AGENDA             |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   | Section: Decisions |
| Department/Office : City Clerk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | AGENDA REPORT                                                                     | Item #: 4.         |
| <b>Subject:</b><br>Community Redevelopment Agency Advisory Board (CRAAB) Appointment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                    |
| <b>Requested Action or Motion:</b><br>Council decision to appoint one (1) Maitland resident to serve on the Community Redevelopment Agency Advisory Board (CRAAB) for a 3-year term.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                    |
| <b>Summary Explanation &amp; Background:</b><br><p>March 9, 2015, the City Council and the Community Redevelopment Agency adopted Resolution No. 5-2015 amending the composition of the Community Redevelopment Agency Advisory Board (CRAAB). The CRAAB is comprised of one (1) resident member appointed by City Council and two (2) members appointed by Orange County. Resident members are eligible to serve two (2) consecutive three-year terms in accordance with Sec. 5.06 of the City Charter.</p> <p>Grey Binford has served one (1) term, confirmed her desire to continue to serve and is eligible. Ms. Binford's updated appointment information form is attached for your review and consideration.</p> <p>The Council is requested to appoint a resident member to serve a 3-year term beginning May 2024 and ending April 2027.</p> |                                                                                   |                    |
| <b>Fiscal Impact:</b><br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                    |
| <b>Exhibits:</b><br>1. City of Maitland Appt Info Form Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                    |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                    |
| <b>Contact Person:</b> Lori Hollingsworth 407-539-6219                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                    |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                    |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | AGENDA                                                    |
| May 13, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   | Section: Discussion: Strategic Planning Session Continued |
| Department/Office : City Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | AGENDA REPORT                                                                     | Item #: 1.                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                                                           |
| <b>Subject:</b><br>Capital Improvements Plan (CIP) - 5-year                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                                                           |
| <b>Requested Action or Motion:</b><br>Discussion - No Action Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                                                           |
| <b>Summary Explanation &amp; Background:</b><br>During the strategic planning session on April 29th, the City Council discussed significant policy issues on the horizon as well as the current year's capital improvement plan. Due to time constraints, we were unable to discuss the 5-year Capital improvements Program and the implications of the current year's program and increased construction costs. This item is intended to continue that discussion to provide staff guidance on the priorities for the next 5 years. |                                                                                   |                                                           |
| <b>Fiscal Impact:</b><br>As shown                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                                                           |
| <b>Exhibits:</b><br>1. 2025 CIP CC Follow Up 20240513                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                                                           |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                                                           |
| <b>Contact Person:</b> Mark Reggentin 407-539-6220                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                                                           |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                                                           |