

The City of Oviedo announces a City Council public meeting to which all persons are invited.

DATE AND TIME: April 6, 2020, 6:30 p.m.

PLACE: City of Oviedo, 400 Alexandria Blvd, Oviedo, FL 32765. This meeting will be held in accordance with the principles, practices, and procedures established in Executive Order 2020-01.

PROCEDURES: The agenda will contain only those crucial items for which time is of the essence.

The City Council, City staff and general public will follow social distancing recommendations as published by the State of Florida and Seminole County, Florida. These include, but are not limited to, keeping a minimum of six (6) feet separation between individuals, limiting the number of participants in a single room to no more than ten (10) persons at any time, and utilizing technological means to view and/or participate in the meeting.

The public may participate in the meeting by submitting comments prior to the meeting which will be read aloud by the Presiding Officer during the Public Comments portion of the meeting. Anyone wishing to submit comments to be read at the meeting should email their comments to the City Clerk at bbarbour@cityofoviedo.net by **2:00 PM on April 6, 2020**. Any person wishing to deliver comments personally at the meeting may do so, under the following procedures:

Individual will be allowed to enter chambers to deliver his/her comments on a one (1) person at-a-time basis in order to comply with the restriction against having more than ten (10) persons in a meeting room or chambers at one (1) time.

Members of the public who wish to participate shall stage on the exterior veranda of City Hall, be given a number in the order that their request is received and be allowed to enter one (1) at-a-time, in numerical order, to give his/her public comments.

At the completion of the 3 minutes allowed for his/her comments, each person will be required to exit chambers and City Hall.

VIEWING THE MEETING AT CITY HALL: If the public wishes to view the public meeting at City Hall, it will be shown on video monitors located on the veranda outside the main entrance to City Hall. The meeting will also be streamed via communications media technology over the internet, and broadcast on Spectrum Channel 496.

GENERAL SUBJECT MATTER TO BE CONSIDERED: City Council Regular Session: City Council members will meet to discuss general matters. A copy of the agenda is posted on the City Hall Bulletin Board, City website www.cityofoviedo.net or by contacting the City Clerk at (407) 971-5500.

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 processing 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.

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.

**CITY COUNCIL AGENDA
REGULAR MEETING
Monday, April 06, 2020
6:30 PM
CITY HALL**

CALL TO ORDER

ORDER OF BUSINESS

CEREMONIAL ITEMS AND PRESENTATIONS

1. **None.**

APPROVAL OF MINUTES

2. **Approval of Minutes for the March 2, 2020, 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. 3900-20**, Awarding the Comprehensive Plan Update Request for Proposal.
5. **Resolution No. 3901-20**, Dedicated Improvements for Shoppes at Sterling Creek Outparcels.
6. **Resolution No. 3903-20**, Awarding RFP 20-24, Tax-Exempt Financing Lease Purchase Agreement, Series 2020.
7. **Resolution No. 3905-20**, Adoption of 2020-2025 Seminole County Local Mitigation Strategy.
8. **Resolution No. 3906-20**, Declaration of Local State of Emergency.

PUBLIC HEARINGS

9. **None.**

FIRST READING OF ORDINANCES

10. **None.**

RESOLUTIONS

11. **Resolution No. 3904-20**, Authorization of Lease Purchase Agreement, Series 2020.

DISCUSSION ITEMS

12. **None.**

CITY MANAGER'S REPORT

City Manager Bryan Cobb

CITY ATTORNEY'S REPORT

COMMUNICATIONS AND REPORTS

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

FUTURE MEETING DATES

- Monday, May 18, 2020, 6:30 p.m. Regular 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.

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: April 6, 2020
SUBJECT: **Resolution No. 3900-20**, Awarding the Comprehensive Plan Update Request for Proposal

Introduction: This is a request for City Council to award Request for Proposals (RFP) 20-22 and approve the selection of Vanasse Hangen Brustlin, Inc. (VHB) for preparation of a Comprehensive Plan Update.

Discussion: This project consists of a thorough analysis of the City’s existing conditions which will contribute to the required Data, Inventory and Analysis (DIA) supporting documents for the 2040 Comprehensive Plan Update and an evaluation of the effectiveness and efficiency of the current Goals, Objectives and Policies as well as an identification of any existing inconsistencies within the various Elements of the City’s Comprehensive Plan.

The selected firm shall perform a comprehensive and full revision of the City’s Comprehensive Plan, including the Future Land Use Map and other map series. This firm will also work with the City Manager and various City Departments to identify any inconsistencies within the various Elements of the Comprehensive Plan and conduct research, analysis and other activities as necessary to develop the City’s 2040 Comprehensive Plan. The selected firm or teams shall recommend to the City any needed amendments to the City’s Goals, Objectives and Policies for its various Comprehensive Plan Elements. It also includes recommendations to bring the Land Development Code into compliance with the new Comprehensive Plan.

On November 24, 2019, the City published RFP No. 20-22 for Comprehensive Plan Update in the Orlando Sentinel and on VendorLink.

Five (5) submittals were received in response to the solicitation. On February 11, 2020, the Evaluation Committee reviewed and scored the proposals based on the RFP criteria, which is provided in Attachment 1. Following are the firms and their ranking as provided in Attachment 2.

Firm:	Points	Rank
Vanasse Hangen Brustlin, Inc., (VHB)	448	1
Kimley-Horn and Associates, Inc.	407	2
S&ME, Inc.	405	3
G-A-I Consultants, Inc.	353	4
Clarion Associates, LLC.	341	5

The top ranked firm met with the Committee on February 18, 2020, to discuss their project approach, community involvement, and fee structure for each of their team members.

From the meeting, VHB was deemed the most responsive to the City's needs. VHB ranked No. 1 due to their specific experience in long-range comprehensive planning, zoning, land use law, preparation of ordinances, innovative and sustainable planning techniques and urban design, and conducting meetings with the general public and key stakeholders. Attachments 3 and 4 outline VHB's approach and detailed deliverables.

The award provides for a term of twenty-four (24) months from the execution of an agreement.

Budget Impact: The Comprehensive Plan Update will cost \$186,650.00. The City budgeted \$200,000 to fund the City's Comprehensive Plan Update in the adopted FY 2019/20 budget. The proposal is within budget.

Strategic Impact: Continue high levels of customer service, productivity, and efficiency while maintaining fiscal and organizational health.

Recommendation: It is recommended that City Council adopt Resolution 3900-20.

Attachments: 1. RFP Scoring Criteria
 2. Proposal Evaluation Minutes
 3. Vanasse Hangen Brustlin, Inc. Proposal

Prepared by: Debra Pierre, Planning Manager
Reviewed by: Teresa Correa, Development Services Director

**AGENDA
MEMORANDUM**

TO: Honorable Mayor and City Council Members
FROM: Bryan Cobb, City Manager
DATE: April 6, 2020
SUBJECT: **Resolution No. 3901-20**, Dedicated Improvements for Shoppes at Sterling Creek Outparcels

Introduction: This is a request for City Council to accept the dedicated improvements for Shoppes at Sterling Creek Outparcels located at 329 West County Road 419 and authorize the acceptance of a maintenance bond for a two-year maintenance period.

Discussion: Site Construction Type II Permit Number 18-0035 was issued on August 13, 2018. The dedicated improvement consisting of the water system including fire hydrants has been reviewed by Public Works Inspectors during the construction process and found to be in compliance with the approved plans. The City Engineer has signed off on the improvements.

All conditions to Site Construction Type II Permit Number 18-0035 have been met and installation of the water system including fire hydrants is complete. Upon acceptance of these improvements, maintenance inspections will be conducted at approximately 6, 12, 18 and 22 months. The developer of the Shoppes at Sterling Creek Outparcels will be notified in writing of any deficiencies found during the inspections and provided thirty (30) days in which to make the needed corrections.

Budget Impact: Upon acceptance of the dedicated improvements, the City will recognize \$636.39 in subdivision quality control fees previously paid by the developer with the initial development of Shoppes at Sterling Creek.

Strategic Impact: The adoption of Resolution No. 3901-20 is consistent with the Strategic Plan Natural and Built Systems and Economic Vitality and Development goals of ensuring that new development or redevelopment is done in a sustainable manner.

Recommendation: It is recommended that City Council adopt Resolution No. 3901-20.

Prepared by: Linda Holt, Development Review Coordinator
Reviewed by: J. Higbee, Development Review Manger
Teresa Correa, Development Services Director
Kelly Jones, Assistant Finance Director

**AGENDA
MEMORANDUM**

TO: Honorable Mayor and City Council Members
FROM: Bryan Cobb, City Manager
DATE: April 6, 2020
SUBJECT: **Resolution No. 3905-20**, Adoption of 2020-2025 Seminole County Local Mitigation Strategy

Introduction: This is a request for City Council to adopt the 2020-2025 Seminole County Local Mitigation Strategy Plan.

Discussion: The purpose of the Seminole County Local Mitigation Strategy Plan (LMS) is to provide a document that identifies and provides recommended mitigation techniques for a wide range natural, man-made, and technological threats with potential human and economic costs that may impact the Seminole County region and its municipalities. The adoption of this plan also provides for continued grant funding opportunities to the City of Oviedo for local mitigation initiatives as approved through the Federal Emergency Management Agency (FEMA).

The City of Oviedo has been an active participant in the Seminole County Resiliency Working Group. This group has established a comprehensive, coordinated planning process involving the County and its municipalities, as well as other public and private sector organizations, to eliminate or decrease these vulnerabilities. The City of Oviedo last adopted the Seminole County Local Mitigation Strategy Plan in 2015 which was required to be revised in 2020. The plan was recently updated and was adopted by the Seminole County Board of County Commissioners on February 25, 2020.

Budget Impact: There is no budget impact associated with the adoption of the LMS Plan.

Strategic Impact: Continue to pursue mutually beneficial strategies and partnerships with other local governments and regional agencies.

Recommendation: It is recommended that City Council adopt Resolution No. 3905-20.

Prepared by: Jeff Buchanan, Fire Chief

**AGENDA
MEMORANDUM**

TO: Honorable Mayor and City Council Members
FROM: Bryan Cobb, City Manager
DATE: April 6, 2020
SUBJECT: **Resolution No. 3906-20**, Declaration of Local State of Emergency

Introduction: This a request for the City Council to confirm a Declaration of Local State of Emergency in accordance with Section 20-5(b) of the Code of Ordinances of the City of Oviedo, Florida.

Discussion: On March 1, 2020, Governor Ron DeSantis issued Executive Order 20-51, declaring that appropriate measures to control the spread of COVID-19 in the State of Florida are necessary, and therefore directed that a Public Health Emergency be declared in the State of Florida. On March 1, 2020, Florida Surgeon General Scott A. Rivkees, M.D. issued a Declaration of Public Health Emergency by virtue of Executive Order No. 20-51 and the authority vested by Florida Statutes §381.00315, declaring that a public health emergency exists in the State of Florida.

In accordance with Section 20-4(1) of the Code of Ordinances of the City of Oviedo, Florida, the City Manager, acting as Director of Emergency Management for the City, recommended that the Mayor execute and issue a Declaration of Local State of Emergency for the City of Oviedo. On March 11, 2020, Mayor Sladek, issued a Proclamation Declaring a Local State of Emergency within the City's corporate limits. The Proclamation is in effect and remains in effect so long as the State Declaration of Public Health Emergency is effect in accordance with Section 381.00315, Florida Statutes. A copy of the Proclamation is provided in Attachment 1.

Section 20-5(b) of the Code of Ordinances of the City of Oviedo, Florida requires that "Any declaration of a state of emergency and all emergency regulations activated under the provisions of this chapter shall be confirmed by the City Council, by adoption of a Resolution, no later than at the next regular meeting of the City Council, unless the nature of the emergency renders a meeting of the City Council extremely impractical. Confirmation of the emergency declaration shall disclose the reasons for, anticipated impacts of, actions proposed and taken to manage the emergency and other pertinent data relating to the emergency requiring the declaration."

Resolution No. 3906-20 accomplishes the following:

1. Discloses the reasons for, anticipated impacts of, actions proposed and taken to manage the COVID-19 emergency and other pertinent data relating to COVID-19 in accordance with Code of Ordinances Section 20-5(b).

2. Confirms the Proclamation of Declaration of Local State of Emergency issued by Mayor Sladek on March 11, 2020, at the next available regular City Council meeting in accordance with Code of Ordinances Section 20-5(b).
3. Confirms City Manager Executive Order 2020-001 issued on Wednesday, April 1, 2020, which provides the method for conduct of local government public meetings during the term of the Declaration of Local State of Emergency
4. Encourages City residents and businesses to adhere to the CDC Coronavirus Recommendations.
5. Concurs with the requirements of Seminole Executive Order 2020-06, as they apply to City businesses and directs the City Manager to take all necessary actions to enforce the Executive Order.
6. Encourages all City residents and businesses to adhere to Executive Orders, Proclamations, and Declarations issued by, or under the authority of, the Governor of the State of Florida, the Surgeon General of the State of Florida, the President of the United States, and the Chairman of the Seminole County Commission.
7. Confirms the following actions taken by the City Manager in his capacity as City Manager and as Director of Emergency Management:
 - a. All public events within, or sponsored by, the City are suspended until at least May 9, 2020.
 - b. The Oviedo Gym and Aquatic Facility, Oviedo Sports Complex, Riverside Park, and Shane Kelly Park shall be closed, and remain closed, until at least May 9, 2020.
 - c. All playground equipment and dog parks shall be immediately cordoned off and closed to the public until the City Manager determines they can be safely reopened without imposing a threat to the health of the public.
 - d. All outdoor basketball rims/backboards shall be immediately removed until the City Manager determines they can be safely reinstalled without imposing a threat to the health of the public.
 - e. Access to all City buildings shall be limited to staff only. Face to Face meetings shall be limited as much as possible unless scheduled by appointment.
 - f. Utility bill payments may be dropped in the utility payment box in front of City Hall, may be made via telephone at 407-971-5535, or made online at <http://cityofoviedo.net/137/Online-Payments>.
 - g. Drop boxes for building services, planning, zoning, development review and business tax receipts shall be placed outside the City Hall Annex building with detailed signage showing what should be placed in each box.

Budget Impact: As of March 27, 2020, the City has spent \$36,026.00 in response to the COVID-19 pandemic. The City should be eligible for reimbursement of COVID-19 costs through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Strategic Impact: Maintain public health protections. Ensure a high level of readiness to manage and recover from disasters. Maintain disaster preparedness readiness and disaster recovery plan. Provide leadership on critical local and regional issues.

Recommendation: It is recommended that City Council adopt Resolution No. 3906-20.

Attachments: 1. Proclamation of Local Declaration of Emergency, March 11, 2020
 2. Seminole County Executive Order 2020-06

Reviewed By: David W. Hall, Esq., Assistant City Attorney

**AGENDA
MEMORANDUM**

TO: Honorable Mayor and City Council Members
FROM: Bryan Cobb, City Manager
DATE: April 6, 2020
SUBJECT: **Resolution No. 3904-20**, Authorization of Lease Purchase Agreement, Series 2020

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 a Lease Purchase Agreement in the principal amount of not to exceed \$1,388,000 for the purpose of financing various vehicles and equipment.

Discussion: On April 6, 2020, City Council awarded RFP No. 20-24 for a Tax-Exempt Financing, Lease Purchase Agreement, to Banc of America Public Capital Corp for vehicles and equipment. A copy of RFP No. 20-24 is provided in Attachment 1. Resolution No. 3904-20 approves the execution and delivery of an equipment lease purchase agreement (Agreement). The Agreement has a five (5) year component at a fixed rate of 1.03% and a seven (7) year component at a fixed rate of 1.1611% in an amount not to exceed \$1,388,000. The debt service on the Agreement will be paid solely from non-ad valorem revenues budgeted and appropriated on an annual basis.

The delivery date of the Agreement will be April 8, 2020. The Agreement matures on March 1, 2027. Principal and interest on the Agreement will be paid in quarterly installments beginning on June 1, 2020, until the Agreement is paid in full. A copy of the Lease Purchase Agreement Numbers is provided in Attachment 2.

Budget Impact: Staff prepared the FY 2019-20 budget with the expectation of financing the Fleet Vehicle Replacement Plan in an amount not exceed \$1.388 million dollars, including the cost of issuance. The debt payments are incorporated into the FY 2019-20 Adopted Budget.

Strategic Impact: Continue high levels of customer service, productivity, and efficiency while maintaining fiscal and organizational health.

Recommendation: It is recommended that the City Council adopt Resolution No. 3904-20.

Attachments: 1. RFP 20-24 Tax-Exempt Financing Lease Purchase Agreement, Series 2020
 2. Lease Purchase Agreement Series 2020 Numbers

Prepared by: Kelly Jones, Assistant Finance Director

Reviewed by: Jerry Boop, Finance Director