

**CITY OF OVIEDO FLORIDA
NOTICE OF MEETING**

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

DATE AND TIME: May 18, 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 2020-007.

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 groups of people greater than ten (10) from congregating in public spaces that do not readily allow for appropriate social distancing 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 **1:00 PM on May 18, 2020**. Any person wishing to deliver comments personally at the meeting may do so, under the following procedures:

Seating in the chambers will be limited to 14 members of the public, spaced six feet apart. Overflow seating, with video streaming, will be available in the lobby of city hall and on the city hall veranda, with appropriate social distancing. Members of the public who wish to offer comment, and are in the overflow areas, will be allowed to enter chambers to deliver his/her comments on a one (1) person at-a-time basis in order to ensure proper six (6) foot social distancing requirements are met.

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, May 18, 2020
6:30 PM
CITY HALL**

CALL TO ORDER

ORDER OF BUSINESS

CEREMONIAL ITEMS AND PRESENTATIONS

- 1. Comprehensive Annual Financial Report for the Fiscal Year Ending September 30, 2019 (FY 2018-19).**

APPROVAL OF MINUTES

- 2. Approval of Minutes for the April 6, 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. Police Week 2020 Proclamation.**
- 5. Resolution No. 3908-20, Purchase of Generator for Lift Station No. 73.**
- 6. Resolution No. 3909-20, Piggyback Agreement with Danus Utilities, Inc.**
- 7. Resolution No. 3910-20, Change Order to Purchase Order issued to TAW Service Center.**
- 8. Resolution No. 3911-20, SCADA System Upgrade at Water Plant.**
- 9. Resolution No. 3912-20, Change Order to Emergency Water Main Repair Project.**
- 10. Resolution No. 3913-20, Purchase of a Flip Screen Screening Attachment.**

11. **Resolution No. 3915-20**, Application for the Federal Emergency Management Agency, Assistance to Firefighters Grant Program - COVID-19 Supplemental.
12. **Resolution No. 3916-20**, Mid-Year Budget Amendment.
13. **Resolution No. 3917-20**, Extension of Declaration of Local State of Emergency.

PUBLIC HEARINGS

14. **None.**

FIRST READING OF ORDINANCES

15. **None.**

RESOLUTIONS

16. **Resolution No. 3914-20**, Work Order to Alcalde and Fay for Federal Lobbying Services.

DISCUSSION ITEMS

17. **None.**

CITY MANAGER'S REPORT

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, June 1, 2020, 5:30 p.m. Budget Work Session
- Monday, June 15, 2020, 6:30 p.m. Regular Session
- Monday, June 29, 2020, 5:30 p.m. Work Session

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: May 18, 2020
**SUBJECT: Comprehensive Annual Financial Report for the Fiscal Year Ending
September 30, 2019 (FY 2018-19)**

Introduction: City staff and the City's independent public accounting firm, Purvis Gray & Company, LLP, will present the Comprehensive Annual Financial Report for the fiscal year ending September 30, 2019.

Discussion: The Comprehensive Annual Financial Report (CAFR) for the year ending September 30, 2019, has been completed. The CAFR fulfills the requirements of the City Charter, Florida Statutes, and the Rules of the Florida Auditor General. It is prepared in conformity with Generally Accepted Accounting Principles (GAAP) and audited by an independent firm of Certified Public Accountants. The organization, form and contents of the CAFR plus the accompanying financial statements and statistical tables are formulated in accordance with the principles prescribed by the Governmental Accounting Standards Board (GASB), the State of Florida and the Government Finance Officers Association of the United States and Canada (GFOA).

Budget Impact: There is no budget impact associated with the subject presentation.

Strategic Impact: Continue to ensure financial health by tax base diversification and growth; adequate financial reserves, comprehensive contract management, health and liability insurance controls and prudent cost recovery practices.

Recommendation: Finance Director Jerry Boop and Ms. Helen Painter, Partner, from the City's auditing firm of Purvis Gray & Company, LLP, will make brief power point presentations on the contents of the CAFR and respond to questions from the City Council.

Attachments: 1. Finance Director Presentation
 2. Purvis Gray Presentation

Prepared by: Kelly Jones, Assistant Finance Director

WHEREAS, the Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as Police Week; and

WHEREAS, the members of the Oviedo Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Oviedo; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of law enforcement, and that members of the Oviedo Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Oviedo Police Department unceasingly provide a vital public service;

NOW, THEREFORE, I, Megan Sladek, by virtue of the authority vested in me as Mayor of the City of Oviedo, Florida, do hereby proclaim May 10 through 16, 2020, as

National Police Week

in the City of Oviedo and urge the citizens of Oviedo to join in commemorating Law Enforcement Officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens; and further call upon all citizens of Oviedo to observe May 15, 2020 as

Peace Officers' Memorial Day

in honor of those Law Enforcement Officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and recognize and pay respect to the survivors of our fallen heroes.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of May, 2020.

Megan Sladek

**AGENDA
MEMORANDUM**

TO: Honorable Mayor and City Council Members
FROM: Bryan Cobb, City Manager
DATE: May 18, 2020
SUBJECT: **Resolution No. 3908-20**, Purchase of Generator for Lift Station No. 73

Introduction: This is a request for City Council to approve a Work Order in the amount of \$53,069 with Tradewinds Power Corp. for the purchase of a new generator that will provide backup power to Lift Station No. 73.

Discussion: Lift Station No. 73, located at 1878 Sterling Creek Parkway is one of seventy (70) lift stations maintained by the City's Public Works Department. Under the City's FDEP permit, lift stations are required to have adequate back-up power for temporary power outages and for emergency situations such as hurricane recovery. During power outages, staff relies on the use of by-pass pumps and emergency generators to keep lift stations operational for the health, safety and welfare of the community. During these times, staff manually rotates four (4) mobile generators and/or by-pass pumps city-wide from lift station to lift station in order to keep the system operational. And, since all generators cannot operate all lift stations, it takes efficient planning and organization during these stressful periods to ensure everything remains operational. Lift Station No. 73 benefits the Live Oak Reserve subdivision and the lift station is too deep for use of a by-pass pump during storm events. Providing stationary uninterrupted power to Lift Station No. 73 will ensure a more efficient and cost-effective method to prevent sewer overflows and potential health hazards. A copy of the Tradewinds work order and quote is provided with Resolution No. 3908-20.

Tradewinds was selected by the Florida Sheriffs Association under Bid FSA19-VEH17.0. The City has utilized this Bid in the past for the purchase of generators as well as vehicles, trucks, tractors, tires and other heavy-duty equipment.

Budget Impact: There are sufficient funds included in the FY2019/20 Water/Wastewater Renewal and Replacement Fund 406 to purchase this generator.

Strategic Impact: Continues to strengthen City environmental protection measures and programs, while ensuring that the infrastructure meets the capacity needs of the City by maintaining the sewer collection system.

Recommendation: It is recommended that City Council adopt Resolution No. 3908-20.

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: May 18, 2020
SUBJECT: **Resolution No. 3909-20**, Piggyback Agreement with Danus Utilities, Inc.

Introduction: This is a request for City Council to approve the piggyback of a City of Port Orange agreement currently in place with Danus Utilities, Inc. for rehabilitation of sanitary sewer manholes.

Discussion: The City has the need from time to time for rehabilitation services for the City's sanitary sewer manholes. As such, it is staff's desire to obtain the necessary equipment and services in a cost-effective and efficient manner with pre-selected vendors who are reliable, competent and qualified to perform the work. By contracting with suppliers of these goods and services in advance, the City is able to respond quickly in order to avoid lengthy interruptions in service and to limit the amount of "down time" when problems occur.

Danus Utilities, Inc. is a provider of these rehabilitation services via a competitively bid contract awarded by the City of Port Orange. The City's purchasing policy allows for piggybacking existing competitively bid contracts of other government entities without the need to formally or informally request proposals or bids. There are no current rehabilitation projects scheduled, but it is advantageous to have the piggyback in place so services may be readily available when the need arises. All work performed under this piggyback agreement will still require the appropriate procurement process as outlined in the City's purchasing policy.

A copy of the City of Port Orange contract is included with the proposed piggyback agreement provided in Exhibit 1 of Resolution No. 3909-20. The initial contract is for a period of one (1) year with two (2) annual renewal periods.

Budget Impact: There are no current impacts to the budget by approving this piggyback agreement. All work will be procured in accordance with the City's Purchasing Policy as budgeted.

Strategic Impact: Ensures that the infrastructure meets the capacity needs of the City by eliminating infrastructure deficits.

Recommendation: It is recommended that City Council adopt Resolution No. 3909-20.

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: May 18, 2020
SUBJECT: **Resolution No. 3910-20**, Change Order to Purchase Order issued to TAW Service Center

Introduction: This is request for City Council’s approval of a change order in the amount of \$68,559.79 to the purchase order issued to TAW Service Center for new aeration blowers at the Oviedo Water Reclamation Facility (OWRF).

Discussion: On May 6, 2019, City Council approved the purchase of three (3) Aeration Blowers to replace the deteriorated blowers currently in service at the OWRF. A subsequent purchase order in the amount of \$152,059.87 was issued to TAW Orlando Service Center. The original PO issued for the aeration system blower replacement project was only to replace the actual aeration blowers themselves with no additional equipment upgrades.

During an additional onsite assessment and evaluation for the blower replacement project, a number of electrical and mechanical points of failure were identified and recommended for repair or replacement. Some of the items needing replacement include electrical breakers, main control cabinet, wiring, and switches. Replacing the items listed will address all of the identified points of failure that could greatly affect reliability and efficiency of the system. Installation of new aeration system blowers without addressing the identified points of failure would greatly affect reliability and efficiency of the system. Some of these deficiencies include parts that are obsolete, meaning repair parts or components are not available or are no longer in production, or parts that are at a critical point of failure (past life expectancy). Authorizing the replacement of the items identified in the assessment will help the facility continue to meet operational and reliability needs both now and into the future. A copy of the additional project quotation in the amount of \$68,559.79 and scope of work is provided in Exhibit 1 of Resolution No. 3910-20.

Budget Impact: Adequate funding exists in account 406-3503-535.46-14 to fund the additional scope.

Strategic Impact: Continues the goals of the City’s Natural and Built Systems Strategic Focus Area.

Recommendation: It is recommended that City Council adopt Resolution No. 3910-20.

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: May 18, 2020
SUBJECT: **Resolution No. 3911-20, SCADA System Upgrade at Water Plant**

Introduction: This is a request for City Council to approve a Work Order with Classic Controls, Inc. in the amount of \$90,897.63 for SCADA system upgrades at the West Mitchell Hammock Road Water Treatment Plant.

Discussion: The West Mitchell Hammock Road Water Treat Plant (WMHWTP) was constructed in 2004 and designed to produce high quality water. A Supervisory Control and Data Acquisition (SCADA) System is used to monitor and control the entire water production process. The SCADA system has worked well, reducing manual operational requirements significantly. But, the computerized system is more than 15 years old and upgrades are necessary from time to time in order to maintain security and integrate new technology communications.

The current computer system associated with the City's SCADA System is manufactured by Yokogawa Corporation of America (Yokogawa). Classic Controls, Inc. (Classic Controls) is the single source provider to support the Yokogawa computer system in the State of Florida as shown in the Single Source letter provided in Attachment 1. The Yokogawa computer system is well suited to managing the City's water resources, and it is not cost effective to change computer systems. Classic Controls has a history of providing outstanding 24-hour SCADA support for the utility operation.

The Work Order and proposal in the amount of \$90,897.63 with Classic Controls is provided in Exhibit 1 of Resolution No. 3911-20. Staff has reviewed the proposal and recommends proceeding with the upgrade.

Budget Impact: The FY2019-20 adopted budget included funding for SCADA upgrades at the Water Plant in fund 401, Account No. 401-3302-533.63-99; however, additional funding is required. A budget amendment is included with Resolution No. 3911-20 to fund the remaining cost.

Strategic Impact: Maintain high-quality drinking water by maintaining up-to-date equipment and software.

Recommendation: It is recommended that City Council adopt Resolution No. 3911-20.

Attachment: Single Source Letter
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: May 18, 2020
SUBJECT: **Resolution No. 3912-20**, Change Order to Emergency Water Main Repair Project

Introduction: This is a request for City Council to approve a change order in the amount of \$9,207.50 to the purchase order issued to Affordable Development, a division of Driveways, Inc. (Affordable) for emergency repairs related to a damaged water main on State Road 426.

Discussion: On Wednesday, February 12, 2020 a private contractor damaged a City water main within the State Road 426 right-of-way adjacent to the Oviedo Medical Center entrance. Significant damage also occurred to the City's right-of-way due to washout.

Repairs proceeded quickly under the City's emergency purchase order process and were completed on February 24th by Affordable for a cost of \$57,544.18. This expenditure was authorized by City Council under Resolution No. 3897-20 on March 2, 2020.

The invoice submitted by Affordable in the amount of \$57,544.18 did not include the repairs made to road right-of-way, which included repairs to the irrigation system, sidewalk and sod. The invoice for this work is \$9,207.50 and is provided with Resolution No. 3912-20. In order to pay this invoice, a change order to the purchase order is required. City Council approval is required since the cost of the change exceeds 10% of the original cost. The City anticipates recovering the cost of this work through an insurance claim of the responsible contractor.

Budget Impact: City Council approval is required anytime the use of fund balance is either increased or decreased from the amount authorized in the original budget. A Budget Amendment is provided as Exhibit 2 of Resolution No. 3912-20 to reflect the change order of \$9,207.50 and the use of fund balance.

Strategic Impact: Ensure that the infrastructure meets the capacity needs of the City.

Recommendation: It is recommended that City Council adopt Resolution No. 3912-20.

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

**AGENDA
MEMORANDUM**

TO: Honorable Mayor and City Council Members
FROM: Bryan Cobb, City Manager
DATE: May 18, 2020
SUBJECT: **Resolution No. 3913-20**, Purchase of a Flip Screen Screening Attachment

Introduction: This is a request for City Council to approve the purchase of a Flip Screen Screening Attachment in the amount of \$54,550 from Flip Screen, LLC.

Discussion: The Flip Screen Screening Attachment is a revolutionary, high volume screening attachment that inexpensively and efficiently screens any material (e.g. dirt) on-site. The Flip Screen attaches to existing City equipment such as front-end loaders and sorts through various materials onsite or in the City's yard to remove debris from construction dirt. Procuring this equipment will enable staff to recycle dirt harvested from maintenance activities instead of having to buy clean fill dirt for City projects. The Flip Screen mounts directly to the City's existing front-end loaders so there's no extra equipment to purchase.

The Flip Screen Screening Attachment is a patented product by Flip Screen, LLC who is the only distributor of the Flip Screen Attachment in the United States. A copy of the patent information is provided with quote provided in Exhibit 1 of Resolution No. 3913-20.

Budget Impact: Per the City's Budget Guidelines Policy, budget transfers of \$25,000 or more require City Council approval. Therefore, a Budget Amendment is provided as Exhibit 2 of Resolution No. 3913-20 to reflect the transfer of funds to purchase of the subject flip screen attachment.

Strategic Impact: Continue to enhance productivity and efficiency by maintaining up-to-date equipment and procuring useful equipment that will produce cost-effective solutions.

Recommendation: It is recommended that City Council adopt Resolution No. 3913-20.

Attachment: Flip Screen Brochure

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: May 18, 2020
SUBJECT: **Resolution No. 3915-20**, Application for the Federal Emergency Management Agency, Assistance to Firefighters Grant Program - COVID-19 Supplemental.

Introduction: This is a request for City Council to approve the submittal of an application to the Department of Homeland Security, Federal Emergency Management Agency, FY 2020 Assistance to Firefighters Grant - COVID-19 Supplemental Program for funding assistance for critical Personal Protective Equipment (PPE) and supplies needed to prevent, prepare for, and respond to the COVID-19 public health emergency.

Discussion: The Fire Rescue Department seeks grant funding opportunities to assist with funding operational and capital equipment needs. The Department recommends submitting an application for the FY 2020 Assistance to Firefighters Grant Program - COVID-19 Supplemental (AFG-S). The AFG-S program provides financial assistance directly to eligible fire departments for critical Personal Protective Equipment and supplies needed by fire departments to prevent, prepare for, and respond to the COVID-19 public health emergency.

The proposed grant application requests funds to cover pre-award expenditures made after January 1, 2020 for critical PPE along with additional PPE that will be purchased to assist us in responding to the COVID-19 public health emergency.

Budget Impact: There is no budget impact associated with approving the submittal of the grant application since Fire Rescue personnel will complete the request. The Assistance to Firefighters Grant Program - COVID-19 Supplemental grant would provide an estimated \$27,273.00 for the purchase of PPE with a required 10% match estimated at \$2,727.00. If the grant is awarded, City Council approval will be required to accept or decline the grant award.

Strategic Impact: Be one of the safest communities in the region. Maintain fire response times at superior levels.

Recommendation: It is recommended that City Council adopt Resolution No. 3915-20.

Attachment: DHS AFG Notice of Funding Opportunity

Prepared by: Jeff Buchanan, Fire Chief

**AGENDA
MEMORANDUM**

TO: Honorable Mayor and City Council Members
FROM: Bryan Cobb, City Manager
DATE: May 18, 2020
SUBJECT: **Resolution No. 3916-20**, Mid-Year Budget Amendment

Introduction: This is a request for City Council to approve mid-year budget amendments that involve adjustments to the revenues and expenditures of each fund.

Discussion: City financial policies require City Council approval of budget amendments for all inter-fund transfers regardless of the amount, increases or decreases in appropriated fund balance, and for any increase in the total approved appropriation level of a fund. To the extent that mid-year actual expenses exceed the approved appropriation level, the City Council must provide formal budget authority that recognizes the unanticipated revenues and expenses. The budget amendment provided in Exhibit 1 of Resolution No. 3916-20 will amend the fund totals of the affected funds. The changes within each of the affected funds reflect the total increase or decrease to the fund and the amendment or change to the revenues, expenses, inter-fund transfers, and appropriated fund balance.

Budget Impact: The Mid-Year Budget Amendment detailed in Exhibit 1 of Resolution No. 3916-20 identifies several funds to be adjusted, and in some cases the source of funds will be fund balance. Exhibit 1 depicts the actual 2020 revenues/expenditures, the adopted FY 2019-20 budget, the necessary adjustment to the fund and an amended FY 2019-20 budget reflecting all the adjustments.

For the fiscal year ended September 30, 2019, the Unassigned Fund Balance of the City's General Fund was \$8,439,055, an increase of \$1,573,810. The General Fund Unassigned Fund Balance was 27.50% of budgeted expenditures less transfers before mid-year adjustments. The Budget Guideline policy requires the unassigned fund balance remain at a minimum of 15% of budgeted expenditures less transfers. The General Fund includes adjustments to various revenue and expenditure accounts. The mid-year budget amendment does not require the use of fund balance.

The following changes in revenues will be offset by an overall decrease to expenditures:

Solid Waste/Residential	\$	3,736
Federal Grants / Human Services	\$	11,596
Public Safety / JAG grant	\$	17,535
Revenue Sharing Distribution	\$	(50,000)
Local Gov ½c Sales Tax	\$	(106,455)

Insurance Proceeds	\$	30,000
Interfund Transfers – DEA Fund	\$	3,366
Total Decrease in Revenue	\$	(\$90,222)

The following expenditures increased (decreased):

Rentals & Leases / Vehicles	\$	220
Other Professional Services	\$	4,000
Other Salaries & Wages / Temporary	\$	3,000
Insurance / Liability	\$	5,176
Repair and Maintenance / Other	\$	700
Training	\$	2,267
Repair and Maintenance / Building	\$	1,225
Other Machinery & Equipment	\$	11,596
Operating Supplies / Computer	\$	2,631
Other Professional Services	\$	(3,700)
Other Rentals & Leases	\$	3,263
Other Current Charges	\$	4,400
Repair and Maintenance / Other	\$	30,000
Transfer to General Facility Improv. Fund	\$	(155,000)
Total Increase in Expenditures	\$	(\$90,222)

As a result of COVID-19, staff has taken a close look at the impact to the City’s consumption-based revenues such as the state Revenue Sharing Distribution and Local Government Half Cent Sales Tax. It is anticipated that the City will see a reduction in these revenues during the second half of FY 2019-20. To help minimize the potential impact of a reduction in revenues in the General Fund, it was decided that the transfer of \$275,000 to the General Facilities Improvement Fund would be reduced to \$120,000. This transfer was to address facilities maintenance projects throughout the City. The reduction in the transfer of \$155,000 will be used to offset anticipated reductions in consumption-based state revenues.

The Federal Law Enforcement Trust Fund, (Fund 106) reflects an increase in revenues and expenditures of \$3,366. In December, 2004, the City Council established the Problem Oriented Policing (POP) program. The role of Community Policing Officers demands continuous sustained contact with the people and problems of the community to find creative new solutions to local concerns, and to succeed often requires overtime. Confiscated funds can be transferred to the General Fund to pay for Police personnel overtime costs associated with the program.

The Tree Bank Fund (Fund 112) reflects an increase in revenues and expenditures of \$13,000. The adjustment is to recognize revenues to the tree bank fund that have been received since the beginning of the fiscal year. These revenues are not budgeted during the budget process as they are non-recurring revenues. The increase in revenues is offset by an increase in Reserve for Contingency.

The Solid Waste Fund (Fund 115) reflects an increase in revenues and expenditures of \$153,479. On October 7, 2019, City Council approved a contractual rate adjustment to the City's Residential Solid Waste and Recyclable Material Collection Franchise Agreement with Republic Services. The budget amendment recognizes the impact of the contractual rate adjustment to both the City's rate and Republic's rate. Additionally, professional services fees were increased for consulting services for review of, and assistance with the new Solid Waste RFP.

The Building Services Fund (Fund 120) reflects an increase in revenues and expenditures of \$5,137. The increase in expenditures is due to increases in General Liability Insurance, Contractual Services and Merchant Fees. The increases are offset by a Use of Fund Balance.

The Lease Financing Fund (Fund 205) reflects an allocation of the budget related to the new Equipment Lease, Series 2020, from Reserve for Contingency to the appropriate debt accounts.

The 3rd Generation Sales Tax Fund (Fund 304) recognizes a grant received from the State of Florida Department of Environmental Protection for the Oviedo Regional Stormwater Pond and Park project (Solary Park) in the amount of \$500,000.

The General Facilities Improvement Fund (Fund 330) reflects a decrease of \$155,000 in transfers in from the General Fund. Included in the FY 2019/20 Adopted Budget was a transfer into the General Facilities Improvement Fund from the General Fund to be allocated towards facilities maintenance projects around the City. As a result of COVID-19, it was determined that the transfer be reduced from \$275,000 to \$120,000. The following projects have already been completed or are in process: resurfacing of the parking lots at the Gymnasium, City Hall, Annex building and the Public Safety building; the replacement of two handicap lifts at the aquatics facilities; and painting and carpet updates throughout City Hall.

The Water & Sewer Fund (Fund 401) reflects an increase in revenues and expenses of \$33,454. There is an increase in Contractual Services for the performance of a utility system billing audit, along with an increase in General Liability Insurance. These increases are being offset by an increase in the Use of Fund Balance.

The Water Impact Fee Fund (Fund 408) and Sewer Impact Fee Fund (Fund 409) both reflect an increase in residential impact fee revenues and reduction in the use of Fund Balance. Residential water and sewer impact fees have exceeded the adopted budget at mid-year. The Use of Fund Balance is being reduced in both funds as a result of the increase in impact fee revenues received.

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 No. 3916-20.

Prepared by: Kelly Jones, Assistant Finance Director
Reviewed by: Jerry Boop, Finance Director

**AGENDA
MEMORANDUM**

TO: Honorable Mayor and City Council Members
FROM: Bryan Cobb, City Manager
DATE: May 18, 2020
SUBJECT: Resolution No. 3917-20, Extension of Declaration of Local State of Emergency

Introduction: This a request for the City Council to confirm the extension of the City's Declaration of Local State of Emergency in accordance with Section 20-5(b) of the Code of Ordinances of the City of Oviedo, Florida and to confirm the actions taken by the City Manager in response to the Declared Local State of Emergency.

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 pursuant to the provisions of Chapter 20, Section 20-4(1) of the Code of Ordinances of the City of Oviedo declaring a state of local emergency pertaining to all territory within the legal boundaries and jurisdictional limits of the City of Oviedo. On April 6, 2020, City Council adopted Resolution 3906-20 (Attachment 1) that confirmed the Declaration of a State of Local Emergency issued by the Mayor on March 11, 2020.

On April 29, 2020, Governor Ron DeSantis issued Executive Order 20-112 (Attachment 2) which provides for Phase 1: Safe, Smart, Step-by Step, Plan for Florida's Recovery, which went into effect on March 4, 2020. On April 30, 2020, State Surgeon General Scott Rivkees, M.D. renewed the Declaration of Public Health Emergency in the State of Florida (Attachment 4) that he issued on March 1, 2020, by the authority vested in him by Section 381.00315, Florida Statutes with the concurrence of Governor Ron DeSantis. On April 30, 2020, Alan Harris, Chief Administrator, Seminole County Office of Emergency Management, issued Seminole County Executive Order No. 2020-017 (Attachment 5) Regarding COVID-19 Requiring Social Distancing and Adhering to Opening Up America Guidelines.

On May 4, 2020, Mayor Sladek issued a Proclamation extending the Declaration of a State of Local Emergency (Attachment 6) pertaining to all territory within the legal boundaries of the

City. On May 8, 2020, Governor Ron DeSantis issued Executive Order 20-114 (Attachment 3) extending the State of Emergency declared in Executive Order 20-52 for sixty (60) days.

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. 3917-20 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 Extending the Declaration of Local State of Emergency issued by Mayor Sladek on May 4, 2020, in accordance with Code of Ordinances Section 20-5(b).
3. Confirms Executive Order 2020-001 issued on Wednesday, April 1, 2020, Executive Order 2020-002 on Friday, April 3, 2020, and Executive Order 2020-007 issued on May 13, 2020, which provide the method for conduct of local government public meetings during the term of the Declaration of Local State of Emergency. A copy of 2020-007 is provided in Attachment 11.
4. Confirms City Manager Executive Order 2020-003 (Attachment 7) issued on April 10, 2020 requiring employees to complete and submit a Vacation/Leave Travel Request Form indicating the destination of any travel planned during requested leave to determine whether or not the employee will have to self-quarantine for fourteen (14) days upon returning from traveling.
5. Confirms City Manager Executive Order 2020-004 (Attachment 8) issued on April 10, 2020 extending the expiration or termination date for any continuing services contract that has been previously entered into by the City that expires or terminates of its' own terms during the pendency of the declared State of Local Emergency to a date that is one hundred eighty (180) days after the date the declared State of Local Emergency is declared terminated or ended by Order of the City Manager, the Mayor, or City Council.
6. Confirms City Manager Executive Order 2020-005 (Attachment 9) issued on May 5, 2020, for the purpose of allowing the installation of temporary signage in certain zoning districts with the City of Oviedo without the prior issuance of a permit by the City of Oviedo. The Executive Order shall remain in effect until September 30, 2020, unless terminated or ended sooner by Order of the City Manager, the Mayor, or the City Council.
7. Confirms City Manager Executive Order 2020-006 (Attachment 10) issued on May 8, 2020, for the purpose of allowing temporary outdoor restaurant and food establishment operations in certain zoning districts without the prior issuance of a permit by the City of

Oviedo. The Executive Order shall remain in effect until September 30, 2020, unless terminated or ended sooner by Order of the City Manager, the Mayor, or the City Council.

8. Encourages City residents and businesses to adhere to the CDC Coronavirus Recommendations.
9. Concurs with the requirements of Seminole County Executive Order 2020-017, as they apply to City businesses and directs the City Manager to take all necessary actions to enforce the Executive Order.
10. 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.
11. Suspends all public events within, or sponsored by, the City of Oviedo until at least August 31, 2020.
12. Confirms the following actions taken by the City Manager in his capacity as City Manager and as Director of Emergency Management:
 - a. Portions of the Oviedo Gym and Aquatic Facility, portions of Riverside Park, and portions of Shane Kelly Park shall remain closed until the City Manager determines they can be safely reopened with adequate staffing and without imposing a threat to the health of the public.
 - b. All playground equipment, the Oviedo Sports Complex, and the Center Lake Park dog park shall remain cordoned off and closed to the public until the City Manager determines they can be safely reopened with adequate staffing and without imposing a threat to the health of the public.
 - c. All outdoor basketball rims/backboards shall remain removed until the City Manager determines they can be safely reinstalled without imposing a threat to the health of the public.
 - d. Access to all City buildings shall be limited to staff only unless a face to face meetings are scheduled by appointment.
 - e. 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>.
 - f. 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 May 12, 2020, the City has spent \$117,370.00 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. 3917-20.

- Attachments:
1. Resolution No. 3906-20
 2. Governor Executive Order 20-112
 3. Governor Executive Order 20-114
 4. Surgeon General Renewal of Declaration of Public Health Emergency
 5. Seminole County Executive Order 2020-017
 6. Proclamation Extending Declaration of Local State of Emergency
 7. City Manager Executive Order 2020-003
 8. City Manager Executive Order 2020-004
 9. City Manager Executive Order 2020-005
 10. City Manager Executive Order 2020-006
 11. City Manager Executive Order 2020-007

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

**AGENDA
MEMORANDUM**

TO: Honorable Mayor and City Council Members
FROM: Bryan Cobb, City Manager
DATE: May 18, 2020
SUBJECT: **Resolution No. 3914-20**, Work Order to Alcalde and Fay for Federal Lobbying Services

Introduction: This is a request for City Council approve a Work Order in the amount of \$30,000 to Alcalde and Fay, for Federal Professional Lobbying Services through September 30, 2020.

Discussion: At its January 16, 2018, meeting, City Council, following the advice of the City Attorney who stated that it can be deemed a reinstatement of a specialized service, gave direction to have the City Manager procure federal lobbyist services with Alcalde and Fay. The basis of the request to utilize Alcalde and Fay was assistance with funds due to the City associate with storm recovery.

On June 10, 2019, the City of Oviedo received notice from the Florida Department Emergency Management (FDEM) that it would begin de-obligating funds from the City's Hurricane Irma reimbursements to cover overpayments made to the City by the State of Florida DEM (FDEM) and FEMA dating back to the 2011 FEMA closure of the Project Worksheet. The overpayment was discovered during a financial reconciliation of Hurricane Charlie accounts done by an FDEM contractor, RSM. The de-obligation would take place as funds related to Hurricane Irma were approved and totals \$342,634.10.

Since the notice, City staff has been working in concert with Alcalde & Fay and the City's State Lobbyist, Gray Robinson, to sort through jurisdictional matters which cross state and federal areas of responsibility. Working with our consultants, staff found that the funds were in fact de-obligated from the State by FEMA in 2011, and it is the State's responsibility to reclaim the funding from the City. Additionally, City Finance Department Staff conducted its own internal reconciliation of the 2004 records and the closed project worksheet and found discrepancies within the Project Worksheet. In the course of corresponding with FDEM, the City has been advised that it may be able to request the discrepancies be reviewed by FEMA.

At its November 4, 2019, meeting, City Council adopted Resolution No. 3844-19 approving a work order with Alcalde and Fay in an amount not to exceed \$30,000. During the course of further investigations flowing this meeting, it was learned that the City filed its appeal in regards to Hurricane Charley on September 27, 2011. This appeal was sent through FDEM who had a limited time to file the appeal with FEMA. City Staff requested assistance in re-tracing these records in January/February of 2020, due to COVID-19 and the subsequent activation of FDEM,

communications have ceased for the time being. Staff intends to resume the conversation and work with FEMA and FDEM to conclude the matter at the earliest possible timeframe.

The Work Order provided in Exhibit A of the Resolution identified the services that Alcalde and Fay, would provide to the City of Oviedo from April 1, 2020 through September 30, 2020. In addition to the stated recovery goal, the Work Order's Scope of Services included the following responsibilities:

1. Coordinate the City's appropriation, authorizations, grant proposals, legislation and policy related activities with the U.S. House of Representatives, U.S. Senate, departments and Federal Agencies beginning November 4, 2019 through April 30, 2020.
2. Lobby the Legislative and Executive Branches of the United States, legislative committees, joint legislative committees, agencies or departments, administrative offices, as well as other National organizations as necessary to secure funding of the following City objectives:
 - A. Advocate on behalf of the City with FEMA to ensure timely release of federal reimbursement funds related to tropical cyclone or other natural or manmade disasters.
 - B. Identify, apply for, and advocate on behalf of the City funding for the construction of a new Police Headquarters/Regional Law Enforcement Training Center/Emergency Operations Center.
 - C. Identify, apply for, and advocate on behalf of the City funding for the purchase of a new ladder truck for the Fire Department.
 - D. Identify, apply for, and advocate on behalf of the City funding for water resources development, water supply, wastewater treatment and sewer projects.
 - E. Identify, apply for, and advocate on behalf of the City funding for stormwater resources development projects.
 - F. Identify, apply for, and advocate on behalf of the City funding for renovation of former post office into a senior center.
 - G. Identify, apply for, and advocate on behalf of the City funding for the redevelopment of old downtown; including construction of the regional master stormwater pond and streetscaping.
 - H. Identify, apply for, and advocate on behalf of the City funding for the design, right-of-way acquisition, and construction of the SR 426/CR 419 widening.
 - I. Identify, apply for, and advocate on behalf of the City funding for improving security at City Hall and other City facilities.
 - J. Advocate on behalf of the city with the U.S. Army Corps of Engineers for restoration of Lake Jesup.
3. Identify grant opportunities, advocate for and assist the City with securing approval of City grant applications for any of the objectives listed in Task No. 2.
4. Identify grant opportunities, advocate for and assist the City with securing approval of City grant applications for the installation of electric vehicle charging stations throughout the City.

5. Monitor and advocate the City's position on any legislation filed that would impact medical marijuana treatment facility locations.
6. Maintain contact with key Representatives and Senators on behalf of the City.
7. Coordinate a trip to Washington, D.C. for City representatives to meet with the Key Legislators, or key members of their respective staffs, and key members of Executive Departments or agencies, or other state-level entities.
8. Attend and represent the City before any Executive Branch, Department, body, and/or entity that could be of benefit to the City's interests.
9. Compile Oviedo specific progress reports monthly providing information on specific bills identified by the lobbyist and actions taken by the lobbyist as having a direct impact on the City. All such reports shall be submitted electronically.
10. Attend meetings or work sessions of the City of Oviedo City Council and meetings with City staff as necessary.
11. Provide timely telephone and/or email updates with designated City staff on the status of the City's objectives as appropriate.

Additionally, under this scope of services, Alcalde and Fay has engaged on behalf of the City regarding the City's to have direct funding municipalities included in the next federal stimulus due to anticipated revenue declines associated with the COVID-19 crisis.

Lastly, the firm has assisted with the application of two federal grants. One for the Community Oriented Policing Services (COPS) to hire two new officers, an Assistance to Firefighters Grant (AFG) for \$165,000 to purchase a new brush truck. City staff also has at least one more grant application in process.

Resolution No. 3940-20 extends the term of the work order from April 1, 2020 to September 30, 2020, and increases the cost from \$30,000 to \$60,000. The Work Order's scope of services is not changed.

Budget Impact: There is sufficient funding in the FY2019-20 budget to fund the Work Order.

Strategic Impact: Federal lobbying services are directly related to the goals and objectives of the Mobility and Transportation; Recreation, Arts and Culture; and Safety and Security Strategic Focus Areas.

Recommendation: It is recommended that Council adopt resolution 3940-20.

Prepared by: Patrick Kelly, Assistant City Manager