City Council
October 23, 2023
Council Chambers
6:30 PM

WELCOME to our City Council meeting. All speakers must complete and submit a Speaker Card, preferably prior to the start of the meeting. A member of the public wishing to address the Council must be a Maitland resident or the owner of property or business in Maitland or their representative. The time limit for each speaker shall be three (3) minutes per agenda item. No speakers will be interrupted. Please silence all electronic devices during the meeting.
THANK YOU for participating in your City Government.

I. Call to Order

II. Moment of Silence

III. Pledge of Allegiance

IV. Public Hearing

1. Resolution No. 16-2023: Special Assessment Dommerich Hills Area Sanitary Sewer System Phase 1
2. Ordinance No. 1422: Site-Specific Zone District Map Amendment AZS(2023)-0002: 801 S. Lake Destiny Rd.

V. Old Business

VI. Consent Agenda

1. City Council Meeting Minutes of October 9, 2023
2. Piggyback Contract Water and Land Resources Restoration and Management Services: Aquatic Weed Control, Inc.
3. Piggyback Contract Workplace Solutions: Cintas Corporation No. 2
4. EMS Transport Billing Contractual Payments: Digitech Computer LLC (ADPI)
5. Piggyback Contract Fire Department Personal Protective Equipment: Bennett Fire Products Co, Inc.
6. Resolution No. 17-2023 Amending Fiscal Year 2023 Utility Budget
7. Lift Station 42 Change Order: Carr & Collier, Inc (CCI)

VII. Public Period

VIII. Decisions

1. Maitland Public Library Design and Cost Estimate

IX. City Manager's Report/City Attorney/Council Reports

X. Adjournment

Notice: Any person who desires to appeal any decision made at this meeting or hearing will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.

MEETING DATE		AGENDA
October 23, 2023	MAITLAND FLORIDA	Section: Public Hearing
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.

Subject:
Resolution No. 16-2023: Special Assessment Dommerich Hills Area Sanitary Sewer System Phase 1

Requested Action or Motion:
Move to approve Resolution 16-2023 creating the assessment area and roll, establishing the special assessment amount and method of collection for Phase 1 of the sanitary sewer improvements of the Dommerich Hills area, as presented.

Summary Explanation & Background:
The City of Mailtand has committed to providing sanitary sewer services to the Dommerich Hills area of the City. Phase 1 has been completed and included the relocation of Lift Station 1 and installation of new sewer lines to seventy-nine (79) homes.

The final amount for Phase 1 included:
Septic to Sewer - $3,563,127.35
Relocation of Lift Station #1 - $2,626,427.78
Sidewalk and Traffic Calming - $379,680.19
Total: $6,569,235.32

To defray a portion of the septic to sewer conversion, which included sewer main lines and laterals for the Phase 1 improvements, the creation of the assessment area and the intent to levy a special assessment against all parcels specially benefited thereby, was established by the adoption of Resolution No. 10-2023 on August 28, 2023. The amount attributable to the special assessment is $4,320.00 per parcel. It is proposed that the balance shall be levied as a non-ad valorem assessment paid in ten (10) equal yearly installments with an interest rate of 6.5% per annum, if not paid in full. The initial assessment resolution was published in the Orlando Sentinel, a newspaper of general circulation within the county, on September 16, 2023.

The City Council is required to receive written objections and hear testimony from interested persons at tonight's public hearing. A notice has been provided to the property owners of record for each parcel by USPS first class mail and published in the Orlando Sentinel on September 29, 2023.

The attached Resolution 16-2023 creates the assessment area, confirms the initial assessment resolution, establishes the assessment amount, approves the assessment roll and determines the method of collection.

Fiscal Impact:
Utility Fund to receive a minimum of $341,280.

Exhibits:
1. Resolution No 16-2023 Dommerich Phase 1 Maitland Final Assessment Final
2. Exhibit A - Phase 1 Assessment Roll Dommerich Septeic to Sewer 10232023
3. Public Hearing Notice 10232023

4. Exhibit B - Dommerich Hills Assessment Meeting Letter FINAL
Commission/Board: City Council
Contact Person: Lori Hollingsworth, Dawn Ambrosia 407-539-6219, 407-875-2810
Reviewed by City Attorney R. Knight

MEETING DATE		AGENDA
October 23, 2023	MAITLAND FLORIDA	Section: Public Hearing
Department/Office : Community Development	AGENDA REPORT	Item #: 2.

Subject:
Ordinance No. 1422: Site-Specific Zone District Map Amendment AZS(2023)-0002: 801 S. Lake Destiny Rd.

Requested Action or Motion:
Motion to table and continue the public hearing on November 13, 2023.

Summary Explanation & Background:
The public hearing notice was not duly published in accordance with Florida Statutes. A subsequent public notice hearing was submitted and approved for publication in the October 17, 2023, edition of the Orlando Sentinel.

Fiscal Impact:
N/A

Exhibits:
1. Ordinance No. 1422 Site-Specific Zone District Map Amendment - 801 S. Lake Destiny Road (combined Council set)

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney
Ryan Knight

MEETING DATE		AGENDA
October 23, 2023		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.

Subject:
City Council Meeting Minutes of October 9, 2023

Requested Action or Motion:
Move to approve the City Council meeting minutes of October 9, 2023.

Summary Explanation & Background:

Fiscal Impact:
N/A

Exhibits:
1. CC Draft Minutes 10-9-2023

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 23, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.

Subject:
Piggyback Contract Water and Land Resources Restoration and Management Services: Aquatic Weed Control, Inc.

Requested Action or Motion:
Move to authorize the City Manager to execute a piggyback contract with Aquatic Weed Control, Inc. for utilizing Orange County Contract IFB# Y23-160 Water and Land Resources Restoration and Management Services.

Summary Explanation & Background:
The City's current contract for aquatic restoration and management services expired on June 9, 2023. The City held a contract with Aquatic Weed Control, Inc. for aquatic restoration and management utilizing a piggyback agreement with Orange County. Aquatic Weed Control, Inc. has proven to be a qualified and responsible contractor on past projects and for the continued maintenance of the city's wetland areas and beautification projects. Orange County has re-solicited for the services and has a current contract with Aquatic Weed Control, Inc. (#Y23-160) which is for one (1) year with four (4) additional one (1) year renewals available. The bid has unit pricing for all services needed by the city for aquatic restoration and management.

Funds for these services are budgeted annually in the Stormwater and Lakes operating budget. It is anticipated that expenditures will exceed the City Manager's purchasing threshold for FY 2024 and future years; therefore, City Council approval is required.

Staff recommends authorizing the City Manager to piggyback for water and land restoration and management services off of the Orange County Board of County Commissioners contract #Y23-160 with Aquatic Weed Control, Inc. effective upon execution date of the Piggyback contract and any future extensions to follow.

Fiscal Impact:
Funds are budgeted in Stormwater and Lakes Operating Budget

Exhibits:

Commission/Board: City Council

Contact Person: Alyssa Eide 4078753693

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
October 23, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.

Subject:
Piggyback Contract Workplace Solutions: Cintas Corporation No. 2

Requested Action or Motion:
Move to authorize the City Manager to execute a piggyback Contract with Cintas Corporation No. 2 for RFP 3702-22-4618, Workplace Solutions.

Summary Explanation & Background:
The Public Works Department has multiple divisions that require workplace solutions products and services to include, but not limited to: uniforms, cleaning mops and cloths, first aid and safety, and fire protection services. Public Works has previously utilized facilities management products and solutions with Cintas Corporation for uniform rentals and facility service products since 2018 through pricing established by OMNIA Partners and Prince William County Public Schools, VA. Contract No. R-BB-19002.

University of Nebraska has an active Master Agreement with Cintas Corporation No. 2 Contract No. 001299, Workplace Solutions (RFP 3702-22-4618), which includes a uniform product rental and workplace product service.This Master Agreement is made available to additional state and local governmental entities through the cooperative purchasing program administered by the National Intergovernmental Purchasing Alliance Company d/b/a OMNIA Partner, Public Sector.

The current contract with Cintas Corporation No. 2, (No. 001299/RFP 3702-22-4618) which is valid through May 31, 2028 with an option to renew for one (1) additional five-year period through May 31, 2033. This mulit-year contract is anticipated to exceed the City Manager's purchase limit and therefore requires City Council approval.

Staff is recommending authorizing the City Manager to piggyback for Workplace Solutions off of the University of Nebraska contract 001299 Master Agreement with OMNIA Partners, Public Sector Contract with Cintas Corporation No.2, under RFP No. 3702-22-4618, effective upon execution date of the Piggyback contract and any future extensions to follow.

Fiscal Impact:
Funds are available in Public Works' Division operating budgets.

Exhibits:

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
October 23, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 4.

Subject:
EMS Transport Billing Contractual Payments: Digitech Computer LLC (ADPI)

Requested Action or Motion:
Move to approve payments to ADPI (Digitech Computer LLC) that may exceed $50,000 for the fire department transport billing fees in the 2024 fiscal year.

Summary Explanation & Background:
The City of Maitland purchasing policy requires that all expenditures in excess of $50,000 be approved by City Council. The Fire Department requests approval for payments to ADPI (Digitech Computer LLC) for transport billing fees requiring Council approval during the 2024 fiscal year.

ADPI provides the billing service for the Fire Department for transport revenue. Staff requests City Council to authorize disbursement of funds to ADPI, the total of which may exceed the $50,000 threshold.

Fiscal Impact:
Payments are a percentage of the billing revenue received for EMS transport.

Exhibits:

Commission/Board: City Council

Contact Person: Chris Morton 407-539-0774

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 23, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 5.

Subject:
Piggyback Contract Fire Department Personal Protective Equipment: Bennett Fire Products Co, Inc.

Requested Action or Motion:
Move to authorize the City Manager to execute an agreement with Bennett Fire Products Co, Inc. utilizing a piggyback contract from Lake County, FL (Contract Number 22-730B) for fire department personal protective gear. This contract may exceed $50,000 in the 2024 fiscal year.

Summary Explanation & Background:
The City of Maitland purchasing policy requires that all purchases in excess of $50,000 be approved by City Council. The Fire Department requests approval for a piggyback contract with Lake County, Florida for Bennett Fire Products Co, Inc. for personal protective gear requiring Council approval during the 2024 fiscal year.

Bennet Fire Products Co, Inc provides personal protective equipment (bunker gear) for the Fire Department. Staff requests City Council to authorize disbursement of funds to Bennett Fire Products Co, Inc., the total of which may exceed the $50,000 threshold.

Fiscal Impact:
2024 budgeted funds of $101,573 are available 01221522-535200-FD001

Exhibits:

Commission/Board: City Council

Contact Person: Chris Morton 407-539-0774

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 23, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 6.

Subject:
Resolution No. 17-2023 Amending Fiscal Year 2023 Utility Budget

Requested Action or Motion:
Move to adopt Resolution No.17-2023 amending the Fiscal Year 2023 Utility Capital expenditure budget by $175,000.

Summary Explanation & Background:
When the FY 2022 budget was proposed and adopted, the capital budget was balanced and finalized based on funding available. Lift Station 42 was designed and the construction project award was approved on August 22, 2022 as part of a larger project that also included Lift Station 8.

During the procurement phase, City staff, working with the contractor and engineer, further evaluated the Lift Station 42 site and determined that additional improvements made during the project would yield increased capacity and reduce future increased construction and maintenance costs. The existing valves are seventeen (17) years old and will most likely require replacement within the next 5 to 10 years. The proposed revisions would upgrade existing piping and improve accessibility and ease of maintenance by providing 8-inch and 12-inch above-grade ductile iron discharge piping at LS 42. The flow meter for the station was planned to remain in the existing location, in an underground vault located in the right-of-way, outside of the lift station fencing. The revised plan relocates the flow meter to the above ground piping, inside the lift station site. Again, the investment today will result in future cost savings.

Due to favorable interest rates in the investment markets, the Utility Fund realized favorable investment returns sufficient to cover the additional costs of the capital investment in Lift Station 42.

Fiscal Impact:
Increases Utility expenditure appropriation by $175,000.

Exhibits:
1. Resolution 17-2023 Amending Fiscal Year 2023 Utility Budget

Commission/Board: City Council

Contact Person: Mark Reggentin 407-539-6220

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 23, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 7.

Subject:
Lift Station 42 Change Order: Carr & Collier, Inc (CCI)

Requested Action or Motion:
Move to authorize the City Manager to execute a change order with Carr & Collier Inc. (CCI) for Lift Station 42 in the amount of $150,382.75; and an amendment to the Burgess & Niple engineering contract for the design revision in the amount of $5500.

Summary Explanation & Background:
Lift Station 42 (LS) was designed in 2005. Although the surrounding area was undeveloped at the time, the original lift station was intentionally designed for future growth and serve as a master lift station for the east side of Maitland. In 2020, the 17-92 Phase 1 Water Main and LS 6 Forcemain project was designed to re-route the flow from LS 6 to LS 42 in accordance with the long-range plan of using LS 42 as a master lift station. In preparation for the project, Burgess & Niple (B&N) was contracted to design the upgrades for LS 42 to handle the additional flow. The design centered around a hydraulic review to increase the pumping capacity of LS 42. In 2022, LS 8 and LS 42 were bid and awarded to Carr & Collier Inc. (CCI) with a price of $1,717,700 and a contingency amount of $85,000. Change Order Number 1 was issued in July 2023 in the amount of $27,206, leaving $82,274 in the contingency allocation.

CCI is currently completing work on LS 8 and is ready to start work on LS 42. As CCI was planning to start construction work on 42, they reviewed the existing conditions and configuration of the lift station. After discussion with the contractor and an evaluation by the engineer, staff have determined that there is a more efficient design for the long-term operations of the lift station. The existing lift station piping is below ground and is 14-inch in diameter. Since fourteen-inch piping is not a common size, there is a concern about procuring check valves, plug valves and fittings with this diameter, especially in today's construction market. There is a much longer lead time for valves and fittings if any portion of this piping must be replaced. The existing valves are seventeen (17) years old and will most likely require replacement within the next 5 to 10 years. The proposed revisions would upgrade existing piping and improve accessibility and ease of maintenance by providing 8-inch and 12-inch above-grade ductile iron discharge piping at LS 42. The flow meter for the station was planned to remain in the existing location, in an underground vault located in the right-of-way, outside of the lift station fencing. The revised plan relocates the flow meter to the above ground piping, inside the lift station site. Again, the investment today will result in future cost savings.

CCI provided the change order proposal in the amount of $150,382.75. The engineering consultant, B&N, has reviewed the change order and agrees the price is reasonable. In addition, Public Works staff has consulted with other contractors to confirm that the change order price is reasonable. The piping modifications are not required to be completed at this time, but it is more economical to complete this work while the contractor is mobilized and it is anticipated that the cost of the work will be more expensive in the future. B&N has provided a scope of services to revise the design plans for $5500. Staff recommends approving an additional project contingency of $19,117.25 for a total of $175,000. Funds are

available from appropriation of interest income from the utility fund.

Staff recommends authorizing the City Manager to execute a change order with Carr & Collier Inc. (CCI) for LS 42, an amendment to the Burgess & Niple engineering contract for the design revision, and project contingency in the amount of $175,000.

Fiscal Impact:
$175,000 from additional budget appropriation of interest income

Exhibits:
1. 2023-10-12 LS 8 42 Change Order #2

Commission/Board: City Council

Contact Person: Kimberley Tracy 407-539-6216

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 23, 2023	MAITLAND FLORIDA	Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 1.

Subject:
Maitland Public Library Design and Cost Estimate

Requested Action or Motion:
Staff requests direction regarding design and funding for the proposed Maitland Public Library project.

Summary Explanation & Background:
Background:
The City of Maitland embarked on a review of the library in 2017 to evaluate options for upgrading and improving the facility or to determine if a new facility would better serve our residents. In 2018, a facility assessment was completed. Based upon that evaluation, the City Council determined that upgrades and renovations of the facility would not meet the needs of the library. As requested by the City Council, in 2020 a comparative site evaluation was conducted on three (3) sites. Based upon that analysis, the Council chose the city-owned property at 301 S. Maitland Avenue, along with the adjacent parking lots to the east and west, Maitland Senior Center and Quinn Strong Park. On September 14, 2020, the Council voted unanimously to approve Quinn Strong Park as the preferred site for a new library and advanced the project forward to the design stage.

City Council directed staff to issue a Request for Qualifications (RFQ) for architectural firms to begin the preliminary design for the library. On November 18, 2022, the City received statements of qualifications for the RFQ. Based upon the rankings of the selection committee, in May 2023, the City Council approved HBM Architects to conduct the public involvement and proceed with the preliminary design phase.

On September 14, 2023, HBM presented two designs to City Council during a Council workshop and Council provided input. Based on the feedback provided, HBM has refined the designs (see attached renderings).

The purpose of this meeting is to obtain additional input from the Council and public. Based upon that input, it is requested that the City Council select one of the design options for the building and park site plan. Using the input received during this second review, the design team will refine the plans and present final conceptual designs at the City Council meeting on November 13th.

Funding
Additionally, decisions will be required on potential financing of the project. There are three (3) sources of funds available in the current budget that may be used for the project. These include:

City Council Capital Fund Designation - This fund has a little more than $8 million dollars that can be used for capital improvements.
Repayment of Advance to CRA - There is approximately 3 million dollars in repayment of the advance due in fiscal year 2024.

Park Impact Fees - The City anticipates roughly $800,000 in park impact fees from the Maitland West Apartments in FY 2024. These funds could be used for the park improvement portion of this project.

The total of these funds is approximately 11.8 million dollars. The total project cost is approximately 27 million dollars, which includes the construction of the library, upgrades of Quinn Strong Park, and improvements to the existing library to bring it up to current code requirements to house the Maitland History and Telephone Museums. The existing library conversion and park portion of the cost is $7,999,900. The estimated cost for the new library is approximately $18,720,243. Cost estimates are attached. It should be emphasized that at this stage in the process these estimates are preliminary, but are based upon the current construction environment. Because of this, contingencies and cost escalator factors have been included.

The decision to use all, a portion, or none of the above referenced funds for the project will affect the request of the residents on the amount of a potential millage rate increase to support principal and debt service payments for the construction of the projects. The City's financial advisor has been consulted regarding current interest rates. Nine different scenarios were reviewed based upon current interest rates, the term of the bond issue, and the amount of the loan. These are shown below.

Rate	Amortization	15 Million	$20 Million	25 million
4.50%	20 Year	$1,153,142	$1,537,523	$1,921,904
4.75%	25 Year	$1,037,777	$1,383,703	$1,729,628
5.00%	30 Year	$975,771	1,301,029	$1,626,286

This equates to a projected increased millage rate as shown in the table below.

Rate	Amortization	15 Million	$20 Million	25 million
4.50%	20 Year	0.2796	0.3729	0.4661
4.75%	25 Year	0.2571	0.3353	0.4195
5.00%	30 Year	0.2366	0.3155	0.3944

It should be noted that the millage rates shown in the table above indicate the maximum millage to fund principle and debt service. It is projected that this will decrease over time as property values increase.

Operating Costs

An additional question that has arisen is the ongoing operation and maintenance costs of the respective projects. There are three primary factors in determining operations and maintenance of facilities. These include personnel costs, utility costs and building and site maintenance costs. Based upon discussions with the Director of the Maitland Public Library, there is a potential for two (2) additional part-time positions in the library to assist with coverage on the second floor. This would be an additional cost of $37,500 in the first year. If the Arts and History Centers of Maitland were to operate the converted library space as the Maitland History and Telephone Museum, the space could be operated under similar conditions to the current museum operations, with no additional personnel.

From a maintenance perspective, the city currently maintains the existing library, Quinn Strong Park

and the senior center. If improvements are made to the existing library to bring it up to a standard to house the museums, the building maintenance cost should be reduced in the short term, as all electrical and mechanical systems, roof and insulation will be replaced and thermal and moisture protection addressed. Site maintenance would remain the same as currently budgeted since no significant site upgrades are anticipated. Similarly, a newly constructed library would initially have minimal building maintenance costs aside from janitorial services. The cost of additional janitorial services for a new 20,000 square foot building would be approximately $25,000 annually. Although the city currently maintains Quinn Strong Park, the conceptual design includes specialty areas that will require an increased level of care, which would result in additional maintenance costs estimated to be approximately $25,000 annually.

If the projects move forward, there would be additional utility costs. Assuming both buildings are constructed, the city would be paying utilities for both buildings as opposed to one. Current utilities at the library (water, sewer and electricity) are approximately $30,000 annually. With the improvements to the existing library, it would be safe to assume that there would be no increase in these costs. With the addition of a new library, the increased area to be covered could result in increased utility costs. A rough estimation would be an increase to approximately $50,000 annually.

Total potential operating cost increases based upon the preliminary estimates currently available could be approximately $137,500.00.

It is important to note that any increase in operating and maintenance costs will not occur until some time later in 2026 or early 2027 for a new library. From a project planning standpoint, if the funding is approved in March, design may take up to a year. There may be up to an additional year for construction. The library would then relocate to allow for the upgrades to the existing library. The improvements to the existing library would potentially be a several-month process before it is ready to be occupied. Within these time frames, operation and maintenance costs for the current library building will occur sometime in 2027 or early 2028 with no maintenance and minimal utility costs during construction.

Staff is requesting direction regarding the amount of current funding the City Council is willing to put toward the cost of the new library, park and museum projects. This will allow staff to calculate the amount to be financed and the proposed ballot language that would be presented to the voters.

Fiscal Impact:

Exhibits:
1. 2023-10-23 City Council Meeting Preview
2. 2023-10-18 23-105 Maitland Public Library Concept - Combined reno-new estimates

Commission/Board: Other

Contact Person: Mark Reggentin 407-539-6220

Reviewed by City Attorney
N/A