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

I. CALL TO ORDER

Present: 5 - Councilmember Lori Wurtzel, Vice Mayor Vance Guthrie, Councilmember Michael Wilde, Councilmember Lindsay Hall Harrison, Mayor John Lowndes

Absent: 0 -

Mayor Lowndes called the October 23, 2023 meeting to order at 6:36 pm. Staff also in attendance: City Manager Reggentin, Assistant City Manager Kifolo, City Clerk Hollingsworth, City Attorney Shepard, Parks and Recreation Director Conn, Finance Director Gray, Public Works Director Tracy, Fire Chief Morton, Police Chief Manuel, Community Development Director Matthys, and Public Information Officer Sargent.

II. MOMENT OF SILENCE

Mayor Lowndes offered a moment of silence.

III. PLEDGE OF ALLEGIANCE

Mayor Lowndes led the Pledge of Allegiance.

IV. PUBLIC HEARING

1. RESOLUTION NO. 16-2023: SPECIAL ASSESSMENT DOMMERICH HILLS AREA SANITARY SEWER SYSTEM PHASE 1

City Clerk Hollingsworth read aloud by title Resolution 16-2023.

City Manager Reggentin stated that 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.

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.

City Manager Reggentin answered questions posed by the Council.

Mayor Lowndes opened the public comment period.

Public comment was given as follows:
Dale McDonald, 108 Tangelo Court

There being no one else who wished to speak, Mayor Lowndes closed the public comment period.

A brief discussion ensued.

A motion was made to adopt as amended 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. *(Amended to correct two typos)*

RESULT:	**Adopt as Amended**
MOVER:	**Councilmember Michael Wilde**
SECONDER:	**Councilmember Vance Guthrie**
AYES:	**Lori Wurtzel, Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, John Lowndes**
NAYS:	**None**

2. ORDINANCE NO. 1422: SITE-SPECIFIC ZONE DISTRICT MAP AMENDMENT AZS(2023)-0002: 801 S. LAKE DESTINY RD.

City Clerk Hollingsworth stated that the public hearing notice was not duly published in accordance with the Florida Statutes. A subsequent public hearing notice was submitted and approved for publication in the October 17, 2023 edition of the Orlando Sentinel.

A motion was made by the Council to table and continue the public hearing on November 13, 2023.

RESULT:	**Table**
MOVER:	**Councilmember Michael Wilde**
SECONDER:	**Councilmember Lori Wurtzel**
AYES:	**Lori Wurtzel, Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, John Lowndes**
NAYS:	**None**

V. OLD BUSINESS

There were none.

VI. CONSENT AGENDA

Mayor Lowndes opened the public period for Consent Items #2 through #7. There being no one who wished to speak, Mayor Lowndes closed the public comment period.

A motion was made to approve the Consent agenda, as presented.

RESULT:	**Approve**
MOVER:	**Councilmember Vance Guthrie**
SECONDER:	**Councilmember Lindsay Hall Harrison**
AYES:	**Lori Wurtzel, Vance Guthrie, Michael Wilde, Lindsay Hall Harrison, John Lowndes**
NAYS:	**None**

1. CITY COUNCIL MEETING MINUTES OF OCTOBER 9, 2023

Approve the City Council meeting minutes of October 9, 2023, as presented.

2. PIGGYBACK CONTRACT WATER AND LAND RESOURCES RESTORATION AND MANAGEMENT SERVICES: AQUATIC WEED CONTROL, INC.

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.

3. PIGGYBACK CONTRACT WORKPLACE SOLUTIONS: CINTAS CORPORATION NO. 2

Authorize the City Manager to execute a piggyback Contract with Cintas Corporation No. 2 for RFP 3702-22-4618, Workplace Solutions.

4. EMS TRANSPORT BILLING CONTRACTUAL PAYMENTS: DIGITECH COMPUTER LLC (ADPI)

Approve payments to ADPI (Digitech Computer LLC) that may exceed $50,000 for the fire department transport billing fees in the 2024 fiscal year.

5. **PIGGYBACK CONTRACT FIRE DEPARTMENT PERSONAL PROTECTIVE EQUIPMENT: BENNETT FIRE PRODUCTS CO, INC.**
   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.

6. **RESOLUTION NO. 17-2023 AMENDING FISCAL YEAR 2023 UTILITY BUDGET**
   Move to adopt Resolution No.17-2023 amending the Fiscal Year 2023 Utility Capital expenditure budget by $175,000.

7. **LIFT STATION 42 CHANGE ORDER: CARR & COLLIER, INC (CCI)**
   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.

VII. PUBLIC PERIOD

Mayor Lowndes opened the public comment period.

There being no one who wished to speak, Mayor Lowndes closed the public comment period.

VIII. DECISIONS

1. MAITLAND PUBLIC LIBRARY DESIGN AND COST ESTIMATE

City Manager Reggentin discussed the design and funding for the proposed Maitland Public Library project.

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.

City Manager Reggentin welcomed Peter Bolick, Ryan Seacrest and Miguel Martin of HBM Architects, LLC to provide an update on the proposed library designs.

A discussion ensued.

Mayor Lowndes opened the public comment period.

Public comment was given as follows:
Stacie Larson, Maitland Public Library Director
Danielle Thomas, Executive Director of the Art & History Museums of Maitland
Bill Randolph, 331 White Oak Circle
Joan Randolph, 331 White Oak Circle
Laurie Fuller, 816 Tuscarora Trail
Beth Abely, 100 Tangelo Court
Mike Thomas, 816 Tuscarora Trail

There being no one else who wished to speak, Mayor Lowndes closed the public comment period.

City Manager Reggentin presented the project costs.

Further discussion ensued.

The Council consensus was to hold a workshop for further discussion and to resolve the proposed ballot language prior to the next meeting scheduled for November 13.

IX. CITY MANAGER'S REPORT/CITY ATTORNEY/COUNCIL REPORTS

There were none.

X. ADJOURNMENT

There being no further business to come before the Council, the meeting adjourned at 9:32 pm.