



**City Council
March 28, 2022
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 - Moment of Silence
- III. Pledge of Allegiance
- IV. Presentation
 1. Maitland Fire Department Fire Fighter of the Year
- V. Old Business
- VI. Consent Agenda
 1. Approve the City Council Meeting Minutes of March 14, 2022
 2. Purchase - Lift Station 8 and Lift Station 42 Bidding and CEI Services
 3. Purchase - Stormwater Lake Management Plan Update
- VII. Public Period
- VIII. Decisions
 1. MetroPlan Orlando Municipal Advisory Committee Appointment
 2. Change Order - Dommerich Hills Improvement Project Traffic Calming Devices
- IX. City Manager's Report/City Attorney/Council Reports
- X. 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
March 28, 2022		Section: Presentation
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 1.
Subject: Maitland Fire Department Fire Fighter of the Year		
Requested Action or Motion: Present Firefighter Paramedic Alex Charcas with the 2021 Firefighter of the Year award.		
Summary Explanation & Background: Firefighter Paramedic Alex Charcas is the recipient of the 2021 Firefighter of the Year award. Alex represents the department's core values of Pride, Honor, and Integrity in every action on and off-duty. Over the course of CY 2021, Alex went above and beyond to organize/lead several benevolent events for firefighters and their families affected by personal tragedies. He has earned the respect of members of the department through his actions as a caring and trustworthy individual. Professionally, Alex is one of the department's highest credentialed firefighters, fully certified to operate every apparatus and function in multiple disciplines within the department.		
Fiscal Impact: none		
Exhibits:		
Commission/Board: City Council		
Contact Person: Will Watts 407-644-6345		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 28, 2022		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Approve the City Council Meeting Minutes of March 14, 2022		
Requested Action or Motion:		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Minutes 3-14-2022		
Commission/Board: City Council		
Contact Person:		
Reviewed by City Attorney		

MEETING DATE		AGENDA
March 28, 2022		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.

Subject: Purchase - Lift Station 8 and Lift Station 42 Bidding and CEI Services
Requested Action or Motion: Move to authorize the City Manager to execute an agreement with Burgess & Niple, Inc. in the amount of \$63,433.90 for bidding assistance and construction engineering and inspection (CEI) services for the Lift Station No. 8 and Lift Station No. 42 projects.
Summary Explanation & Background: In 2020, City Council approved the execution of Professional Engineering Services Agreements with Burgess & Niple, Inc. (B&N) for both the rehabilitation of Lift Station No. 8 and for the rehabilitation of Lift Station No. 42, both of which are recommended in the City's current Sewer Master Plan. The designs for Lift Station 8 (LS 8) and Lift Station 42 (LS 42) were completed as separate projects and originally intended to be constructed under the Construction Manager at Risk (CMAR) contract. Due to circumstances with the CMAR contractor, these two lift station projects will need to be publically bid for construction and will require additional construction oversight by the engineer of record. B&N has provided a proposal for additional services to combine the lift station projects into one construction package for bidding and also includes bidding assistance services, as well as providing Construction Engineering and Inspection (CEI) services during construction of the lift stations. Funds for the additional services are available in the capital budget for both projects. Staff recommends authorizing the City Manager to execute the agreement with Burgess & Niple, Inc. for Lift Station No. 8 and Lift Station No. 42 CEI and bidding assistance in the amount of \$63,433.90.
Fiscal Impact: Funds are available in Utility Fund 41351535-566300-WW003 and 41351535-566300-WW902
Exhibits: 1. Maitland LS 8 and 42 Construction Services-Amendment 2-DRAFT 030422
Commission/Board: City Council
Contact Person: Karen McCullen
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
March 28, 2022		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
Subject: Purchase - Stormwater Lake Management Plan Update		
Requested Action or Motion: Move to authorize the City Manager to execute a contract with Burgess & Niple for professional services to provide an update to the Stormwater/Lakes Management Plan in the amount of \$253,445.23.		
Summary Explanation & Background: The Stormwater & Lakes Management Plan is recommended to be updated every five years to provide direction to the Public Works Department and Stormwater & Lakes Management Division for the ongoing management and improvements of the stormwater system. The scope of work includes provisions to develop and update data sets, evaluate water quality trends, numeric nutrient criteria, incorporation of new requirements of the City's NPDES (National Pollutant Discharge Elimination System) Permit, incorporation of new Stormwater projects, public outreach development, updating of technologies and available treatment systems, water quality modeling, sub-basin delineation improvements, updating funding options, and providing an overall management plan for the City. The most recent SLMP update was adopted by City Council in 2016. An evaluation to perform a strategic update to the 2016 SLMP Update was initiated in June 2019. This study was placed on hold to wait for the next cycle of the NPDES permit, which was anticipated to be issued in May 2021, to be drafted in order to incorporate any new requirements into the plan. The issuance of the new NPDES permit has been delayed and is expected to be issued later this year. In addition to the new NPDES permit, the City is required to provide a 20-year Needs Analysis for stormwater infrastructure in accordance with House Bill 53, which went into effect July 1, 2021. The City's continuing engineering consultant, Burgess & Niple, has provided a scope of services to update the 2016 SLMP and will incorporate the development of the 20-year Needs Analysis, the latest federal and state requirements, a priority lake ranking based on updated pollutant loadings, proposed BMP Alternatives based on priority lake ranking and a proposed 10-year Capital Plan. The proposed lump sum cost for the scope of services is \$253,445.23. Funds are available in the Elvin Avenue to Gem Lake Pipe Relocation Project, as this project was developer-driven and is not moving forward at this time. Staff recommends City Council authorize the City Manager to execute a contract with Burgess & Niple for professional services to provide an update to the Stormwater/Lakes Management Plan in the amount of \$253,445.23.		
Fiscal Impact: Funds are available in 32371537-566300-LK101		

Exhibits:

1. Maitland 2022 SLMP Update Agreement-DRAFT 030322

Commission/Board: City Council**Contact Person:** Alyssa Eide 4078753693

Reviewed by City Attorney

N/A

MEETING DATE		AGENDA
March 28, 2022		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 1.

Subject: MetroPlan Orlando Municipal Advisory Committee Appointment
Requested Action or Motion: Move to approve the appointment of Council person Vance Guthrie as the City's representative to the MetroPlan Orlando Municipal Advisory Committee (MAC) and the appointment of City Manager Sharon Anselmo as the alternate representative to the MAC.
Summary Explanation & Background: The City Manager currently serves as the representative on the MetroPlan Orlando Municipal Advisory Committee (MAC) and the Assistant City Manager serves as the alternate representative. Council member Vance Guthrie has expressed interest in serving as the MAC representative. According to the MAC Bylaws, this committee was “established to strengthen ties with the region’s cities and towns that do not have direct representation on the MetroPlan Orlando Board. The MAC consists of the Mayors or appointees of the municipalities that are not directly represented on the MetroPlan Orlando Board. The MAC will ensure that their views are considered in the decision-making process, generate broad-based support and raise awareness among elected officials of the functions of MetroPlan Orlando Board. The Chairperson of the MAC will serve as a voting member on the MetroPlan Orlando Board.” Further, Section 3. Purpose, of the Bylaws states “The municipalities of the area shall be involved in the transportation planning process by establishment of a Municipal Advisory Committee. The purpose shall be to assess reaction to planning proposals and to provide comment to MetroPlan Orlando with respect to the concerns of various municipalities not directly participating on the MetroPlan Orlando.” The MAC meets once a month at 9:30 AM on the Thursday prior to the MetroPlan Orlando regular meeting. The City Council is requested to appoint Council member Vance Guthrie to serve as Maitland’s representative on the MetroPlan Orlando Municipal Advisory Committee and the City Manager to serve as the alternate representative, effective immediately.
Fiscal Impact: None.
Exhibits:
Commission/Board: City Council
Contact Person: Sharon Anselmo 407-539-6221

Reviewed by City Attorney
N/A.

MEETING DATE		AGENDA
March 28, 2022		Section: Decisions
Department/Office : Public Works	AGENDA REPORT	Item #: 2.

Subject:

Change Order - Dommerich Hills Improvement Project Traffic Calming Devices

Requested Action or Motion:

Move to authorize the City Manager to execute a change order to Sanpik, Inc. for the addition of traffic calming devices for the Dommerich Hills Sanitary Improvement Project and authorize an FY 2022 General Fund budget increase of \$181 thousand.

Summary Explanation & Background:

On June 14, 2021, City Council authorized the award of the Lift Station #1 Relocation project to SanPik, Inc. This included Phase 1 of the Dommerich Hills Sanitary Sewer Installation project, which included sewer and sidewalk improvements in the impacted area.

On August 9, 2021, City Council authorized the City Manager to execute a contract with Toole Design as a part of a phased approach for the follow up to the Northeast Neighborhood Speed and Cut-Through Traffic Analysis. Toole Design was to provide an evaluation for the design of traffic calming measures in the Dommerich Hills vicinity to create a staged plan of physical, operational, and potentially policy changes that will positively evolve the expectations and behaviors of motorists; reduce motorists' speeds; increase the comfort, safety, and quality of life of vulnerable street users (e.g., mobile users such as pedestrians, cyclists, school bus users, and static users such as residents and institutions); and reduce the negative effects of motor vehicle use in the community (i.e., noise, intrusion, etc.). As apt of this proposal, the council authorized the creation of a Traffic Calming Committee to coordinate with staff and the consultant to review and provide input into the various proposals that were developed.

On November 18th, 2021, the committee met and were provided the conceptual plans for the Dommerich Hills area that is scheduled for construction over the next fiscal years. After discussing the conceptual designs provided by Toole Design, the committee agreed that these were rational approaches to addressing traffic calming in the area. The primary focus of the design concepts is to address the three streets identified in the areawide study which carried the most traffic. These include Tuscorora Trail, Kewannee Trail and Deloraine Trail. The concepts utilized along Tuscorora Trail include incorporation of medians (similar to Thistle Lane), slight lane narrowing, landscaping and modifications to turning radii. The concepts incorporated into Kewannee Trail include narrowing of the roadway and incorporation of landscaping. The concepts along Deloraine Trail include incorporation of medians similar to Thisle Lane and slight intersection modifications at the curve to reduce speed.

Due to the contractor's schedule for the sewer project, Toole Design had to accelerate the conceptual design to coincide with the reconstruction of the roads on Tuscorora, Kewannee, and Deloraine Trails. This plan was provided to the design engineers, Burgess & Niple, to provide a final design for the traffic calming measures located within the project limits of the Dommerich Hills Septic-to-Sewer Project

Phase I. The conceptual design and the final design plans for the Dommerich Hills Septic-to-Sewer Phase I Project are attached.

SanPik, Inc. has provided a proposed change order in the amount of \$180,835.25 based on the final plans provided by B&N for the Dommerich Hills Traffic Calming Measures. The city's CEI consultant, Neel-Shaffer Inc., has reviewed the proposal and found it to be reasonable.

Due to the fact that this project was initiated in August of 2021 and there was no design concept on which to base pricing, no funding was allocated within the current budget. Based upon the current budget, funding would be allocated from fund balance to complete this project. Future phases of traffic calming as part of the sewer project will be incorporated into the bid documents to be budgeted accordingly.

Staff recommends City Council authorize the City Manager to execute a change order for traffic calming devices in the amount of \$180,835.25 for the Dommerich Hills Sanitary Sewer Improvement Project with SanPik, Inc.

Fiscal Impact:

Transfer funds from General Fund balance.

Exhibits:

1. Sanpik_Traffic Calming Proposal

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney

N/A