



**City Council  
April 8, 2024  
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. Old Business
- V. Consent Agenda
  - 1. City Council Meeting Minutes of March 25, 2024
  - 2. Lake Ave Emergency Water Line Repair: Cathcart Construction Company
  - 3. Lift Station #7 Relocation Construction GMP: Oelrich Construction, Inc.
  - 4. Florida State Revolving Fund Loan Amendment 3 to Loan Agreement WW480270
- VI. Public Period
- VII. Decisions
  - 1. 2024 Municipal Election Certificate & Results
- VIII. City Manager's Report/City Attorney/Council Reports
- IX. 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.**

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|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------|
| MEETING DATE                                                                                                |  | AGENDA                  |
| April 8, 2024                                                                                               |                                                                                   | Section: Consent Agenda |
| Department/Office : City Clerk                                                                              | AGENDA REPORT                                                                     | Item #: 1.              |
|                                                                                                             |                                                                                   |                         |
| <b>Subject:</b><br>City Council Meeting Minutes of March 25, 2024                                           |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Approve City Council meeting minutes of March 25, 2024, as presented. |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b>                                                                |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>N/A                                                                                |                                                                                   |                         |
| <b>Exhibits:</b><br>1. CC Draft Minutes 3-25-2024                                                           |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                       |                                                                                   |                         |
| <b>Contact Person:</b> Lori Hollingsworth 407-539-6219                                                      |                                                                                   |                         |
| Reviewed by City Attorney<br>N/A                                                                            |                                                                                   |                         |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | AGENDA                  |
| April 8, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | AGENDA REPORT                                                                     | Item #: 2.              |
| <b>Subject:</b><br>Lake Ave Emergency Water Line Repair: Cathcart Construction Company                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to approve emergency repair expenditure to Cathcart Construction Company in the amount of \$50,378.00 for the repair of the water mainline adjacent to 581 Lake Avenue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br>An emergency water line repair was performed by Cathcart Construction Company at 581 Lake Avenue on March 12, 2024. Due to the emergency nature of the repair, immediate action was required. The original estimate for the work was projected to be less than the City Manager's purchasing threshold and Purchase Order 20240519 was opened per the City's purchasing policy to allow Cathcart to commence work. The final cost for repair services was \$50,378.00. As the proposal exceeds the City Manager's purchasing threshold, staff is requesting an "after the fact" approval for the emergency repair expenditure.<br><br>Staff recommends City Council authorize an expenditure to Cathcart Construction Company in the amount of \$50,378.00 for the emergency repairs to the water mainline. Funds to cover these services are budgeted within the Public Works Water Division Budget. |                                                                                   |                         |
| <b>Fiscal Impact:</b><br>Funds budgeted within the Public Works Water Division operating budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |
| <b>Exhibits:</b><br>1. inv 5426 Maitland Lake Ave WM 3.18.24                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                         |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Contact Person:</b> Karen McCullen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| Reviewed by City Attorney<br>N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | AGENDA                  |
| April 8, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                   | Section: Consent Agenda |
| Department/Office : Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | AGENDA REPORT                                                                     | Item #: 3.              |
| <b>Subject:</b><br>Lift Station #7 Relocation Construction GMP: Oelrich Construction, Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to authorize the City Manager to execute the agreement with Oelrich Construction, Inc. to construct the Lift Station No. 7 Relocation Project for a guaranteed maximum price of \$1,676,415.00; authorize a 10% contingency of \$167,600; and approve an amendment to the agreement with Burgess and Niple, Inc. for the final installment for the easement acquisitions in the amount of \$4,520.00.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br><p>The Lift Station No. 7 Relocation Project is included in the current Capital Improvement Program and was recommended in the City's Sewer System Master Plan Update 2020. The project includes the relocation of Lift station No.7 from the intersection of Maitland Avenue and Marion Way to an easement at 161 Marion Way. The plans were recently completed and provided to one of the city's Construction Manager at Risk (CMAR) Continuing Services contractors, Oelrich Construction, Inc. to develop a Guaranteed Maximum Price (GMP) under their CMAR agreement. Oelrich has submitted a GMP in the amount of \$1,676,415.00. The GMP has been reviewed by staff and the design engineer, Burgess &amp; Niple, and has been found to be reasonable. The CMAR agreement allows for direct owner purchases; staff plans to deduct the cost of the pumps from the contract and use the funds to directly purchase the pumps to save costs in taxes. Staff recommends approving a contingency of \$167,600 (10%) for any unforeseen issues during construction for a total project amount of \$1,844,015. The funds for this project are available in Project #WW401 within the FY24 CIP Budget.</p> <p>Staff is also requesting approval of an amendment to Burgess &amp; Niple's contract for the final installment of the easement acquisition for the project in the amount of \$4,520.00. The additional costs were because the negotiations with the property owner of the preferred site for the lift station failed and negotiations had to start over with the adjacent property owner, who eventually accepted the city's offer. As it was not anticipated that the first negotiations would fail, the additional effort to engage the adjacent property owner was outside of the scope of services in the agreement.</p> <p>Staff recommends authorizing the City Manager to execute the agreement with Oelrich Construction, Inc. to construction the Lift Station No. 7 Relocation Project for a guaranteed maximum price of \$1,676,415.00; authorizing a 10% contingency of \$167,600; and approving an amendment to the agreement with Burgess and Niple, Inc. for the final installment for the easement acquisitions in the amount of \$4,520.00.</p> <p>Included in the original project budget for WW401 is \$918,912. Staff proposes transferring \$400,000 from water line capital replacements WA001 and \$530,000 from funds carried forward for water plant rehabilitation WA201.</p> |                                                                                   |                         |

**Fiscal Impact:**

\$1,848,535 Funds available in Project #WW401 within the FY24 CIP Budget.

**Exhibits:**

1. City of Maitland - Lift Station No 7 Relocation - GMP Proposal - 2024-03-29
2. Maitland LS 7 Additional Services #2

**Commission/Board:** City Council

**Contact Person:** Kimberley Tracy 407-539-6216

Reviewed by City Attorney

N/A

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | AGENDA                  |
| April 8, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   | Section: Consent Agenda |
| Department/Office : Finance<br>Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | AGENDA REPORT                                                                     | Item #: 4.              |
| <b>Subject:</b><br>Florida State Revolving Fund Loan Amendment 3 to Loan Agreement WW480270                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   |                         |
| <b>Requested Action or Motion:</b><br>Move to authorize the Mayor to execute the third and final amendment to the State Revolving Fund Loan WW480270 for the Construction of the Lift Station No. 1/ Dommerich Hills Phase 1 as approved May 24, 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                   |                         |
| <b>Summary Explanation &amp; Background:</b><br>On May 24, 2021, Council approved execution of the State Revolving Fund Loan which was approved on February 8, 2021, for up to \$6,000,000 plus accrued interest to finance Dommerich Phase 1 septic to sewer project, which includes relocation of Lift Station #1. On June 14, 2021, Council approved the relocation of Lift Station #1 but, due to the increased cost of the project compared to the original engineer's estimate, on September 13, 2021, Council approved the increase to \$7,419,562, plus accrued interest, plus 2% closing costs of \$148,391.<br><br>The construction of the Lift Station #1 and Phase 1 is complete.<br><br>The State requires the City to approve a final loan amendment to the executed loan agreement which will provide:<br><br>1. The total amount awarded is reduced by \$2,260. The revised total amount awarded is \$7,417,302.<br><br>2. The Loan Service Fee is \$148,346. The fee represents two percent of the loan amount, excluding capitalized interest of \$0.<br><br>3. The total amount of the loan to be repaid is \$7,565,648; which consists of \$7,417,302; disbursed to the Local Government and service fee charges of \$148,346.<br><br>4. The total amount remaining to repay, which accounts for the Department's receipt of one Semiannual Loan Payment, is \$7,376,450, consisting of unpaid principal of the Loan of \$7,228,104 and an unpaid service fee charge of \$148,346.<br><br>5. The Semiannual Loan Payment amount, adjusted to account for repayments received to date, is hereby revised and shall be in the amount of \$189,139.74. Such payments shall be received by the Department on May 15, 2024, and semiannually thereafter on November 15 and May 15 of each year until all amounts due have been fully paid.<br><br>6. Subsection 2.03(1) of the Agreement is deleted and replaced as follows: |                                                                                   |                         |

The financial assistance authorized pursuant to this Loan Agreement consists of the following:

State Resources Awarded to the Local Government Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:

| State Program Number | Funding Source                                    | CSFA Number | CSFA Title or Fund Source Description      | Funding Amount | State Appropriation Category |
|----------------------|---------------------------------------------------|-------------|--------------------------------------------|----------------|------------------------------|
| Original Agreement   | Wastewater Treatment and Stormwater Management TF | 37.077      | Wastewater Treatment Facility Construction | \$7,417,302    | 140131                       |

7. Project costs are revised as follows:

The Local Government and the Department acknowledge that changes in Project costs may occur as a result of an audit. Unless this Agreement is amended subsequent to an audit, the following Project disbursements shall be final.

| CATEGORY                               | PROJECT COSTS \$ |
|----------------------------------------|------------------|
| Construction and Demolition            | 6,420,679        |
| Technical Services During Construction | 996,623          |
| SUBTOTAL                               | 7,417,302        |
| Capitalized Interest                   | 0                |
| TOTAL (Loan Principal Amount)          | 7,417,302        |

8. All other terms and provisions of the Loan Agreement shall remain in effect.

Staff recommends authorizing the Mayor to execute the third and final amendment.

**Fiscal Impact:**

Final Loan amount \$7,417,302 future debt service

**Exhibits:**

1. Maitland WW480270 A3 Final
2. WW480270\_Amortization Schedule Report

**Commission/Board:** City Council

**Contact Person:** Jerry Gray 407-539-6201

Reviewed by City Attorney  
N/A

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| MEETING DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | AGENDA             |           |       |        |               |       |        |
| April 8, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                   | Section: Decisions |           |       |        |               |       |        |
| Department/Office :<br>Administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | AGENDA REPORT                                                                     | Item #: 1.         |           |       |        |               |       |        |
| <b>Subject:</b><br>2024 Municipal Election Certificate & Results                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                   |                    |           |       |        |               |       |        |
| <b>Requested Action or Motion:</b><br>Move to accept the Orange County Canvassing Board's official results of the March 19, 2024, municipal election, as presented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                    |           |       |        |               |       |        |
| <b>Summary Explanation &amp; Background:</b><br><p>The City of Maitland's municipal election was held on Tuesday, March 19, 2024, in conjunction with the Federal Presidential Preference Primary. In accordance with city code Sec. 5.5-4 Canvass of returns and Sec. 5.5-5 Regular elections in the years of the Federal Presidential Preference Primary, the Orange County Canvassing Board is authorized to canvass the City of Maitland ballots voted. The City Clerk, upon receipt of the certification of official election results, shall submit said results to the City Council to be recorded in the minutes of the next regular meeting.</p> <p>The Orange County Canvassing Board met at 12:00 noon on March 29, 2024, to certify the official election results.</p> <p><b>City of Maitland - Question 1</b><br/> <b>CITY OF MAITLAND GENERAL OBLIGATION BONDS FOR A NEW PUBLIC LIBRARY AND PARK PROJECT</b><br/> Shall the City issue bonds to finance the construction and equipping of a new public library and improving its location at Quinn Strong Park in the principal amount not to exceed \$14,000,000, bearing interest not exceeding the legal rate, maturing not later than thirty (30) years from the date of issuance, payable from ad valorem taxes to be levied in the City on all taxable property?</p> <table> <tr> <td>FOR BONDS</td> <td>1,821</td> <td>61.09%</td> </tr> <tr> <td>AGAINST BONDS</td> <td>1,120</td> <td>37.57%</td> </tr> </table> <p>The official results are attached.</p> <p>Staff recommends that the Council accepts the election results to be recorded in the minutes as presented by the 2024 Orange County Canvassing Board.</p> |                                                                                   |                    | FOR BONDS | 1,821 | 61.09% | AGAINST BONDS | 1,120 | 37.57% |
| FOR BONDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1,821                                                                             | 61.09%             |           |       |        |               |       |        |
| AGAINST BONDS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1,120                                                                             | 37.57%             |           |       |        |               |       |        |
| <b>Fiscal Impact:</b><br>TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                   |                    |           |       |        |               |       |        |
| <b>Exhibits:</b><br>1. SKM_C45824040107570                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                    |           |       |        |               |       |        |
| <b>Commission/Board:</b> City Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                    |           |       |        |               |       |        |

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|--------------------------------------------------------|
| <b>Contact Person:</b> Lori Hollingsworth 407-539-6219 |
| Reviewed by City Attorney<br>N/A                       |