

**CITY COUNCIL AGENDA  
REGULAR MEETING  
Tuesday, January 21, 2020  
6:30 PM  
CITY HALL**

**CALL TO ORDER**

**ORDER OF BUSINESS**

**CEREMONIAL ITEMS AND PRESENTATIONS**

1. **Recognition of Citizen Contributions to Shop with a Cop Program.**

**APPROVAL OF MINUTES**

2. **Approval of Minutes for the January 6, 2019, Regular Session.**

**PUBLIC COMMENT**

This is the time for the public to come forward with any comments they may have on any subject related to City business not listed under Public Hearings. Complete a request to speak form and provide it to the City Clerk prior to the meeting.

State your Name and Address for the record.

Please Limit Your Comments to 3 Minutes or Less.

3. **Citizen Comment.**

**CONSENT AGENDA**

4. **Resolution No. 3874-20**, Donation of State Confiscated Funds.
5. **Resolution No. 3876-20**, Cardno/T2 UES, Inc. Assignment of Agreement.
6. **Resolution No. 3877-20**, Purchase of Replacement Police Vehicle.
7. **Resolution No. 3878-20**, Disaster Recovery Consultant Work Order.
8. **Resolution No, 3879-20**, Grant Application for 2020 Land and Water Conservation Fund.

**PUBLIC HEARINGS**

9. **None.**

## **FIRST READING OF ORDINANCES**

**10. None.**

## **RESOLUTIONS**

**11. Resolution No. 3875-20, Site Development Order No. 511-20 for Dr. Lawton's Office.**

## **DISCUSSION ITEMS**

**12. Charter Review.**

**13. United States Conference of Mayors.**

## **CITY MANAGER'S REPORT**

City Manager Bryan Cobb

## **CITY ATTORNEY'S REPORT**

## **COMMUNICATIONS AND REPORTS**

- Council Member Jeff Chudnow
- Council Member Judith Dolores Smith
- Mayor Megan Sladek
- Council Member Keith Britton
- Deputy Mayor Bob Pollack

## **FUTURE MEETING DATES**

- Monday, February 3, 2020, 5:30 p.m. CRA Governing Board
- Monday, February 3, 2020, 6:30 p.m. Regular Session
- Monday, February 17, 2020, 6:30 p.m. Regular Session
- Monday, March 2, 2020, 6:30 p.m. Regular Session
- Monday, March 16, 2020 NO MEETING

## **ADJOURNMENT**

**PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, ANY PERSON DESIRING TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL, WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. This record is not provided by the City of Oviedo.**

**ALL SERVICES, PROGRAMS AND ACTIVITIES OF THE CITY OF OVIEDO ARE OFFERED AND SOLICITED WITHOUT REGARD TO RACE, COLOR, NATIONAL**

**ORIGIN, AGE, SEX, RELIGION, DISABILITY OR FAMILY STATUS. FOR INFORMATION REGARDING THE CITY'S TITLE VI NONDISCRIMINATION POLICY, PLAN AND PROCEDURES PLEASE VISIT [WWW.CITYOFOVIEDO.NET](http://WWW.CITYOFOVIEDO.NET).**

**IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY CLERK AT 407-971-5500 AT LEAST 48 HOURS IN ADVANCE OF THE MEETING.**

**AGENDA  
MEMORANDUM**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bryan Cobb, City Manager  
**DATE:** January 21, 2020  
**SUBJECT: Recognition of Citizen Contributions to Shop with a Cop Program**

**Introduction:** This is a request for City Council to recognize Mr. Greg Wittmer, Mr. Tom Arthur, Mr. Scott Nickerson, Mr. Marshall Mathews, Mr. Ryan Garrett, Mr. Rick Copeland, and Mr. Al Franks for their generous contributions and support every year to the City’s Shop with a Cop program through the Christmas Bike of Central Florida program.

**Discussion:** The Oviedo Police Department annually participates in a Nationally recognized Christmas Program called “Shop with a Cop”. The Program began in Oviedo in 2012 when the Police Department’s Community Relations Unit fund raised approximately \$6,000 through silent auctions and money donations to help elementary and middle school aged children in the City receive an uplifting holiday season. The children selected for the program are children whose parents are facing financial hardships at home and cannot afford to provide gifts or clothes during Christmas time. During the fundraising stage, the Community Relations Unit began a partnership with the Christmas Bike Program of Central Florida.

The Christmas Bike Program’s mission is to raise money to purchase brand new bikes, helmets, and locks for children in need. All their fundraising efforts go to purchasing the bikes for the children. The program is a volunteer program. Mr. Wittmer, Mr. Arthur, Mr. Nickerson, Mr. Mathews, Mr. Garrett, Mr. Copeland, and Mr. Franks donate countless hours to ensure children who need bikes receive a bike on Christmas morning. Their reward is seeing the smiling faces of the children receiving the bikes.

The Christmas Bike program fundraising efforts consist of hosting annual golf tournaments and hosting Poker nights at local restaurants. Through these efforts, they have donated over 6,750 bikes in Central Florida. During the eight (8) year partnership with the City’s Shop with a Cop program, they have donated approximately 212 bikes to Oviedo children.

**Budget Impact:** There is no budget impact associated with recognizing Mr. Wittmer, Mr. Arthur, Mr. Nickerson, Mr. Mathews, Mr. Garrett, Mr. Copeland, and Mr. Franks for the contributions the City’s “Shop with a Cop” program.

**Strategic Impact:** Support civic pride and community participation.

**Recommendation:** It is recommended that the City Council recognize Mr. Greg Wittmer, Mr. Tom Arthur, Mr. Scott Nickerson, Mr. Marshall Mathews, Mr. Ryan Garrett, Mr. Rick Copeland, and Mr. Al Franks for the generous contribution and support every year to the City's Shop with a Cop program through the Christmas Bike of Central Florida program.

Prepared by: Ofc. Yashira Moncada  
Reviewed by: Dale Coleman, Chief of Police

AGENDA  
MEMORANDUM

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bryan Cobb, City Manager  
**DATE:** January 21, 2020  
**SUBJECT:** **Resolution No. 3874-20**, Donation of State Confiscated Funds

**Introduction:** This is a request for City Council to approve a \$5,000 donation from State confiscated funds to Boys Town, an eligible charitable organization.

**Discussion:** The Police Department has recognized Boys Town as an organization that is a viable partner to assist the community in developing healthy and production members of society. This agency assists and aids Law Enforcement agencies by providing valuable assistance to the youth of our community. The Oviedo Police Department recognizes the value of their services and is committed to assisting them in their ongoing and necessary initiatives. This organization provides a safe environment for juveniles in crisis, which assists in reducing crimes such as child abuse, drug abuse and domestic violence.

State Forfeiture funds are discretionary monies for use as approved by the Chief of Police. The Chief of Police has determined that this donation is an eligible use of those funds.

**Budget Impact:** The Police Chief reviews the State Law Enforcement Fund donations and estimates the amount of funds that will be available for donations during the next fiscal year. Adequate funding is available to make the recommended donation.

**Strategic Impact:** Support civic pride and community participation.

**Recommendation:** It is recommended that City Council adopt Resolution No. 3874-20.

Attachment: Section 932.7055, Florida State Statutes

Prepared by: Dale Coleman, Chief of Police

**AGENDA  
MEMORANDUM**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bryan Cobb, City Manager  
**DATE:** January 21, 2019  
**SUBJECT:** **Resolution No. 3876-20**, Cardno/T2 UES, Inc. Assignment of Agreement

**Introduction:** This is a request to approve an Assignment of Agreement with Cardno, Inc. for Surveying Services to T2 UES, Inc.

**Discussion:** On September 17, 2019, the City entered into a professional services agreement with Cardno, Inc. (Cardno) to provide Professional Surveying Services under a continuing consultant agreement in accordance with RFQ No. 19-24. The agreement was approved by City Council on March 3, 2019, with the adoption of Resolution No. 3701-19. On October 22, 2019, staff received a letter from T2 UES, Inc. requesting the City's consent to assign the Cardno agreement to T2 UES, Inc. A copy of the letter is provided in Attachment 1.

As stated in the letter, Cardno has separated certain lines of their business so that, effective October 2019, surveying services will be conducted by a new corporation, T2 UES, Inc. The letter states that the same professionals the City worked with at Cardno will be providing services as employees of T2 UES, Inc. Staff recommends approval of the subject Assignment of Agreement so that surveying services may continue with this firm on an as-needed basis.

A copy of the original agreement with Cardno is provided in Attachment 2. The agreement provides that assignments and amendments be approved in writing by the City and duly signed by the parties. The proposed Assignment of Agreement is provided Exhibit 1 of Resolution No. 3876-20.

**Budget Impact:** There are no impacts to the budget by amending the agreement.

**Strategic Impact:** Continue high levels of customer service, productivity, and efficiency while maintaining fiscal and organizational health. Develop infrastructure that enables quality/smart growth and maintains public health protections.

**Recommendation:** It is recommended that City Council adopt Resolution No. 3876-20.

Attachments:     1. Letter Requesting Assignment  
                      2. Cardno Continuing Consultant Agreement  
                      3. Corporate Information from Sunbiz

Prepared by:     Susan Sheikh, Operational Resources Manager  
Reviewed by:     Bobby Wyatt, Public Works Director

AGENDA  
MEMORANDUM

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bryan Cobb, City Manager  
**DATE:** January 21, 2020  
**SUBJECT:** **Resolution No. 3877-20**, Purchase of a Replacement Police Vehicle

**Introduction:** This is a request for the City Council to approve the purchase of a police pursuit vehicle in the not-to-exceed amount of \$43,000 to replace Police unit #156 which was totaled in an accident.

**Discussion:** Police unit #156 is a 2013 Ford Explorer and was recently involved in an accident resulting in the vehicle being totaled. City staff processed an insurance claim, and proceeds in the amount of \$13,615 were received for the totaled vehicle. If approved, the proceeds received from the insurance company will be used towards the cost of the replacement vehicle. The Fleet Division has determined that the 2020 Dodge Durango Pursuit vehicle is the best police rated vehicle available for the best price under the Florida Sheriffs Association bid. The cost of a new 2020 Dodge Durango Pursuit Vehicle will not exceed \$43,000 via the Florida Sheriffs Association bid. This price includes the lighting, decals, and other required police equipment that must be added to the vehicle.

**Budget Impact:** Since Police unit #156 is scheduled for replacement in FY 2020-21, funding for its replacement was not included in the FY 2019-20 budget. Therefore, a budget amendment is required to transfer funds from fund balance for the difference between the cost of the new vehicle and the insurance proceeds received. A budget amendment is provided Exhibit 1 of Resolution No. 3877-20.

**Strategic Impact:** Maintain up to date equipment by continuing to implement the City's vehicle and equipment replacement schedule.

**Recommendation:** It is recommended that City Council adopt Resolution No. 3877-20.

Prepared by: Susan Sheikh, Operational Resources Manager  
Reviewed by: Bobby Wyatt, Public Works Director  
Kelly Jones, Assistant Finance Director



**AGENDA  
MEMORANDUM**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bryan Cobb, City Manager  
**DATE:** January 21, 2020  
**SUBJECT:** **Resolution No. 3878-20**, Disaster Recovery Consultant Work Order

**Introduction:** This is a request for City Council to approve Work Order No. 17-018-05 in the amount of \$40,019 to ICF Incorporated, LLC (ICF) previously known as David M. Shapiro Disaster Planning and Recovery Consultants, Inc. (DMS).

**Discussion:** On February 19, 2018, City Council adopted Resolution No. 3532-18 selecting DMS/ICF as the top ranked firm for Disaster Planning and Recovery services to assist with the reimbursement of costs associated with storm related damages. Due to the intense level of scrutiny being performed by both Federal and State Agencies, it is important to have ICF's assistance with reimbursement process.

The service ICF provides is considered Direct Administrative Cost (DAC) and is reimbursable to the City once a project is obligated. ICF has been very instrumental in submitting the fourteen (14) different Project Worksheets (PW's) to FEMA for Hurricane Irma. All of which have been transmitted from FEMA to the State of Florida Division of Emergency Management (FDEM) for a thorough review and detail audit. As of this date, there are two (2) pending PW's awaiting FDEM's final review, Live Oak and Little Creek. The reimbursement associated with these two (2) projects is estimated at \$440,814.29.

To date, four (4) Work Orders have been approved by Council. Each Work Order was in an amount not to exceed \$50,000, for a total for \$200,000. The most current Work Order, No. 17-018-04 was approved by Council with the adoption of Resolution No. 3749-19 on May 20, 2019. The Work Order was expected to be completed between May 20, 2019, and December 31, 2019. However, FEMA and FDEM have not completed their work, and \$40,019 remains available. The approval of an additional Work Order for the remaining amount on the expiring Work Order will permit ICF to continue formulating the City's documentation in a manner that is acceptable to FEMA and the State of Florida Division of Emergency Management (FDEM).

**Strategic Impact:** Maintain disaster preparedness readiness and disaster recovery plan.

**Budget Impact:** Costs incurred by the use of ICF are reimbursable by FEMA under Direct Administrative Costs. The City's burden would be limited to any amounts not reimbursed by FEMA or the State of Florida which typically ranges between five (5) percent and twelve and one half (12.5) percent of costs charged by DMS/ICF. Sufficient funds are available in the budget to cover the expenditures related to DAC.

**Recommendation:** It is recommended that City Council adopt Resolution No. 3878-20.

Attachment: Work Order 17-18-04

Prepared by: Janet Vivian, Purchasing Agent

Reviewed by: Jerry Boop, Finance Director

Kelly Jones, Assistant Finance Director

**AGENDA  
MEMORANDUM**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bryan Cobb, City Manager  
**DATE:** January 21, 2020  
**SUBJECT:** **Resolution No. 3879-20**, Grant Application for 2020 Land and Water Conservation Fund

**Introduction:** This is a request for City Council to approve the submittal of a grant application to the Florida Department of Environmental Protection (FDEP) for a 2020 Land and Water Conservation Fund (LWCF) grant for the Round Lake Park Extension (Owens Property) and a work order with RMPK Funding in an amount not to exceed \$3,500 for research and preparation of the grant application.

**Discussion:** The City’s grant writer, Ryan Ruskay, has notified the City of a grant funding opportunity through FDEP 2020 LWCF. The maximum grant amount that can be applied for is \$100,000. The LWCF grant program requires a local match of 100%. The deadline to submit the grant application is January 31, 2020. A copy of the grant notice is provided in Attachment 2.

The City received a Florida Communities Trust (FCT) grant for the purchase of the subject property. The FCT grant required the City to submit the following management plan for the improvement of the property for recreation purposes.

**Management Plan for Improvements to Owens Property**

Boardwalk Connection	\$25,000.00
Fishing Pier	\$25,000.00
Picnic Shelter & Picnic Tables	\$22,000.00
Sidewalk Connection	\$6,500.00
Interpretive Kiosk	\$5,000.00
Consultant Fees / St. John’s Permitting	\$16,000.00
<b>Total</b>	<b>\$99,500.00</b>

The above expenses are estimates based on Staff research and past experience with recent projects. The actual costs could be higher/lower once the proposals have been submitted for each improvement. Therefore, Staff recommends submitting the subject grant application for the maximum amount of \$100,000 to continue implementing the Master Plan for Round Lake Park Extension (Owens Property). The City’s 100% required local match will be \$100,000. If approved, the local match of \$100,000 is presently budgeted within the Recreation and Parks

Department FY2019/20 budget. The City should receive notification of the final Grant standings by the end of July, 2020. If awarded, the City will have to execute an agreement with the FDEP to receive the grant funding, which will require City Council approval. The City will have 36 months to complete the entire project and request reimbursement.

**Budget Impact:** There are sufficient funds in the FY 2019/20 budget to fund the requested \$3,500 for the preparation of the grant application. If the grant is approved, the local match is presently within the Recreation Facility Improvement Capital Fund.

**Strategic Impact:** Execute and update the Recreation Master Plan.

**Recommendation:** It is recommended that City Council adopt Resolution No. 3879-20.

Attachments:     1. Location Map  
                      2. RMPK Funding Opportunity 2020 Land and Water Conservation Fund (LWCF)

Prepared by:     Dru D. Boulware, Recreation & Parks Director

**AGENDA  
MEMORANDUM**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bryan Cobb, City Manager  
**DATE:** January 21, 2020  
**SUBJECT:** **Resolution No. 3875-20**, Site Development Order No. 511-20 for Dr. Lawton's Office, part of the Alafaya Woods PUD

**Procedure:** Call Up Item  
City Manager Background  
Public Comment - Request to Speak Forms submitted prior to beginning of meeting.  
Council Motion & Discussion  
Council Action

**Introduction:** This is a request for the City Council to approve Site Development Order (SDO) No. 511-20 for Dr. Lawton's Office, part of the Alafaya Woods PUD. The applicant and property owner representing Anlija, LLC is Brett T. Lawton, DMD, MS.

**Discussion:** The proposed development is located on the south side of Alafaya Woods Boulevard at 280 Alafaya Woods Boulevard. The total land area is approximately 1.51 acres.

Per Land Development Code (LDC) Section 2.5(A) (14), the City Council shall have final approval authority to issue Site Development Orders including amendments, that require a deviation greater than twenty (20) percent of a minimum LDC requirement.

The subject property is designated as Planned Unit Development (PUD) on the City's Future Land Use Map and Planned Unit Development (PUD) on the City's Official Zoning Map, being part of the Alafaya Woods PUD. The project consists of a 6,000 square foot dental office building. The property comprises two lots, Lots 4 and 5, with a total land area of 1.51 acres. Lot 5 and a portion of Lot 4 will be developed in association with this development order. Another Site Development Order will be required to develop the remainder of Lot 4.

Staff reviewed the proposed site design according to the standards of LDC and the Comprehensive Plan. The applicant requests deviations from the LDC minimum requirements, as listed below. Each deviation listed is followed by justification in italics, proposed mitigation, which is underlined, and a staff recommendation.

**DEVIATION REQUESTS:**

1. LDC Section 8.7(B)(3)(b): A 5 parking space deviation to the requirement that no surface parking shall be located in front of the principal building or the extension of the primary

façade line (when not on an arterial road), of the 30 parking spaces required, a 16.6% deviation. *Justification: The property has platted cross access easements which dictates the location of the parking aisles and therefore three spaces were placed north of the cross-access easement. The parking would be insufficient without these five spaces, but given the site configuration, the spaces can only be placed in this area.* Mitigation: Maintain existing heritage (30" DBH or over) trees in the north end of the property with enhanced screening from shrubs. Staff has reviewed the justification and mitigation and recommends approval.

2. LDC Section 12.4 Table 12.3: A 3 large tree deviation to the minimum requirement of 3 large trees to allow 0 large trees to be placed in the 75-foot A2 north bufferyard, a 100% deviation. *Justification: There are several large trees including a Heritage tree being preserved on the north end of the site, limiting the space to plant new trees.* Mitigation: Three proposed new trees have been increased to 4-inch caliper, which is above the minimum 2.5-inch minimum requirement. The front buffer yard also varies in width from 18-foot to 30-foot, exceeding the requirement of a 10-foot minimum width. Staff has reviewed the justification and mitigation and recommends approval.
3. LDC Section 12.4: A 3.7 foot deviation to the minimum A2 bufferyard width of 10 feet to allow a 61-foot southeast portion of the bufferyard to be reduced to a width of 6.3 feet, a 37% deviation. *Justification: This 3.7-foot reduction is to provide back-up space for the adjacent parking spaces.* Mitigation: This area has been enhanced with additional landscaping of two medium sized ornamental trees. Staff has reviewed the justification and mitigation and recommends approval.
4. LDC Section 12.5(A)(2): A 3 large tree deviation to the minimum of the requirement of 7 large trees in terminal/interior landscaped islands allowing for 4 large trees to be placed in terminal/interior landscaped islands, as shown on sheet L-1, a 43% deviation. *Justification: Space constraints in the South part of the parking area by the dumpster and another large tree immediately adjacent to the other island in this area do not allow for large trees in these two islands.* Mitigation: Two additional large trees have been added to the adjacent dry storm pond. Two medium trees are in the small interior islands near the entrance of the building. The two medium trees equal the size of one large tree, likewise the two interior islands make up the size of one large interior island. Staff has reviewed the justification and mitigation and recommends approval.
5. LDC Section 12.4(C): A 4 foot deviation to the minimum requirement of a 10 foot wide bufferyard on the east side of the property, allowing for a 6 foot wide bufferyard adjacent to and along the length of the building, as shown on sheet L-1, a 40% deviation. *Justification: The platted lot is narrow, and the parking lot causes the building to be pushed closer to the eastern bufferyard, thus causing the A/C unit and roof overhang encroachment.* Mitigation: The air conditioner units are screened with a 4-foot-high PVC fence and two understory trees have been added at each AC unit. Additional shrubs have

also been placed along the eastern property line to mitigate for the roof overhang. Staff has reviewed the justification and mitigation and recommends approval.

6. LDC Section 12.5 (A)(2)(A): A 4 foot terminal landscaped island width deviation to the requirement of a minimum of 8 foot wide terminal landscape islands, to allow terminal islands in the south vehicular use area to be 4 feet in width, as shown on sheet C-5, a 50% deviation. *Justification: The amount of spaces needed for required parking, in addition to the requirement of a dumpster, does not allow for full terminal island widths to meet the minimum width in this area. Furthermore, there is no other reasonable area to place the dumpster enclosure without losing parking or further reducing terminal landscape island widths, given the size of the lot.* Mitigation: An oversized parking terminal island is provided on the southwest corner of the building. Staff has reviewed the justification and mitigation and recommends approval.
  
7. LDC Section 13.1: A 1 compact space parking deviation over the requirement that a maximum of a 7 compact parking spaces are allowed, allowing for 8 compact spaces, a 14% deviation. *Justification: There is insufficient room to increase parking space size without losing required parking spaces.* Mitigation: A bike rack adding two additional bike spaces to the two provided to meet LDC requirements, results in a total of four bike spaces. This allows employees or patients the opportunity to bike to the office. Staff has reviewed the justification and mitigation and recommends approval.

Based on the findings of its review, Staff recommends approval of SDO 511-20 and adoption of Resolution No. 3875-20.

**Budget Impact:** There is no impact to the budget as a result of the approval of the Site Development Order.

**Strategic Impact:** The proposed development is consistent with the Economic and Vitality strategic goal.

**Recommendation:** It is recommended that City Council adopt Resolution No. 3875-20.

Attachments:     1. Location Map  
                      2. Amended Site Plan

Prepared by: Tyler Reed, Planner II  
Reviewed by: J. Higbee, Development Review Manager,  
                  Teresa Correa, Development Services Director

**AGENDA  
MEMORANDUM**

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bryan Cobb, City Manager  
**DATE:** January 21, 2020  
**SUBJECT: City Charter Review**

**Introduction:** At its January 6, 2020, meeting, City Council gave consensus to discuss review of the City Charter at its January 21, 2020, meeting.

**Discussion:** Charter amendments are governed by Section 166.31, Florida Statutes. A copy of Section 166.31 is provided in Attachment 2.

A copy of the City's Charter is provided in Attachment 1. Section 3.11 of the City Charter states the following:

*Sec. 3.11 Five-year Review of Charter.*

*At least once every five (5) years after the adoption of the Charter and more often if the City Council deems it necessary or desirable, the City Council shall appoint a Charter Review Committee to review the City Charter and recommend additions, deletions or changes to the City Council for its consideration.*

In previous years, the City Council appointed the above referenced Charter Review Committee by resolution. City Council has appointed City residents to serve on the Committee. City Council has also appointed City Council as the Committee. The potential action of the Charter Review Committee will be the recommendation of an ordinance proposing amendments to the City's Charter. The ordinance will establish a referendum election process in which proposed amendments accepted by City Council will be submitted to the City's electors for approval. It is recommended that City Council consider engaging a professional facilitator to coordinate the Committee's work.

In 2020, the following elections are scheduled:

- Presidential Preference Primary Election: March 17
- Primary Election: August 18
- General Election: November 3

The preliminary schedules for the Primary and General Elections are as follows:

1. Primary Election, August 18, 2020:



March 6th: Charter Committee Finalizes Recommendations  
March 20th: City Council Decision on which recommendations to forward to electors  
April 6th: City Council First Reading of Ordinance  
April 20th: City Council Second Reading of Ordinance and Public Hearing  
April 27th: Transmit ballot language to Spanish translator  
June 1st: Deadline to transmit ballot language to Supervisor of Elections  
August 18th: Primary Election

2. General Election, November 3, 2020:

May 18th: Charter Committee Finalizes Recommendations  
June 1st: City Council Decision on which recommendations to forward to electors.  
June 15th: City Council First Reading of Ordinance  
July 6th: City Council Second Reading of Ordinance and Public Hearing  
July 20th: Transmit ballot language to Spanish translator  
August 21st: Deadline to transmit ballot language deadline to Supervisor of Elections  
November 3rd: General Election

The Spanish language translation company requests a minimum thirty (30) days to complete referendum translations.

**Budget Impact:** There will be a cost associated with engaging an outside facilitator to coordinate the work of the Charter Review Committee, general operating supplies for the Committee, and City Attorney and City Staff attendance at Committee meetings. Engagement of the facilitator may require a budget amendment.

**Strategic Impact:** Review of the City's Charter is consistent with the Goals, Objectives, and Strategies of the High Performance Government Strategic Focus Area.

**Recommendation:** Following review and discussion of the matter, staff will seek City Council's direction on conducting Charter Review in 2020, appointing a Charter Review Committee; and search for a facilitator to coordinate the Committee's work. If City Council decides to appoint a citizen committee, it is recommended that City Council direct the City Clerk to advertise a request for applications for Committee membership for thirty (30) days. The City Clerk will also need direction regarding any special criteria for appointment to the Committee.

If City Council decides to appoint itself as the Committee, it is recommended that City Council direct the City Manager to prepare a resolution appointing the City Council as the 2020 Charter Review Committee.

Attachments: 1. City Charter  
2. Section 166.031 Florida Statutes

AGENDA  
MEMORANDUM

**TO:** Honorable Mayor and City Council Members  
**FROM:** Bryan Cobb, City Manager  
**DATE:** January 21, 2020  
**SUBJECT: United States Conference of Mayors**

**Introduction:** This is a request for City Council to provide direction regarding the City joining the United States Conference of Mayors.

**Discussion:** At its January 6, 2020 meeting, City Council gave consensus to have a discussion regarding joining the United States Conference of Mayors upon receiving more information about the organization.

The United States Conference of Mayors is the official non-partisan organization of cities with populations of 30,000 or more. The Conference of Mayors adopts a policy platform, which is developed by its executive committee, advisory boards, standing committees, and task forces. and voted on by its membership. The Policy Agenda is voted on by its membership at the Conference's Annual Meeting. Once adopted it is considered to collectively represent the views of the nation's Mayors.

The Conference of Mayors lists the following roles of the Conference:

- Advocacy
- Best Practices
- Business Connections
- Promote your City
- Networking

These roles are designed to help develop and promote effective national urban/suburban policy; build stronger and more effective federal-city relationships; monitor the effectiveness of federal policy in terms of its service to urban needs; help mayors develop leadership and management tools; and to create a forum in which mayors can share ideas and information.

The Conference is a dues-based organization. Cities with a population of 30,000 and larger are eligible for full membership. The City of Oviedo would fall into the 30,000 to 49,999 population category which is billed at \$3,489 annually.

**Budget Impact:** The cost for the City of Oviedo to become a member of the United States Conference of Mayors is \$3,489 annually.

**Strategic Impact:** Reinforce High-Performance Government by pursuing mutually beneficial strategies and partnerships.

**Recommendation:** Staff seeks City Council's direction regarding the City joining the United States Council of Mayors.

Attachment: United States Conference of Mayors Brochure

Prepared by: Patrick Kelly, Assistant City Manager