



**City Council
June 28, 2021
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. Presentation
 1. Proclamation - Pride Month
- V. Public Hearing - None
- VI. Old Business
- VII. Consent Agenda
 1. Approve the City Council Meeting Minutes of June 14, 2021
 2. Approval of Recreation Instructor Contract
 3. Asset Management and CMMS Software Contract
 4. Change Order - Mohican Trail Water Main Replacement Sidewalk Addition and Road Resurfacing
 5. Contract Amendment with Public Artists
 6. General Fund Budget Amendment
 7. Job Order Contracting Master Agreement
 8. Law Enforcement Forfeiture Fund Budget Appropriation
 9. Purchase of FY 2021 Transit Fleet Vehicle
 10. Resolution -FDOT Regional - Integrated Corridor Management (R-ICM) Agreement
 11. Staffing Table Temporary Increase in FTE
- VIII. Public Period
- IX. Decisions - None
- X. Discussion
- 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.

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
June 28, 2021		Section: Presentation
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Proclamation - Pride Month		
Requested Action or Motion:		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: None		
Commission/Board: City Council		
Contact Person: Maria Waldrop, City Clerk 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 28, 2021		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Approve the City Council Meeting Minutes of June 14, 2021		
Requested Action or Motion: Move to approve the City Council meeting minutes of June 14, 2021		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Meeting 061421		
Commission/Board: City Council		
Contact Person: Kathy Sotero, Deputy City Clerk 407-539-2307		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 28, 2021		Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 2.

Subject: Approval of Recreation Instructor Contract
Requested Action or Motion: Move to approve an increase in the purchase order payable to Donald McGinnis to an undetermined amount that is reflective of the program revenue received.
Summary Explanation & Background: Per the City of Maitland Purchasing Policy, any purchases over \$50,000 must be approved by City Council. Council has already approved an FY21 purchase order in the amount of \$58,000 for tennis instructor Donald McGinnis, however, participation in tennis in 2021 has exceeded all expectations due to the Covid-19 pandemic and individuals wanting to participate in various forms of outdoor recreation. Fiscal Year '21 payments for the tennis program are projected to be in excess of the current \$58,000 threshold by 20-30%. It is therefore requested to increase this purchase order to an undetermined amount that is in accordance with the revenue received. Contractor payments to Mr. McGinnis, and all recreation instructors, are revenue neutral, do not utilize any general funds, and are only paid out if revenue is realized in the form of participant registrations. Staff is supportive of this change and recommends approval.
Fiscal Impact: N/A
Exhibits: None
Commission/Board: City Council
Contact Person: Jay Conn, Parks & Recreation Director 407-539-6264
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
June 28, 2021		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
Subject: Asset Management and CMMS Software Contract		
Requested Action or Motion: Move to authorize the City Manager to "piggyback" the Sourcewell contract 090320-SDI with Dude Solutions for work management software for Public Works.		
Summary Explanation & Background: Public Works has recently reviewed multiple options for Computerized Maintenance Management System (CMMS) and asset management software to be used for tracking work orders and assets. Previously Public Works had utilized Bee Hive's software package in limited capacity. The software did not provide the functionality required by all divisions within Public Works and had limited connectivity to the City's current ArcGIS Online software package. Public Works staff reviewed eight (8) companies. Those companies included AssetWorks, City Works, Tyler, iamGIS, mPower, Dude Solutions, Novotx, and Novo Solutions. All of these companies have substantial market bases and are recognized by multiple industry associations. After multiple demonstrations and conversations to evaluate each product based on Public Work's business needs, the top three (3) software solutions were: Dude Solutions - \$28,403.07 Novo Solutions - \$32,526.98 Novotx Elements XS - \$30,000 - \$50,000 depending on number of users and options Public Works would like to move forward with the purchase of Dude Solution's Asset Essentials software package. The first year will be a prorated purchase to last until October 2021 and includes implementation for a total first year price of \$11,067.18. Then the software will have an annual renewal price of \$20,803.07 for unlimited users. This annual renewal price is subject to annual price increases per the terms of the Sourcewell contract. The current Sourcewell contract expires November 2, 2024, with a one year option to extend at the request of Sourcewell. The full term of the contract will exceed the City Manager's purchasing limit. Staff recommends authorizing the City Manager to "piggyback" the Sourcewell contract 090320-SDI with Dude Solutions for work management software for Public Works.		
Fiscal Impact: FY21 - \$11,067.18, Subsequent fiscal years \$20,803.07 each with annual price increases subject to the terms of the Sourcewell contract. Funds budgeted within the Public Works Divisions' Budgets Misc Software.		
Exhibits:		

- | |
|--|
| <ol style="list-style-type: none">1. Proposal2. Dude Solutions Contract 0903203. RFP and Addendums-090320-Public Admin. Software |
| Commission/Board: City Council |
| Contact Person: Christopher Kennedy, Assistant Public Works Director (407) 539-6217 |
| Reviewed by City Attorney
N/A |

MEETING DATE		AGENDA
June 28, 2021		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.
Subject: Change Order - Mohican Trail Water Main Replacement Sidewalk Addition and Road Resurfacing		
Requested Action or Motion: Move to approve amendment to the Mohican Trail Water Main Replacement design services contract with CPH, Inc. in the amount of \$15,255.		
Summary Explanation & Background: On December 20, 2020, City Council approved the agreement with CPH, Inc. in the amount of \$46,668 for the Mohican Trail Water Main Replacement. This project is proposed to replace and upsize approximately 1,420 linear feet of 6" water main by both open-cut and directional drill, along Mohican Trail from west of Thistle Lane to Deloraine Trail. During the design, CPH and staff have determined it to be beneficial to incorporate the extension of the sidewalk along the north side of Mohican Trail from Thistle Lane to Deloraine Trail with the water main project now that the portion of sidewalk from Arapaho Trail to Thistle Lane has been completed. CPH has provided a contract amendment in the amount of \$15,255, which includes additional survey and design services to add the sidewalk, continue resurfacing to the city limit on Mohican, and re-design the intersection of Mohican Trail and Deloraine Trail. Staff recommends authorizing the City Manager to execute the amendment with CPH, Inc. for the Mohican Trail Water Main Replacement Project in the amount of \$15,255.		
Fiscal Impact: Funds available from project savings from the recently completed section of Mohican Tr sidewalks, BS501 and savings from Fennell St sidewalk.		
Exhibits: 1. Scope of Services - Mohican Trail WM Replacement - Amend. No. 1 06-16-21		
Commission/Board: City Council		
Contact Person: Christopher Kennedy, Assistant Public Works Director (407) 539-6217		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
June 28, 2021		Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 5.
Subject: Contract Amendment with Public Artists		
Requested Action or Motion: Move to authorize the City Manager to execute the attached contract amendment for public artists Jeffrey Reed and Jennifer Madden with the City of Maitland to extend the project deadline to October 15, 2021.		
Summary Explanation & Background: At the June 22, 2020 City Council meeting, Council approved the recommendation of the ad-hoc public art committee and chose the artists Jeffrey Reed and Jennifer Madden to create and install a public art project for the City of Maitland. During manufacturing, Mr. Reed was injured and the artists have requested an extension of their June 30, 2021 completion deadline. The funders of this award (SGL Construction) are aware of this circumstance and have agreed to extend the deadline for completion of this project to October 15th, 2021. City staff have seen evidence of the progress of the artists which does seem to be substantial and the artists are now projecting that they will be finished with manufacturing at the end of July and be able to install in August and September. Staff is supportive of this contract extension and recommends approval.		
Fiscal Impact: N/A		
Exhibits: 1. Artist Agreement 2. Amendment to Artwork Commission Contract		
Commission/Board: City Council		
Contact Person: Jay Conn, Parks & Recreation Director 407-539-6264		
Reviewed by City Attorney Yes		

MEETING DATE		AGENDA
June 28, 2021		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 6.

Subject:
General Fund Budget Amendment

Requested Action or Motion:
Move to increase the FY 2021 General Fund budget by \$560 thousand and appropriating \$560 thousand to the Capital Improvements Bicycle/Sidewalk projects that were placed on hold.

Summary Explanation & Background:

In September 2020, City Council adopted the General Fund budget after eliminating or placing on hold \$3.4 million to balance the budget with reduced revenues anticipated due to the impact of COVID-19. As stated during the budget process, staff would monitor actual versus projected revenues, with the intent to restore projects as revenues allow. A mid year review and the resulting revised projections have increased the FY 2021 General Fund revenue budget by \$560 thousand. Those additional funds will be transferred into the City Council's contingency account. The majority of the increase is a result of State Sales Tax and State Revenue Sharing returning to pre-pandemic monthly amounts.

Staff is recommending appropriating \$560K of the estimated additional revenue to Capital Improvements Program for sidewalks. The FY 2021 Bicycle/Sidewalk Program allocated \$560K to Dommerich Area sidewalks and was placed on hold during the budget adoption. The funding would be used to complete the Dommerich Hills Phase I sidewalks and to extend the sidewalks on Mohican from Thistle Lane to Deloraine Trail (being designed as part of the Mohican Trail waterline upgrades).

Staff will continue to monitor revenues for any additional available funds to restore projects placed on hold in the FY 2021 budget.

Fiscal Impact:
Increases FY 2021 General Fund budget by \$560 thousand.

Exhibits:
None

Commission/Board: City Council

Contact Person: Sharon Anselmo, City Manager 407-539-6221

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
June 28, 2021		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 7.

Subject: Job Order Contracting Master Agreement
Requested Action or Motion: Move to authorize the City Manager to "piggyback" the Sourcewell contract FL-ECA-GC03-121918-JLC with Johnson-Laux Construction, LLC for Job Order Contracting (JOC) on multiple City projects.
Summary Explanation & Background: The Public Works Department has multiple projects across all divisions that require the services of a contractor. Public Works would like to utilize Job Order Contracting (JOC) services to facilitate some of these projects. JOC allows the City to order Work from the Construction Task Catalog (CTC) established by Sourcewell. The CTC is a comprehensive list of construction services with a pre-established rate schedule adjusted on an annual basis. All tasks assigned in the project scope must be performed per the CTC and the established cost reflected in the project proposal. Sourcewell, through a formal selection process, awarded a professional service agreement, contract FL-ECA-GC03-121918-JLC, to Johnson-Laux Construction, LLC as a contractor in their Indefinite Quantity Construction Contracting (IQCC) program. IQCC is a Job Order Contracting (JOC) service provided by Sourcewell using their publicly bid and selected construction management service provider Gordian Group through contract NO. 091620-GGI. Staff recommends City Council authorize the City Manager to execute a piggyback contract on contract FL-ECA-GC03-121918-JLC with Johnson-Laux Construction, LLC for Job Order Contracting (JOC) on multiple City projects through January 3, 2022. Funds to cover these services are budgeted annually within the Public Works Division Budgets.
Fiscal Impact: Funds budgeted within the Public Works Division Budgets
Exhibits: 1. Annual Renewal FL-ECA-GC03-121918-JLC 2020 (1) 2. Books 1 and 2 combined_3 3. AccAwd FL-ECA-GC03-121918-JLC 4. Signed Piggyback Contract
Commission/Board: City Council
Contact Person: Christopher Kennedy, Assistant Public Works Director (407) 539-6217
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
June 28, 2021		Section: Consent Agenda
Department/Office : Police Department	AGENDA REPORT	Item #: 8.

Subject: Law Enforcement Forfeiture Fund Budget Appropriation
Requested Action or Motion: Move to approve a budget appropriation of \$20,000 from the Law Enforcement Forfeiture Trust Fund for FY 2021 budget.
Summary Explanation & Background: 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 \$20,000 federal forfeiture funds for equipment purchases. These funds will be used to purchase 2 electric golf carts for use in the downtown area. These are non-budgeted items in compliance with federal and state regulations and will be purchased following City of Maitland purchasing guidelines.
Fiscal Impact: \$20,000 Law Enforcement Trust Fund 68850521-566400 PD200 \$20,000
Exhibits: None
Commission/Board: City Council
Contact Person: Jerry Gray, Finance Director 407-539-6201
Reviewed by City Attorney n/a

MEETING DATE		AGENDA
June 28, 2021		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 9.

Subject:
Purchase of FY 2021 Transit Fleet Vehicle

Requested Action or Motion:
Move to approve the purchase of FY 21 Ford Transit fleet vehicle through Alan Jay Fleet Sales utilizing Sourcewell contract # 2021-120716 NAF awarded to National Auto Fleet Group.

Summary Explanation & Background:

Each year the City evaluates its fleet and as part of the budget process replaces or purchases new vehicles and equipment to meet the needs of the city. In FY 21 the City is recommending purchasing the following budgeted vehicle for the Public Works Wastewater Division: 2021 Ford Transit T-150 Cargo Van - \$36,246 There is \$34,000 available in the 41351535-566430-VE001 account line from the FY 2021 vehicle replacement adopted budget from the General and Utilities Funds. The additional \$2,246 will be from savings in the Utilities Fund 41303530-566430-VE001. This vehicle can be purchased through Alan Jay Fleet Sales, which is the authorized dealer for National Auto Fleet Group in Central Florida.

In consideration of our City's sustainability program, the Public Works Department has evaluated the availability of electric or hybrid electric vehicles for consideration for City vehicle purposes. Given the nature and duty of the vehicle to be used by Public Works, there are currently no alternative vehicles available in the needed applications.

Staff recommends approval of the purchase of this vehicle with Alan Jay Fleet Sales utilizing Sourcewell contract # 2021-120716 NAF.

Fiscal Impact:
\$34,000 is available in the 41351535-566430-VE001 account line from the FY 2021 vehicle replacement adopted budget from the General and Utilities Funds. The additional \$2,246 will be from savings Utilities Fund 41303530-566430-VE001.

Exhibits:
1. Scope of Services - Mohican Trail WM Replacement - Amend. No. 1 06-16-21

Commission/Board: City Council

Contact Person: Christopher Kennedy, Assistant Public Works Director (407) 539-6217

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
June 28, 2021		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 10.

Subject: Resolution -FDOT Regional - Integrated Corridor Management (R-ICM) Agreement
Requested Action or Motion: Move to approve a resolution to authorize the Mayor to execute the Regional - Integrated Corridor Management (R-ICM) Agreement with the Florida Department of Transportation (FDOT)
Summary Explanation & Background: The purpose of this agreement is to allow the City of Maitland and FDOT to share real time traffic system data with each other in support of the mutual beneficial mission to delivering the public the safest and most efficient transportation system possible. This data will be used as part of the Regional Integrated Corridor Management System (R-ICMS) software that FDOT procured a vendor to create to increase traffic management capabilities for the Department and Partner agencies. Through coordination with local agencies, the R-ICMS software uses data collected on the freeway and arterial system to actively manage the multimodal system and make operational decisions for the benefit of system mobility as a whole. Within minutes, the R-ICMS can analyze an incident, predict traffic behavior up to 30 minutes into the future, and provide the most efficient alternate route plan to divert traffic around a major incident. It provides the District and local agency partners the ability to treat transportation as a single system, increase the operational efficiency of the whole transportation network, and maximize the effect of transportation investments. There is no cost associated with this agreement. Staff recommends approving a resolution to authorize the Mayor to execute the Regional - Integrated Corridor Management (R-ICM) Agreement with the Florida Department of Transportation (FDOT).
Fiscal Impact: None
Exhibits: 1. R-ICMS Agreement Resolution 2. City of Maitland R_ICM License Agreement cleaned 03 22 2021 (1) SMA 062221
Commission/Board: City Council
Contact Person: Kimberley Tracy, Public Works Director 407-539-216
Reviewed by City Attorney Yes

MEETING DATE		AGENDA
June 28, 2021		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 11.
Subject: Staffing Table Temporary Increase in FTE		
Requested Action or Motion: Move to approve a temporary increase in the staffing table for an over-slot Firefighter/Paramedic position in the Fire/Rescue Department.		
Summary Explanation & Background: Due to staffing shortages in the Fire/Rescue Department as a result of Family Medical Leave absences, modified duty assignments and a recent vacancy, the Fire Chief is requesting to over slot the staffing table to hire one additional Firefighter/Paramedic position. The additional position would alleviate the need for overtime to fill the shift shortages and reduce the impact on existing staff. This temporary increase of one position would be eliminated once a vacancy in Fire/Rescue occurs. The City Manager and Fire Chief are recommending the Council allow for this temporary increase in FTE's.		
Fiscal Impact: Funding is available in the Personnel budget for FY 2021.		
Exhibits: None		
Commission/Board: City Council		
Contact Person: Sharon Anselmo, City Manager 407-539-6221		
Reviewed by City Attorney N/A		