



**City Council
September 14, 2020
Council Chambers
6:30 PM**



WELCOME to our City Council meeting. In the interest of time efficiency, the following will prevail for comments by the public. Each speaker will be permitted up to 3 minutes to state his/her case. Group presentations will be permitted 3 speakers including the spokesperson - each being limited to up to 3 minutes. 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. Invocation
- III. Pledge of Allegiance
- IV. Public Hearing
 1. Annual Budget - Adopt Tentative Millage Rate for Fiscal Year 2021
- V. Old Business
- VI. Consent Agenda
 1. Minutes of August 12, 2020 City Council Workshop
 2. Minutes of August 24, 2020 City Council
 3. Minutes of August 31, 2020 City Council Workshop
 4. Amendment to Utility Revenue Loan Agreement DW480251
 5. Amendment to Utility Revenue Loan Agreement WW480260
 6. 2020 Department of Justice CESF Grant
 7. Grounds Maintenance/Streets Temporary and Seasonal Workers
- VII. Public Period
- VIII. Decisions
 1. Ordinance - Capital Improvement Program 2021-2025
 2. Appointment - Lakes Advisory Board (1)
 3. Library Site Selection
- IX. Discussion
- X. City Manager's Report/City Attorney/Council Reports

XI. Adjournment

Notice: Any person who desires to appeal any decision made at this meeting or hearing will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.

Disclaimer: Any opening invocation that is offered before the official start of the Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and to stand and recite the Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the City Council Chambers or exit the City Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

MEETING DATE		AGENDA
September 14, 2020		Section: Public Hearing
Department/Office : Administration	AGENDA REPORT	Item #: 1.

Subject:

Annual Budget - Adopt Tentative Millage Rate for Fiscal Year 2021

Requested Action or Motion:

- (1) Move to adopt the tentative operating millage for the 2020 tax year as 4.5353, which is 7.13% above the rolled-back rate of 4.2333;
- (2) Move to adopt the tentative voted debt millage rate for the 2020 tax year as 0.2530 for a combined total of 4.7883 mills;
- (3) Move to adopt the tentative budget for the General Fund in the amount of \$27,629,500. Final Resolution to adopt will be on September 28, 2020.

Summary Explanation & Background:

On July 20, 2020 City Council held the General Fund budget workshop. The rolled back rate and proposed operating and voted debt service millage rates for the 2020 tax year were set on July 27th. The proposed operating and voted debt millage and the date and time of the tentative budget public hearing were included on the proposed tax bills sent out by the Orange County Property Appraiser in August.

The Fiscal Year 2021 budget draft was prepared based on the operating millage rate of 4.3453 or \$4.3453 per thousand dollars of taxable value, which was the rate adopted for Fiscal Year 2020. The proposed tax rate set at the July 22nd Council meeting was 4.5353. The FY 2021 tentative budget is \$27,629,500, reduced \$501 thousand from the budget draft.

Below are the maximum millage rate options, and the tentative millage requires only a simple majority vote as proposed.

Maximum Millage Rate Options Millage Rate Majority Vote (Adjusted rolled back millage rate per State formula) Up to 5.2032 2/3 Vote of the Governing Board (110% of Majority vote millage rate) Up to 5.7235 Unanimous vote of the Governing Board or referendum - Any rate up to the Statutory limit. Up to statutory limits

The above motions are required to be read separately and completely to comply with the Truth in Millage (TRIM) process. The TRIM noticed will be placed in the newspaper and the tentative budget placed on the City's website prior to the final public hearing on September 28, 2020.

After setting tonight's tentative millage rate, the Council may adopt that rate or any lower rate at the final public hearing.

Fiscal Impact: Establishes FY 2021 Tentative Millage only.
Exhibits: 1. Budget Summary FY2021 Council Version 2. Items on Hold GF Budget
Commission/Board: City Council
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
September 14, 2020		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Minutes of August 12, 2020 City Council Workshop		
Requested Action or Motion:		
Summary Explanation & Background:		
Fiscal Impact:		
Exhibits: 1. Minutes 08122020 Workshop		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		
Reviewed by City Attorney		

MEETING DATE		AGENDA
September 14, 2020		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 2.
Subject: Minutes of August 24, 2020 City Council		
Requested Action or Motion: Move to approve the City Council meeting minutes from the August 24, 2020 meeting.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. Minutes 08242020		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
September 14, 2020		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 3.
Subject: Minutes of August 31, 2020 City Council Workshop		
Requested Action or Motion:		
Summary Explanation & Background:		
Fiscal Impact:		
Exhibits: 1. Minutes 08312020		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		
Reviewed by City Attorney		

MEETING DATE		AGENDA
September 14, 2020		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 4.
Subject: Amendment to Utility Revenue Loan Agreement DW480251		
Requested Action or Motion: Move to authorize the Mayor to execute an extension amendment to the State Revolving Fund Loan for the Construction of the 17-92 Water Main Upgrade Project as approved January 13, 2020.		
Summary Explanation & Background: On January 13, 2020, Council approved the \$9.6 Million construction loan for the 17-92 water main upgrade project (original, approved agreement attached). The construction of the water main has begun and a projected completion date of April 15, 2022 has been established to submit all requests for construction reimbursement draws. The State requires the City to approve an extension amendment to the executed loan agreement which will provide: 1. An extension of loan repayments beginning date from December 15, 2021 to April 15, 2022 to complete all design and planning activities for the project, and 2. An extension from June 15, 2021 to October 15, 2021 completion of construction, and 3. An extension from June 15, 2021 to October 15, 2021 to establish the debt service account and begin monthly deposits. Depending on the actual construction progress, repayment could be further deferred by additional amendments to the Agreement. Staff recommends authorizing the Mayor to execute the signed extension amendment.		
Fiscal Impact: N/A		
Exhibits: 1. DW_480251 State_Federal Extension Amendment 2. Extension Letter 3. Construction Loan Agreement		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		
Reviewed by City Attorney Yes		

MEETING DATE		AGENDA
September 14, 2020		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 5.
Subject: Amendment to Utility Revenue Loan Agreement WW480260		
Requested Action or Motion: Move to authorize the Mayor to execute an extension amendment to the State Revolving Fund Loan for the Construction of the Lift Station 6 Force Main Upgrade Project as approved January 13, 2020.		
Summary Explanation & Background: On January 27, 2020, Council approved the \$2.6 Million construction loan for the Lift Station 6 force main upgrade project (original, approved agreement attached). The construction of the water main has begun and a projected completion date of October 15, 2021 has been established to submit all requests for construction reimbursement draws. The State requires the City to approve an extension amendment to the executed loan agreement which will provide: 1. An extension from October 15, 2020 to October 15, 2021 completion of construction, and 2. An extension from October 15, 2020 to October 15, 2021 to establish the debt service account and begin monthly deposits. 3. An extension of loan repayments beginning date from April 15, 2021 to April 15, 2022 to complete all construction activities for the project, and Depending on the actual construction progress, repayment could be further deferred by additional amendments to the Agreement. Staff recommends authorizing the Mayor to execute the signed extension amendment.		
Fiscal Impact: N/A		
Exhibits: None		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		
Reviewed by City Attorney Yes		

MEETING DATE		AGENDA
September 14, 2020		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 6.

Subject:

2020 Department of Justice CESF Grant

Requested Action or Motion:

Move to approve Police Department application of 2020 US Department of Justice CESF grant in the amount of \$70,000, and the appropriation of Forfeiture funds in the amount of \$7,800, and approve the purchases associated with this request.

Summary Explanation & Background:

The Florida Department of Law Enforcement (FDLE) received an award from the U.S. Department of Justice, Bureau of Justice Assistance to prevent, prepare for, and respond to the coronavirus pandemic. The City received notice of award eligibility in the amount of \$70,000.

The vehicle purchase is an un-budgeted addition to the fleet and PD will be using Forfeiture funds to supplement the overall purchase price and the funds available from the CESF grant. Staff evaluated the hybrid vehicles in the selection process and are purchasing 2 hybrid vehicles to evaluate for future fleet purchases in the current year. However, until an evaluation can be completed, due to existing track record with the Tahoe PPV package reliability and service record, the City prefers the Tahoe until the Hybrid alternative can be fully evaluated for Maitland. The justification and evaluation is attached for the vehicle.

The AeroClave Decontamination System uses proprietary technology and process to decontaminate vehicles, offices and buildings. The system utilizes a proprietary pulsed application process that involves using an EPA registered hospital disinfectant solution, which is atomized and kills microorganisms in the air and on surfaces. The system is currently the only product available that can provide a full-scale, instantaneous decontamination of surfaces that is safe, and easy to use (non-corrosive, minimal-training required). It can effectively treat bacteria, viruses, molds and mildew and uses an inexpensive disinfectant solution.

Currently, there is no other vendor that manufactures or sells a product like this that would serve the same purpose with the same functionality as the AeroClave. AeroClave is the sole manufacturer of this equipment and has no authorized distributors, therefore the unit must be purchased directly from AeroClave, LLC in Winter Park, Florida. Additionally, AeroClave is the only one authorized to perform factory warranty service on the unit. We currently have one unit and would like to purchase two additional units for use within the City.

Staff is recommending approval of the 2020 CESF grant in the amount of \$70,000, and the appropriation of Forfeiture funds in the amount of \$7,800, and approve the purchases as outlined

above.

Fiscal Impact:

Grant provides law enforcement with \$70,000 Department of Justice Coronavirus Supplemental Funding to be used for the purchase of equipment. Namely an addition to the Police Vehicle Fleet with a 2021 Chevy Tahoe (\$46,000) and 2 AeroClave Decontamination Devices (\$31,500).

Exhibits:

1. 2020 PD Vehicle Justification - Copy
2. COVID Grant Letter

Commission/Board: City Council

Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
September 14, 2020		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 7.
Subject: Grounds Maintenance/Streets Temporary and Seasonal Workers		
Requested Action or Motion: Move to extend piggybacking on the City of Oviedo's RFP Contract No. 18-31 with People Ready for temporary and seasonal worker assistance through October 1, 2021; and, any subsequent contract extensions up until October 1, 2023.		
Summary Explanation & Background: On November 11, 2019, the City council approved piggybacking on the City of Oviedo's RFP Contract No. 18-31 with People Ready for temporary and seasonal worker assistance through October 1, 2020. The current Oviedo contract was signed in October 2018 with the maximum term for the contract and all renewals of five (5) years. By continuing to piggyback of the City of Oviedo's Agreement, up to the point that the City of Oviedo no longer has a contract with People Ready, the City will be in a position to contract temporary staffing to handle seasonal and emergency work in an efficient and effective manner.		
Fiscal Impact: Grounds Maintenance/Streets Temporary and Seasonal Workers are funded within the General Fund from the Public Works Grounds Maintenance and Streets Division Budgets respectively.		
Exhibits: None		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
September 14, 2020		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 1.

Subject:

Ordinance - Capital Improvement Program 2021-2025

Requested Action or Motion:

After receiving public input, move to introduce an ordinance to approve the FY 2021-2025 Capital Improvements Program (including revised Table 1), to replace Table 1 within Chapter 7, Governance and Implementation Element, Capital Improvements Sub-Element of the 2035 CDP, to recognize the annual update of the 5 year CIP; and recognize the annual update of the Orange County Public Schools 10-Year Capital Outlay Plan.

Summary Explanation & Background:

This document summarizes the major capital expenditure projects contemplated by the City of Maitland over the next five years. The projects included are consistent with the City's approved Comprehensive Development Plan ("CDP"). Capital improvement projects, by definition, are physical assets constructed or purchased to provide, improve or replace a public facility and are large scale and high in cost. The cost of a capital improvement is generally non-recurring and may require multi-year financing. For the purposes of the State requirements, physical assets which have been identified as existing or projected needs in the individual comprehensive plan elements shall be considered capital improvements.

This five-year Capital Improvements Program ("CIP") represents the implementation of key master plans within the City; the Stormwater/Lakes Management Plan, the Cultural Corridor Master Plan, Downtown Maitland Plan, Parks Master Plan, and the Sewer Master Plan. In addition, this CIP also considers major projects that have achieved the objectives identified in the CDP, but must continue to be maintained to sustain those objectives. An example of this type of project would be the Pavement Treatment Program, which has an achieved result of exceeding the condition rating score above 7. The rating is based on pothole presence, cracking, rutting and other pavement conditions criteria. Funding for resurfacing over the five-year period is \$2.5M.

The Stormwater Lakes Management Program represents a long-term commitment to improve lake quality and environmental concerns in the City, as emphasized with the adoption of the Stormwater/Lakes Management Master Plan in Fiscal Year 1996. The Lakes Advisory Board reviews technologies annually and the Master Plan was updated in 2016. The five-year program includes improvements to several area lakes designed to remove pollution from stormwater inflow, including the reconstruction of stormwater pipeline at Gem Lake Drive and Elvin, watershed improvements at Park Lake, Gem Lake, and Lake Minnehaha, eliminate structural flooding at Gamewell Avenue and Robinhood Drive. The five-year total for this project is currently estimated at \$3.7M.

Improvements to the Water Transmission & Distribution System include upgrades to the water

distribution system to increase pressure to provide for adequate fire protection in residential areas. The project also includes construction of 12-inch water main on Orlando Avenue from Ventris Avenue to Monroe Avenue and the addition of a new ground storage tank. Improvements in the Sanitary Sewer System element will be focused on implementing the Sewer System Master Plan which includes an increased need for capacity to serve the Downtown area by upgrading the Eastern service area. Efforts continue to improve the system by upgrading lift stations to submersible stations. Combined, the capital improvements for utilities total \$24M over the five-year period.

The implementation of the Parks Master Plan is a five-year program totaling \$3M. The majority of this program is funded from the Parks Trust Fund and projects are completed as funding is available. Construction of improvements to Hill Rec Park, Lake Sybelia Beach and several smaller parks are planned for the five-year period, as well a Community Park building expansion. The City plans to continue installing pedestrian friendly paths through the Bicycle/Sidewalk Network Program which is funded at \$5.9M over the five-year period. The Bicycle/Sidewalk Master Plan was adopted in FY 2020, and the study will guide the selection of sidewalks and bike paths to be designed and constructed by this program.

With the completion of the Space Needs Master Plan in 2012, the City Facilities Program is mostly focused on maintenance of current facilities and parking needs in the downtown area. One parking deck in the downtown core area has been included at \$1.8M and is anticipated to be funded by development or grants. Additionally, undergrounding of related utilities is planned and the Utility Relocation Program totals \$2M, with the Dommerich Estates undergrounding planned to be phased in beginning with design of the first phase in Fiscal Year 2022. The projects listed above and detailed in this five-year Capital Improvements Program promote the goals established in the Comprehensive Development Plan, which are to enable Maitland to continue to develop in a positive way, reflecting the City's character as a "community for life."

In addition, the City has included the Orange County Public Schools ("OCPS") facilities work program as required supplemental information (Section X). The City does not have responsibility for the financial feasibility of this program, but it is included as required to reflect the coordination efforts between the City and OCPS to address the Public Schools required CIE in the City's CDP.

During the development of the 2021-2025 CIP, the financial impacts of COVID-19 necessitated budget reductions as a precaution. As notated in the Tables (1 and 2) with asterisks, projects in the General Fund may be delayed or placed on hold while the uncertainties of the impacted revenues are monitored.

Staff is recommending introducing the ordinance amending table 1 and setting the public hearing date for September 28, 2020.

Fiscal Impact:**Exhibits:**

1. For Informational Purposes Only - Table 2 Project Listing
2. CIP EXHIBIT A
3. CIP EXHIBIT B
4. CIP 2021-2025 Final Ordinance

Commission/Board: City Council**Contact Person:** Kathy Sotero, Deputy City Clerk 407-539-2307

Reviewed by City Attorney

MEETING DATE		AGENDA
September 14, 2020		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.

Subject:
Appointment - Lakes Advisory Board (1)

Requested Action or Motion:
Council Decision.

Summary Explanation & Background:
Currently there is one vacancy on the Lakes Advisory Board. The vacancy is to fill the unexpired term of Chris Rowley (term expires on 1/4/2022) who resigned on August 11, 2020. The following applicants reflect this Board as their:

First Choice
Lee Hale

Second Choice
Sheryl Catledge
Laurence Kahn

Copies of their respective Appointment Information Forms are attached for your review and information. The City Council is requested to make one (1) appointment, effective August 11, 2020 to fill the unexpired term of Mr. Rowley.

Fiscal Impact:
N/A

Exhibits:
1. Catledge
2. Hale
3. Kahn

Commission/Board: City Council

Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
September 14, 2020		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 3.
Subject: Library Site Selection		
Requested Action or Motion: Move to approve Quinn Strong Park as the preferred site for the new Maitland Public Library and authorize the City Manager to execute the proposal from ACI Architecture to move to the public engagement portion of the siting process.		
Summary Explanation & Background: Over the last year the City Council has been in discussion regarding the most appropriate site for a new library. Based upon the information contained in the site analysis conducted by ACI Architecture dated July 31, 2020. At the City Council workshop on August 31st, the Council reached unanimous consent to move forward with the Quinn Strong Park Site. The direction provided at that meeting was to place it on this agenda as a decision item. Additionally, City Council requested that a proposal be provided to move the process forward to include the next phases of the project which includes public engagement; building space programming; preliminary design an layout; and cost estimates. The total cost to complete these steps is \$127,400 plus any direct expenses. ACI has provided the attached proposal to address the next steps.		
Fiscal Impact: Site selection has no fiscal impact.		
Exhibits: 1. Maitland Library Task- Fee Allocation Spreadsheet 2. FINAL 2020 09 09 City of Maitland-ACi - Exhibit A_ (003) Public involvement		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		
Reviewed by City Attorney N/A		