



**City Council
July 22, 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 July 8, 2024
 2. City Council FY25 Budget Workshop Minutes of July 15, 2024
 3. City Council FY25 Budget Workshop Minutes of July 16, 2024
 4. Waterhouse Roof Replacement Project Job Order Contracting (JOC)
Agreement: Johnson-Laux Construction, LLC
- VI. Public Period
- VII. Decisions
 1. Ordinance No. 1429 Introduction: Right-of-Way Abandonment Ellington Drive
 2. Dommerich Hills Sidewalks
 3. Set the Proposed Millage Rate
- VIII. Discussion
 1. Pickleball Court Construction
- 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
July 22, 2024		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of July 8, 2024		
Requested Action or Motion: Move to approve the City Council meeting minutes of July 8, 2024, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes 07082024		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 22, 2024		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: City Council FY25 Budget Workshop Minutes of July 15, 2024		
Requested Action or Motion: Move to approve the City Council meeting minutes of July 15, 2024, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Workshop Minutes July 15 2024		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 22, 2024		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: City Council FY25 Budget Workshop Minutes of July 16, 2024		
Requested Action or Motion: Move to approve the City Council meeting minutes of July 16, 2024, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Workshop Minutes July 16 2024		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 22, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.
Subject: Waterhouse Roof Replacement Project Job Order Contracting (JOC) Agreement: Johnson-Laux Construction, LLC		
Requested Action or Motion: Move to authorize the City Manager to execute the contract with Johnson-Laux Construction, LLC for the Waterhouse roof replacement project, in the amount of \$189,108.39 and approve a contingency of \$18,891.61 for a total of \$208,000.		
Summary Explanation & Background: On February 13, 2023, City Council authorized the City Manager to "piggyback" the Sourcewell contract FL-R5-GC07-111821-JLC with Johnson-Laux Construction, LLC for Job Order Contracting (JOC) on multiple City projects. Public Works has been using Johnson-Laux for general contracting services for the past several years and has had successful results with their performance, in particular with projects throughout the Art & History complex. Johnson-Laux Construction, LLC has provided a proposal based on this contract for the roof replacement at the Waterhouse Building at Lake Lily. The Waterhouse roof replacement is a particularly challenging replacement due to the delicacy of the historic wood framing, the steepness of the roof and the location. This proposal is to replace the roof decking, underlayment, shingles and flashing on both the primary Waterhouse structure and the associated shed using a more durable asphalt shingle than the existing cedar shingles, yet maintaining a look consistent with the historic aesthetic. Also included in the proposal are soffit repairs, cedar shake siding replacement, touch-up painting of the Waterhouse and repainting the shed, and engineering evaluation and design that will be required for permitting the new roofs. Other than the shingles, all other materials used are historically accurate to the period of construction to keep the same look of the existing structure. Staff recommends moving forward with this proposal to address needed roof replacements/repairs for the Waterhouse and shed buildings. The proposed cost for this project is \$189,108.39, without a contingency. A not uncommon occurrence during a roof replacement project is the discovery of unknown and/or unforeseen issues. As such, staff is recommending an approximate 10% contingency of \$18,891.61, for a total project cost of \$208,000. Staff recommends City Council move to authorize the City Manager to execute the contract with Johnson-Laux Construction, LLC for the roof replacements and repairs, in the amount of \$189,108.39 and approve a contingency of \$18,891.61 for a total of \$208,000.		
Fiscal Impact: Funds are available in General Fund 01731573-534630 Project # CF001.		
Exhibits:		

Commission/Board: City Council
Contact Person: Kimberley Tracy 407-539-6216
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
July 22, 2024		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: Ordinance No. 1429 Introduction: Right-of-Way Abandonment Ellington Drive		
Requested Action or Motion: Move to introduce an ordinance to vacate and abandon a portion of Ellington Drive, and set the Public Hearing and action date for August 12, 2024.		
Summary Explanation & Background: The applicants, Wendy and Eric Thompson of 1039 Quinwood Lane, have requested the City of Maitland to abandon 3,337 square feet of unopened platted Ellington Drive right-of-way, lying east of 1039 Quinwood Lane. A stormwater easement is required to be signed and executed concurrent with the right-of-way vacation. The application for right-of-way abandonment was evaluated by the Development Review Committee (DRC) and was found to meet the standards set forth in Sec. 2.5.3(f)(4): Right-of-way/Public Easement Abandonment Review Standards of the Land Development Code. This criteria is as follows: Right-of-Way/Public Easement Abandonment Review Standards. A request to close, vacate, or abandon a right-of-way or public easement shall be approved only on a finding there is competent substantial evidence in the record that all of the following standards are met: (A) The right-of-way or public easement is no longer required for public use and the abandonment will not adversely affect the City. (B) The closing, vacation, or abandonment will not hinder public access to a body of water. (C) All utilities or other entities that use the right-of-way or public easement do not object to the proposed closing, vacation, or abandonment. The DRC, on May 15, 2024, found that the request met the criteria outlined in the code and made a unanimous recommendation to forward the application to the City Council with a recommendation of approval with the condition that a drainage easement be retained over the vacated right-of-way. The DRC report and draft ordinance and easement are attached. Staff recommends Council introduce an ordinance to vacate and abandon a portion of Ellington Drive and set the Public Hearing and action date for August 12, 2024.		
Fiscal Impact: NA		
Exhibits: - Ordinance No 1429 Vacating and Abandoning Portion Ellington Drive 1039 Quinwood Lane - Petition No. ABND (2023) - 0001 -1039 Quinwood Lane DRC Signed Report - Perpetual Drainage, Maintenance and access Easement Agreement (witness)		

Commission/Board: City Council
Contact Person: Dan Matthys 407-539-6211
Reviewed by City Attorney Drew Smith

MEETING DATE		AGENDA
July 22, 2024		Section: Decisions
Department/Office : Public Works	AGENDA REPORT	Item #: 2.
Subject: Dommerich Hills Sidewalks		
Requested Action or Motion: Move to remove the proposed sidewalks on Chinook Trail, Huron Trail, Tomahawk Trail, Chickapee Trail, and the east side of Kewannee Trail from the Dommerich Hills Sanitary Sewer Extension, Phases 2-4 contract.		
Summary Explanation & Background: On April 10, 2023, City Council approved to execute a contract for Dommerich Hills Sanitary Sewer Extension, Phases 2-4 and Alternate 2, with R. P. Utility & Excavation Corp. (RPU) in the total amount of \$11,348,886. The contract included sidewalk and traffic-calming measures funded through the General Fund in the amount of \$1,571,219. The sidewalks were included in the project based on the Bicycle/Pedestrian Master Plan, which states the priority for sidewalk construction is to construct new sidewalks so that residents can be within one block of a new or existing sidewalk. During the City Manager's report at the July 8 meeting, City Council discussed the potential of removing portions of the sidewalks planned to be constructed with the project and directed the topic to be placed on the July 22nd agenda for a decision. Staff met with the contractor to discuss the deletion of the sidewalks proposed on Chinook Trail, Huron Trail, Tomahawk Trail, Chickapee Trail, and the east side of Kewannee Trail (see attached map). The contractor is agreeable to this change in the contract and has estimated a reduction of approximately \$600,000. The reduction amount is based on the estimated quantities for those streets and the unit prices in the contract. Final costs for the constructed sidewalks and driveways will be the final amount measured in the field multiplied by the unit price in the contract. If City Council approves to postpone the construction of the sidewalks identified and to remove them from the RPU contract, staff will issue a field directive to RPU to remove them.		
Fiscal Impact: Approximately \$600,000 will be unencumbered in the General Fund		
Exhibits: 1. Dommerich Hills Improvements Sidewalks Council Decision		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA								
July 22, 2024		Section: Decisions								
Department/Office : Administration	AGENDA REPORT	Item #: 3.								
Subject: Set the Proposed Millage Rate										
Requested Action or Motion: (1) Move to set the rolled back millage rate for the 2024 tax year as <u>5.0465</u> . (2) Move to set the proposed operating millage rate for the 2024 tax year at _____ mills. (3) Move to set the proposed voted debt millage rate for the 2024 tax year at <u>0.2020</u> , for a combined total of _____ mills. (4) Move to set the date, time and place for the public hearing on the tentative budget for the fiscal year 2024-2025 as Monday, September 9, 2024, 6:30 p.m. in the City Hall Council Chambers.										
Summary Explanation & Background: In accordance with Truth in Millage ("TRIM") compliance requirements as set forth in Chapter 200 of Florida Statutes, the City must calculate a rolled-back rate for the 2024 tax year; set proposed operating and voted debt millage rates and set the date, time and place for the tentative budget hearing. The statutes require separate motions. The operating millage rate used in preparation of the budget draft of 4.9464 is 1.98% lower than the rolled back rate of 5.0465. A mill is the tax rate for each \$1,000 of taxable property value. At 4.9464 mills, a home with a taxable value of \$500,000 will pay \$2,574 in operating and debt millage to the City of Maitland. Each mill generates \$3.4 million to the General Fund and \$360 thousand to the Community Redevelopment Agency. For a home with a taxable value of \$500,000, each additional mill would cost the resident \$500 on their 2024 tax bill. The combined total millage rate used in the draft budget is 5.1484, which is the same as the prior year's combined total rate of 5.1484. The maximum millage rate voting requirements outline three levels of voting options. For tax year 2024, the maximum millage rate that can be levied with a majority vote is 5.4829 and the maximum millage rate allowed by two-thirds vote is 6.0312.										
<table border="1"> <thead> <tr> <th>Maximum Millage Rate Voting Options</th> <th>Maximum Millage Rate</th> </tr> </thead> <tbody> <tr> <td>Majority Vote (adjusted rolled back rate per State formula)</td> <td>Up to 5.4829</td> </tr> <tr> <td>2/3 Vote of Governing Board (110% of the Majority Vote Millage Rate)</td> <td>Up to 6.0312</td> </tr> <tr> <td>Unanimous Vote of Governing Board or Referendum</td> <td>Any rate up to statutory limits</td> </tr> </tbody> </table>			Maximum Millage Rate Voting Options	Maximum Millage Rate	Majority Vote (adjusted rolled back rate per State formula)	Up to 5.4829	2/3 Vote of Governing Board (110% of the Majority Vote Millage Rate)	Up to 6.0312	Unanimous Vote of Governing Board or Referendum	Any rate up to statutory limits
Maximum Millage Rate Voting Options	Maximum Millage Rate									
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2/3 Vote of Governing Board (110% of the Majority Vote Millage Rate)	Up to 6.0312									
Unanimous Vote of Governing Board or Referendum	Any rate up to statutory limits									
The Debt Service millage rate is calculated by dividing the taxable value by the debt service requirement less an allowance for interest income in the fund. Currently, there is a projected \$149										

thousand in debt service fund balance. Debt service for FY 2025 is \$812,350; the tax levy will generate \$771 thousand and interest income will generate \$34 thousand; drawing down fund balance \$11 thousand. The current fund balance in the Debt Service Fund can only be used to pay debt service obligations.

Once the Council sets the proposed millage, the Certification of Taxable Value (form DR 420) and the Maximum Millage Levy Calculation Preliminary Disclosure (form DR 420 MMP) must be returned to the Orange County Property Appraiser's Office by July 30, 2024. Those forms, which assumes the millage rate is set at the proposed rate, are attached for Council's review. Once returned, the information will be used to generate the notice of proposed taxes which will be issued mid-August by the Orange County Property Appraiser.

The final millage rates will be set at the final public hearing in September. The final millage rate could be any millage equal to or lower than the proposed millage rate set by the Council tonight. The millage rate can be increased after the proposed millage is set; however, it involves an onerous and costly process of notification to taxpayers.

Fiscal Impact:

A millage rate of 4.946400 mills generates \$17.108 million to the General Fund and \$1.785 million to the CRA. A debt millage of 0.202 generates \$771 thousand to the debt service fund.

Exhibits:

1. DR420Debt_2024_618
2. DR420_2024_619
3. DR420Tif_2024_619
4. DR420MMP_2024_619

Commission/Board: City Council

Contact Person: Mark Reggentin 407-539-6220

Reviewed by City Attorney

N/A

MEETING DATE		AGENDA						
July 22, 2024		Section: Discussion						
Department/Office : Administration	AGENDA REPORT	Item #: 1.						
Subject: Pickleball Court Construction								
Requested Action or Motion: N/A - Discussion Only								
Summary Explanation & Background: In the budget workshop held on July 15, 2024, City Council discussed various alternatives regarding the provision of permanent pickleball facilities at Minehaha Park. The City Council requested that additional information be provided in order to make a more informed decision regarding the conversion cost as it relates to the FY25 budget. The expense to convert a single tennis court, which is already equipped with lights and fencing, to four permanent pickleball courts is estimated to be approximately \$30,000. This potential project could be handled in one of the following ways: 1. Fully fund the project utilizing Park Trust Fund revenues. Because this would be a new addition to the Maitland park inventory, this is a Park Trust Fund eligible project. The fund currently has a balance of \$59,167. 2. Utilize General Fund resources towards construction costs. 3. Delay the start of this construction project until FY26 or later. 4. Continue with the current multi-purpose configuration of for tennis and pickleball and forgo construction. Should Council decide to proceed with construction, one additional policy consideration would need to be addressed. Specifically, whether the pickleball facility would be operated using the current rental/reservation structure of the tennis courts in Maitland. Some requests from residents for a permanent pickleball facility also request that the courts remain free and open at all times; while other groups have expressed a desire to be able to reserve a court to ensure availability for play at a particular time without waiting for a court to open. Additionally, this latter option may afford the opportunity to cater to Maitland residents more so than if the courts remained free and open. Currently, a tennis court can be rented for \$5 per hour before 5:00pm or \$8 per hour after 5pm. There is also the option to purchase an annual pass according to the following rate schedule, which allows up to one reservation per day (on a space available basis): <table border="1"> <tr> <td>Annual Pass</td><td>Resident</td><td>Non-Resident</td></tr> <tr> <td>Youth (under 16)</td><td>Free</td><td>\$25</td></tr> </table>			Annual Pass	Resident	Non-Resident	Youth (under 16)	Free	\$25
Annual Pass	Resident	Non-Resident						
Youth (under 16)	Free	\$25						

Adult - 12 Months	\$48	\$98
Adult - 9 months	\$36	\$76
Adult - 6 months	\$28	\$58

Should a rental policy be adopted for pickleball court usage, staff recommends that the same rate structure be utilized for pickleball and tennis to maintain consistency for all users of recreational facilities in Maitland. Very preliminary estimates on potential revenue generated from the permanent conversion of the courts under the tennis model is \$3,000 - 8,000 annually.

In relation to parking, the Police Department has received one call regarding illegal parking since the pickleball program was initiated 2 years ago. This is not a staffed facility. However, Parks and Recreation Department staff have indicated that parking issues at Minnehaha Park are infrequent based upon the spot checks they do of all unstaffed facilities. Additionally, if we transition to a reservation model to mirror the tennis programs, congestion could be alleviated due to the fact that open play times (which are eliminated under the reservation model) are typically the highest usage.

Fiscal Impact:

Potentially \$30,000 from the Parks Trust Fund

Exhibits:

Commission/Board: City Council

Contact Person: Mark Reggentin 407-539-6220

Reviewed by City Attorney

N/A