



City of Mount Dora
510 North Baker Street
Mount Dora, Florida 32757
352-735-7126

Mount Dora City Council
Mount Dora City Hall Board Room
510 North Baker Street, Mount Dora, Florida 32757
October 11, 2022, 6:00 PM

WORK SESSION AGENDA

CALL TO ORDER

ROLL CALL

DISCUSSION ITEMS

1. City Facilities
2. City Hall Expansion

FUTURE MEETING DATES

- October 18, 2022, 6:00 PM, Regular Session
- November 1, 2022, 6:00 PM, Regular Session
- November 15, 2022, 6:00 PM, Regular Session
- December 6, 2022, 6:00 PM, Regular Session

ADJOURNMENT

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE AT THIS MEETING WITH RESPECT TO ANY MATTER CONSIDERED AT ANY MEETING OR HEARING, SUCH PERSON MAY NEED A RECORD OF THESE PROCEEDINGS. FOR SUCH PURPOSE, A PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. VERBATIM RECORD WILL NOT BE PROVIDED BY THE CITY OF MOUNT DORA.

NOTICE: IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, PERSONS NEEDING A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CITY CLERK AT LEAST 48 HOURS PRIOR TO THE PROCEEDINGS. TELEPHONE (352) 735-7126 FOR ASSISTANCE. IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE) FOR ASSISTANCE.



510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: October 11, 2022

TO: Honorable Mayor and City Council Members

FROM: Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

SUBJECT: City Facilities

Introduction:

This is an opportunity for City Council to review, discuss, and provide guidance to staff regarding options to construct or repurpose existing facilities for various City departments, including Fire, Public Works, Water/Wastewater, Electric and Parks & Recreation.

Discussion:

City Manager Recommendation(s)

The City Manager originally recommended Option 2. However, after it was stated the current Fire Station 34 on Donnelly is acceptable to continue fire operations, his new recommendation has changed to Option 5.

Consolidating All Firefighters to one Central Station on Donnelly Street

Point 1 - Service Delivery

- A. Placing a fire station on the border of the service area is typically a poor decision. We know from the 911 data reports, the current Fire Station 35 (across from the Rock Shop) serves primarily as a County fire station, as approximately 60% of the total calls and more than 70% of the structure fire calls responded to are located outside of the City limits. This fact, while City property owners are paying 100% of the cost of the building, staff and fire apparatus places the City in an awkward position of explanation to its taxpayers.
- B. Enhanced Response Times for Structure Fires - the City IT Director provided a map showing a circle with a three mile radius and the center point at Limit Avenue - near Donnelly - will cover virtually the entire City limits. Mathematically, the best response time to all points in a circle is to position the starting point at the center of the circle.

- C. Training - Firefighters are now performing pre-fire reviews of each commercial building in town on an annual basis. All staff on each shift need to conduct the training together collectively at the site and back at the fire station to achieve the best result.
- D. Achieving Ratios of 3 - The City has an arbitrary barrier of requiring three firefighters in order for an engine to respond to a fire. The best chance of achieving multiples of three is if all firefighters are present at a single fire station when a call comes in.
- E. Keeps all trucks and personnel closest to the highest risk area: Downtown Mount Dora.
- F. Best supervision opportunity with all the workers in the same building as the chief and leadership staff.

Establishing the new building on CR 19A (across from the donut shop) as the new Electric Utility Headquarters

Point 2 - Cost/Benefit

- A. The newly-constructed building, intended to serve as a satellite fire station, is too large for the purpose. The building is more than twice the size of the current building and has a bay area approximately 2 1/2 times the bay area of the current satellite station. The building can house the entire Mount Dora Electric Company, making it a more cost-effective use.
- B. Consolidating the firefighters into one station will eliminate the presence of two kitchens, two lounges and two weight rooms for one department.
- C. Housing the electric company inventory on site under the direct oversight of Electric leadership is the best effective oversight we can achieve.
- D. Saves millions in capital investment by reducing the need to construct additional buildings.

Budget Impact:

Estimated budget impacts are provided for each option provided.

Strategic Impact:

Goal 2: Infrastructure/Public Safety, Objective 2.4. Sustain City Infrastructure

Goal 3: Fiscal Resources/Human Resources

Recommendation:

City Council to review and discuss options and provide feedback to staff for a future agenda item.

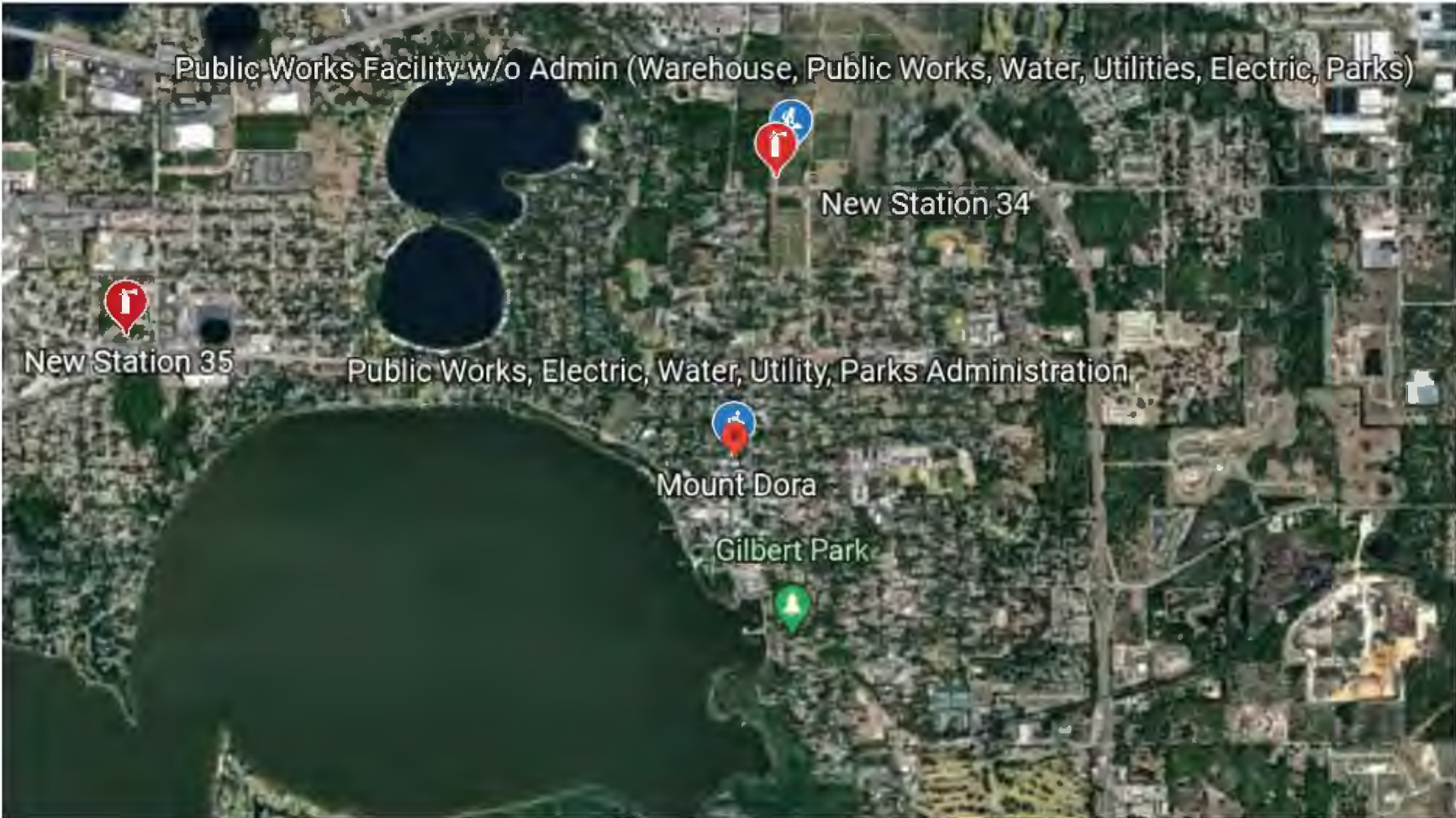
Attachment(s):

- 1. City Facilities

Prepared by: Jeanann Hand, Interim City Clerk

Reviewed by: Patrick Comiskey, City Manager

Final Approval - 10/7/2022





Option 1 - Status Quo

New Fire Station 34 Limit Ave	Old Fire Station 34 Donnelly	Old Fire Station 35	New Building 19A	PW Complex Limit Ave	WWTP#2 US441 &WTP#2	Annex Building	Simpson Farmhouse
Old Station 34 move to new station 34 with EOC	Old Fire Station 34 Donnelly	Available for Future Use	Fire Station 35	1. Electric 2. Public Works 3. Water / Waste Water 4. Parks and Rec 5. Inventory 6. Equipment 7. Storm Water Complications	No Changes	Electric, Water / Waste Water, PW mgmt., Parks & Rec	No Changes
Total 17,444 SF EOC 6,370 SF Ops. 7,676 SF Bay 3,398 SF	Total 8,598 SF Ops. 4,278 SF Bay 4,320 SF	Total 4,125 SF Ops. 2,525 SF Bay 1,600 SF	Total 9,050 SF Ops. 4,937 SF Bay 4,113 SF	Total 23,900 SF Ops. 15,679 SF WH 8,221 SF CS 14,400 SF RAS 29,400 SF		Total 8,427 SF	
COST \$ 19,000,000	\$ -	\$ -	\$ 7,500,000	\$ 18,000,000	\$ -	\$ 180,000	\$ -

AVAILABLE \$

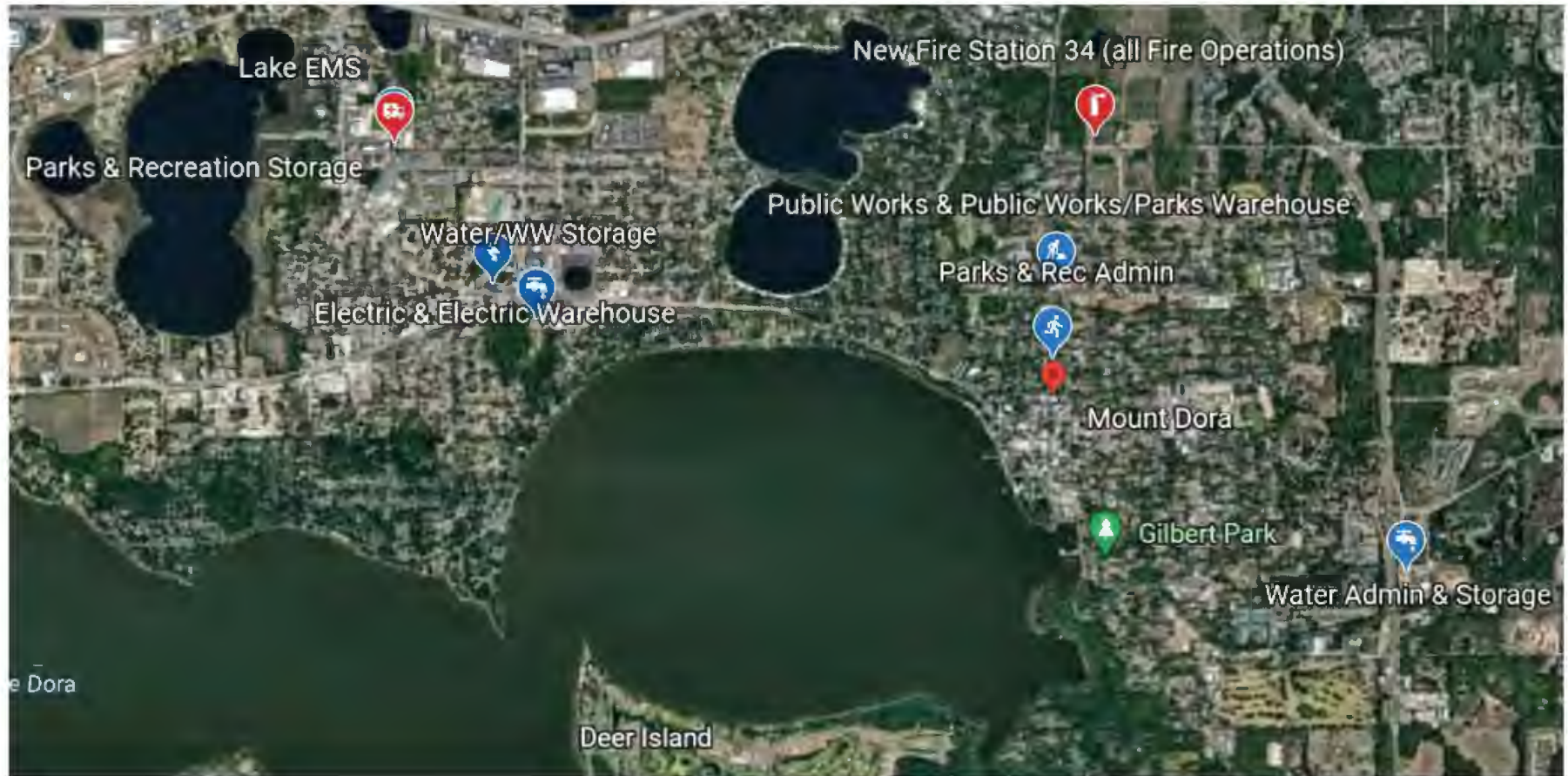
Fire Bond	\$ 12,044,210
PW Bond	\$ 10,357,923
ARPA	\$ 7,145,392

Fire Bond	PW Bond	ARPA
\$ 12,044,210	\$ 10,357,923	\$ 7,145,392
\$ (19,000,000)	\$ (18,000,000)	
\$ (597,990)	\$ 7,145,392	
\$ (7,553,780)	\$ (180,000)	
Loan	Loan	
	\$ (676,685)	

Loan estimate	\$ 8,230,465
Annual Payment estimate	\$ 600,000

TOTAL Cost	\$ 44,680,000
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Option 2 - original CM recommendation





Option 2 - original CM recommendation

New Fire Station 34 Limit Ave	Old Fire Station 34 Donnelly	Old Fire Station 35	New Building 19A	PW Complex Limit Ave	WWTP#2 US441 & WTP#2	Annex Building	Simpson Farmhouse
Entire Fire Department move to new station 34 with EOC	- Public Works - Public Works Admin. / Management - Renovate Building - Build Pole Barns at end of 11th	- Parks and Rec. Storage - Part of Ambulance Service remains at old station 35 - Renovate Building	- Electric - Electric Admin./ Management - Electric Inventory - Add. \$250,000 for adjustments and awnings	Eliminate	- Water - Water Admin. / Management - Water Inventory - Build Pole Barns at WWII & End of 11th	Parks & Rec Admin. / Management	Library
Total 17,444 SF EOC 6,370 SF Ops. 7,676 SF Bay 3,398 SF	Total 8,598 SF Ops. 4,278 SF Bay 4,320 SF	Total 4,125 SF Ops. 2,525 SF Bay 1,600 SF	Total 9,050 SF Ops. 4,937 SF Bay 4,113 SF			Total 8,427 SF	
COST \$ 19,000,000	\$ 3,000,000	\$ 1,000,000	\$ 7,750,000	\$ -	\$ 3,000,000	\$ 180,000	\$ -

AVAILABLE \$

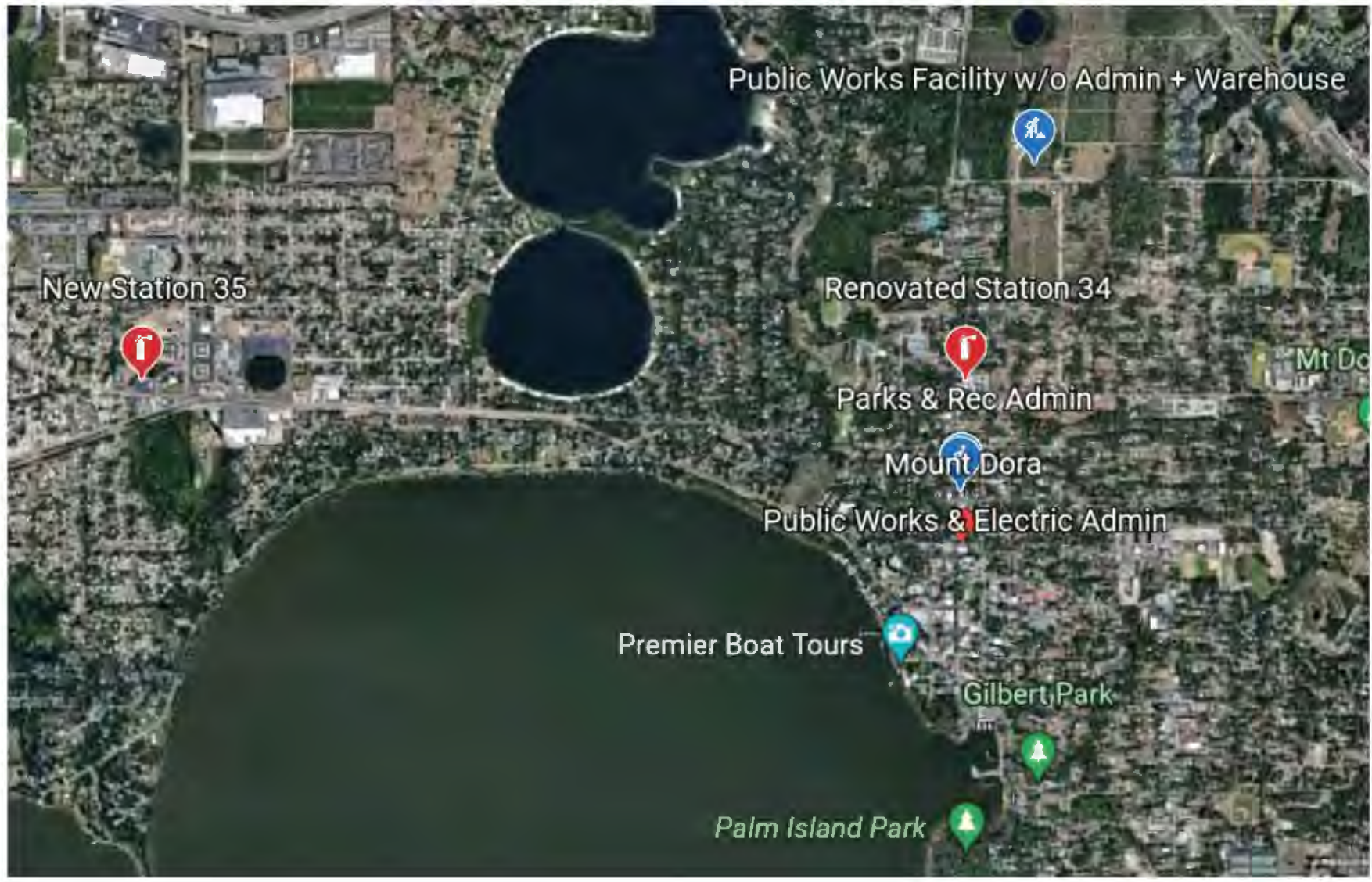
Fire Bond	\$ 12,044,210
PW Bond	\$ 10,357,923
ARPA	\$ 7,145,392

Fire Bond	PW Bond	ARPA
\$ 12,044,210	\$ 10,357,923	\$ 7,145,392
\$ (19,000,000)	\$ (3,000,000)	\$ (4,392,077)
\$ 7,500,000	\$ (1,000,000)	\$ 2,753,315
\$ 544,210	\$ (3,000,000)	
Remaining	\$ (7,750,000)	Remaining
	\$ 4,392,077	
	\$ (180,000)	
	\$ 0	

Add. Estimated Debt Payment of \$201,318 from Electric Dept.



Option 3 - suggestion from Council workshop





Option 3 - suggestion from Council workshop

	New Fire Station 34 Limit Ave	Old Fire Station 34 Donnelly	Old Fire Station 35	New Building 19A	PW Complex Limit Ave	WWTP#2 US441 &WTP#2	Annex Building	Simpson Farmhouse
	Eliminate	1.Fire Station 34 remains 2. Renovate Building Total 8 598 SF Ops. 4,278 SF Bay 4,320 SF	Available for future use Total 4,125 SF Ops. 2,525 SF Bay 1,600 SF	Fire Station 35 Total 9,050 SF Ops. 4,937 SF Bay 4,113 SF	1. Electric 2.Public Works 3. Water / Waste Water 4. Parks and Rec 5. Inventory 6. Equipment Total 23,900 SF Ops. 15,679 SF WH 8,221 SF CS 14,400 SF RAS 29,400 SF	No Changes	No Changes Total 8,427 SF	Library
COST	\$ -	\$ 3,000,000	\$ -	\$ 7,500,000	\$ 17,000,000	\$ -	\$ 180,000	\$ -

AVAILABLE \$

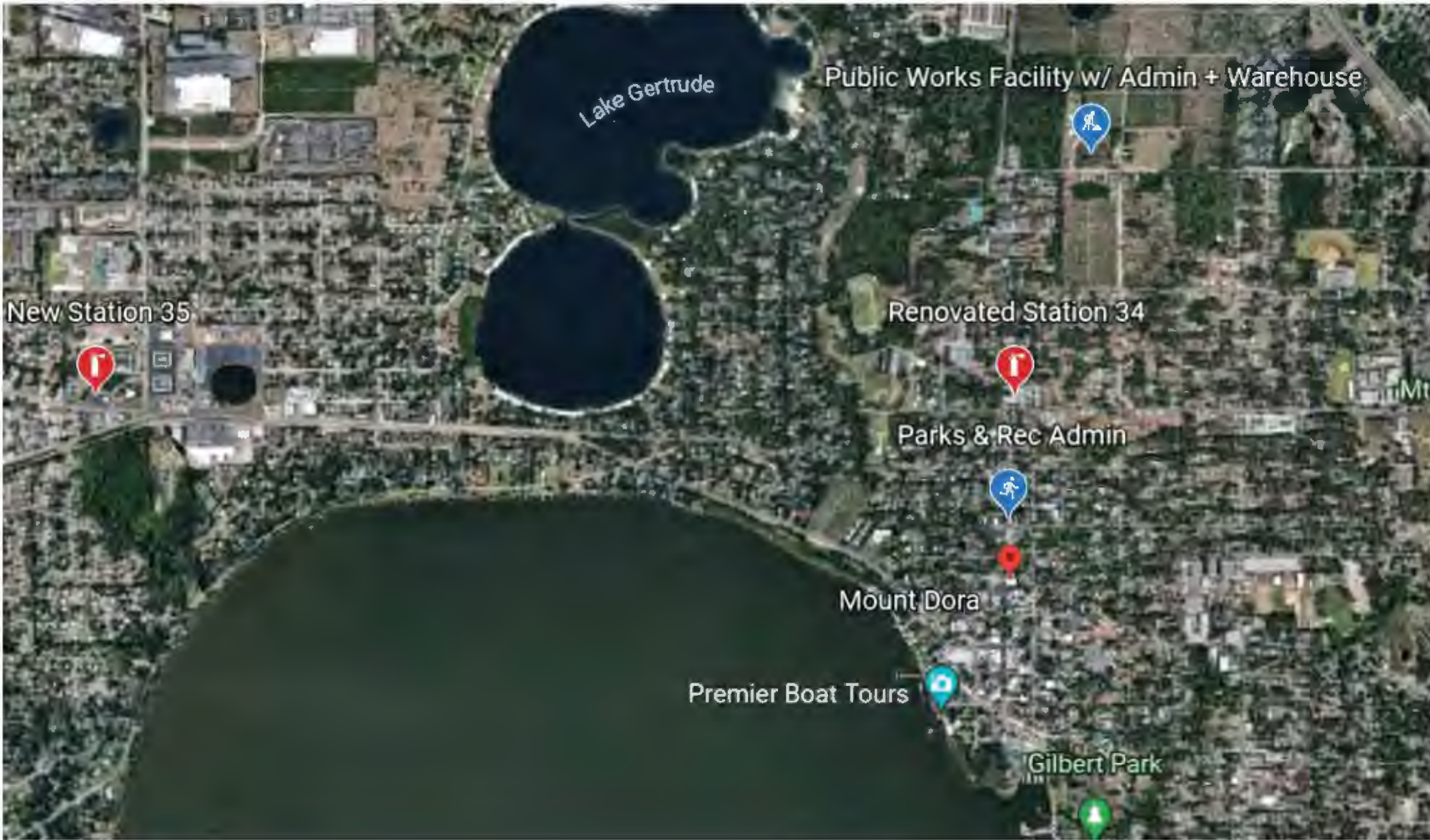
Fire Bond	\$ 12,044,210
PW Bond	\$ 10,357,923
ARPA	\$ 7,145,392

Fire Bond	PW Bond	ARPA
\$ 12,044,210	\$ 10,357,923	\$ 7,145,392
\$ (3,000,000)	\$ (17,000,000)	
\$ (597,990)	\$ 7,145,392	
\$ 8,446,220	\$ (180,000)	
Remaining	Remaining	
	\$ 323,315	

TOTAL Cost	\$ 27,680,000
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Option 4 - all staff agreeable proposal





Option 4 - all staff agreeable proposal

	New Fire Station 34 Limit Ave	Old Fire Station 34 Donnelly	Old Fire Station 35	New Building 19A	PW Complex Limit Ave	WWTP#2 US441 &WTP#2	Annex Building	Simpson Farmhouse
	Eliminate	1.Fire Station 34 remains 2. Renovate Building Total 8 598 SF Ops. 4,278 SF Bay 4,320 SF	Available for future use Total 4,125 SF Ops. 2,525 SF Bay 1,600 SF	Fire Station 35 Total 9,050 SF Ops. 4,937 SF Bay 4,113 SF	1. Electric 2.Public Works 3. Water / Waste Water 4. Parks and Rec 5. Inventory 6. Equipment 7. Water, Electric & Public Works Admin. / Manapement Total 29,900 SF Ops. 21,679 SF WH 8,221 SF CS 14,400 SF RAS 29,400 SF	Available for future use Total 8,427 SF	Parks & Rec Admin. / Management Total 8,427 SF	Library
COST	\$ -	\$ 3,000,000	\$ -	\$ 7,500,000	\$ 18,500,000	\$ -	\$ 180,000	\$ -

AVAILABLE \$

Fire Bond	\$ 12,044,210
PW Bond	\$ 10,357,923
ARPA	\$ 7,145,392

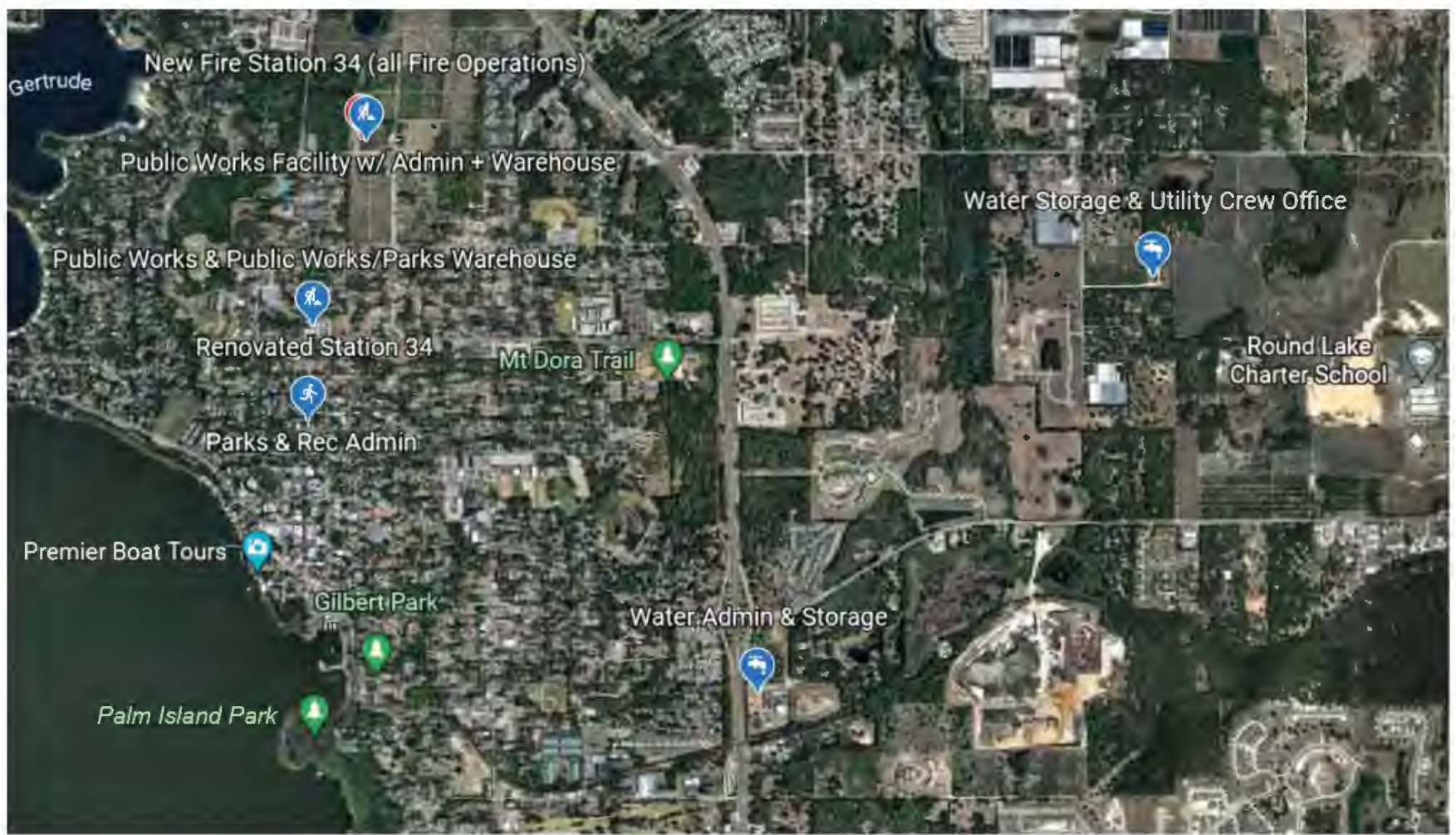
Fire Bond	PW Bond	ARPA
\$ 12,044,210	\$ 10,357,923	\$ 7,145,392
\$ (3,000,000)	\$ (18,500,000)	
\$ (597,990)	\$ 7,145,392	
\$ 8,446,220	\$ (180,000)	
Remaining	\$ (1,176,685)	
	Loan	

<i>Loan estimate</i>	\$ 1,176,685
<i>Annual Payment estimate</i>	\$ 86,000

TOTAL Cost	\$ 29,180,000
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Option 5 - new CM recommendation





Option 5 - new CM recommendation

	New Fire Station 34 Limit Ave	Old Fire Station 34 Donnelly	Old Fire Station 35	New Building 19A	PW Complex Limit Ave	WWTP#2 US441 &WTP#2	Annex Building	Simpson Farmhouse
	Eliminate	Entire fire department move to old station 34 Total 8,598 SF Ops. 4,278 SF Bay 4,320 SF	Part of Ambulance Service remains at old station 35 Total 4,125 SF Ops. 2,525 SF Bay 1,600 SF	1. Electric 2. Electric Admin. / Management 3. Electric Inventory 4. Add. \$250,000 for adjustments and awnings Total 9,050 SF Ops. 4,937 SF Bay 4,113 SF	1.Public Works 2. Water / Waste Water 3. Inventory 4. Equipment 5. Water & Public Works Admin. / Management Total 19,680 SF Ops. 15,679 SF WH 4,001 SF CS 8,739 SF RAS 21.400 SF	No Changes	Parks & Rec Admin. / Management and Crew Total 8,427 SF	Library
COST	\$ -	\$ 3,000,000	\$ -	\$ 7,750,000	\$ 15,000,000	\$ -	\$ 180,000	\$ -

AVAILABLE \$

Fire Bond	\$ 12,044,210
PW Bond	\$ 10,357,923
ARPA	\$ 7,145,392

Fire Bond	PW Bond	ARPA
\$ 12,044,210	\$ 10,357,923	\$ 7,145,392
\$ (3,000,000)	\$ (15,000,000)	
\$ 7,500,000	\$ (7,750,000)	
\$ 16,544,210	\$ 7,145,392	
Remaining	\$ (180,000)	
	\$ (5,426,685)	
	Loan	

Loan estimate	\$ 5,426,685
Annual Payment estimate	\$ 395,500

Addt. Estimated Debt Payment of \$201,318 from Electric Dept.

TOTAL Cost	\$ 25,930,000
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510 N. Baker St.
Mount Dora, FL 32757
352-735-7126

DATE: October 11, 2022

TO: Honorable Mayor and City Council Members

FROM: Patrick C. Comiskey, City Manager *Patrick C. Comiskey*

SUBJECT: City Hall Expansion

Introduction:

This is an opportunity for a presentation on the expansion of City Hall office space to better serve the community.

Discussion:

Planning and Development Department staff has consulted with CPH Engineering, Inc to evaluate options for remodeling, expanding and reallocating space in City Hall to meet the public, residents, and the staff. Currently, the Building Division has work stations for customer windows on the second floor and inspector office space in City Hall basement. Currently, the building division's office areas is at capacity with several staff members sharing the same office.

One of the challenges is the cost of modifying City Hall. CPH and staff looked at a number of options that are not cost feasible or are too disruptive to City operations. Staff also pursued purchasing nearby buildings that some staff could be relocated to to free up space in City Hall. Also, the City Council Chambers are often overflowing during council meetings for larger types of meetings. The attached presentation shows a layout for an addition to City Hall that would increase the size of Council Chambers, add office space for Building and Planning staff, and add a bathroom in the basement. If the City Council directs the City Manager to move forward with this project, the City will have to find funding for a portion of the expansion costs. The Building Division budget can cover a portion of the costs that will provide increased office space for the building staff. One of the other challenges is expanding the building without reducing parking spaces around City Hall. Any building facade changes will require the Historic Preservation Board review.

Budget Impact:

To be determined as detailed drawings are formulated with cost estimates.

Strategic Impact:

Goal 2: Infrastructure/Public Safety

Goal 3: Fiscal Resources/Human Resources

Recommendation:

City Council review and discuss options and provide direction to staff.

Attachment(s):

1. City Hall Expansion

Prepared by: Jeanann Hand, Interim City Clerk

Reviewed by: Patrick Comiskey, City Manager

Final Approval - 10/7/2022



CITY OF
MOUNT
D O R A

City Hall Expansion

October 18, 2022



The Need

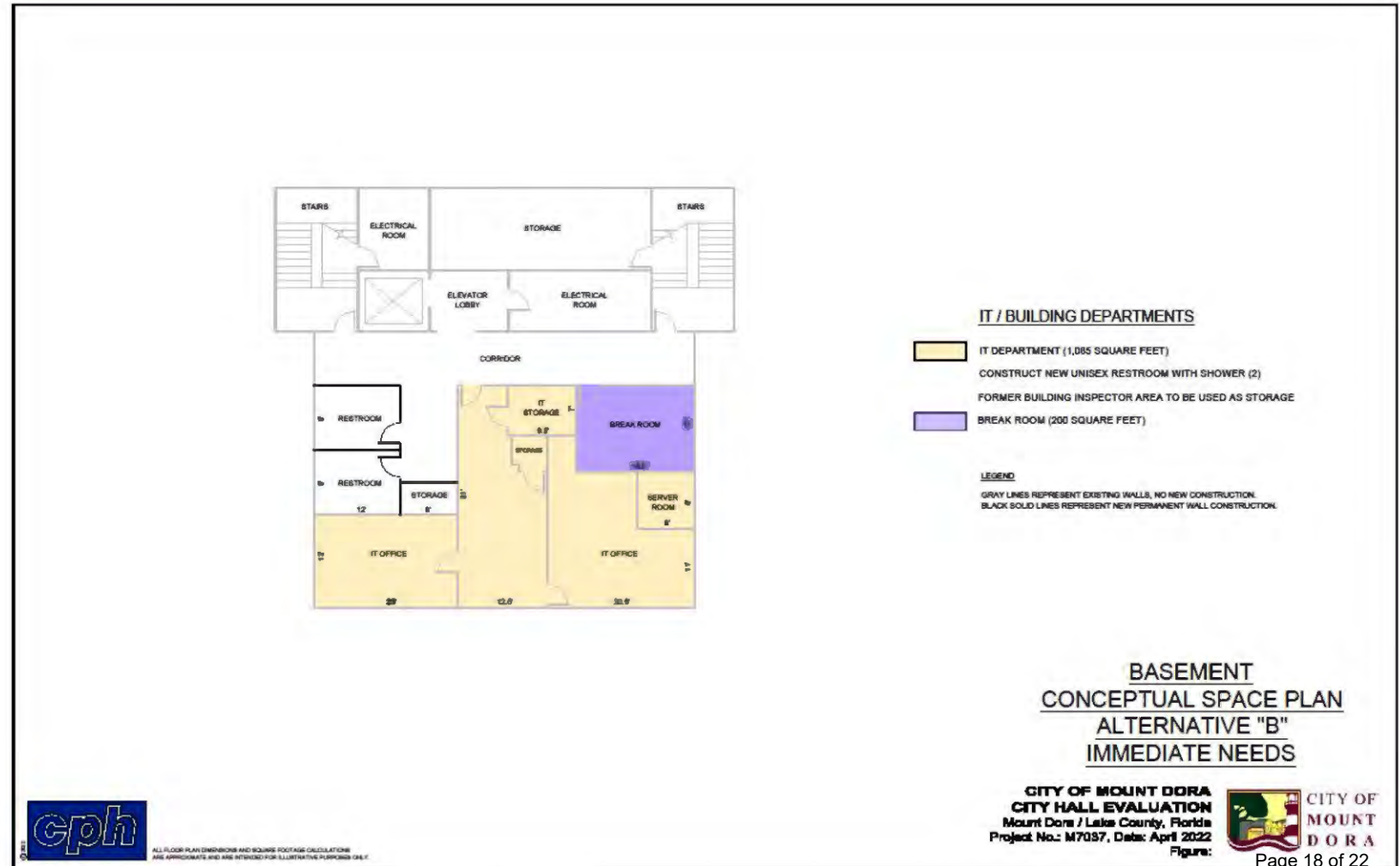
- Currently City Hall is maxed on staff, council chambers is often overflowing during public hearings, and there is no bathroom in the basement for the staff working there.
- There are multiple staff members sharing office spaces as we are out of offices.
- The Building Department has staff on the second floor and in the basement. They would be more efficient to all be in one location.
- Staff retained CPH Engineering to review all cost feasible options to renovate, expand, and/or reallocate space to make all staff more efficient.
- The building is in need of a new roof and during the summer months the AC system struggles to keep the building cool.



CITY OF
MOUNT
DORA

City Hall Basement

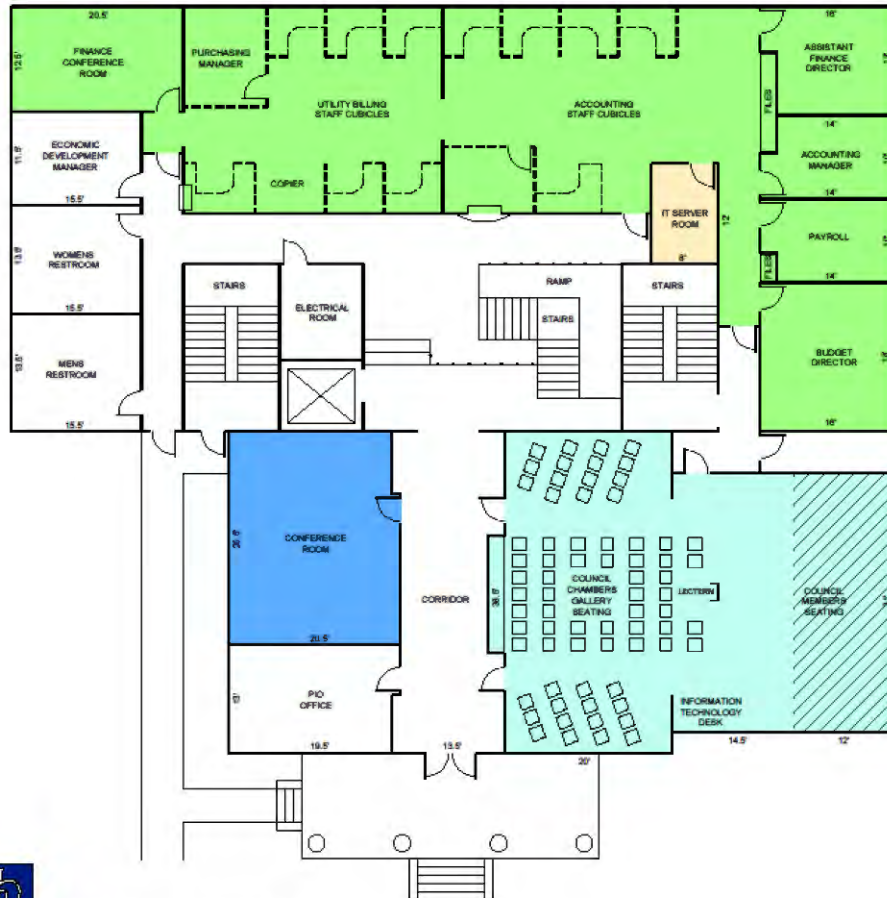
- Adding two unisex restrooms with showers and a janitors closet in the basement.





CITY OF
MOUNT
DORA

City Hall 1st Floor



FINANCE DEPARTMENT

- APPROXIMATELY 2,960 SQUARE FEET OF OFFICE SPACE
 - EXISTING OFFICES (4)
 - EXISTING CONFERENCE ROOM
 - EXISTING CUBICAL OFFICE (1)
 - EXISTING CUBICAL PAYMENT WINDOWS (2)
 - EXISTING ACCOUNTING/BILLING CUBICLES (10)

CITY COUNCIL CHAMBERS / MAYORS OFFICE / CONFERENCE ROOM

- EXISTING COUNCIL CHAMBER APPROXIMATELY 1,200 SQUARE FEET
- PROPOSED COUNCIL CHAMBERS EXPANSION
 - 540 SQUARE FEET OF COUNCIL MEMBERS SEATING
 - 1,050 SQUARE FEET OF GALLERY SEATING (76 SEATS)
- EXISTING CONFERENCE ROOM APPROXIMATELY 515 SQUARE FEET

FIRST FLOOR CONCEPTUAL SPACE PLAN ALTERNATIVE "B" IMMEDIATE NEEDS

CITY OF MOUNT DORA
CITY HALL EVALUATION
Mount Dora / Lake County, Florida
Project No.: M7037, Date: April 2022
Figure:



- Existing audience seating in Council Chambers is 50.
- Potential audience seating after expansion is 80.

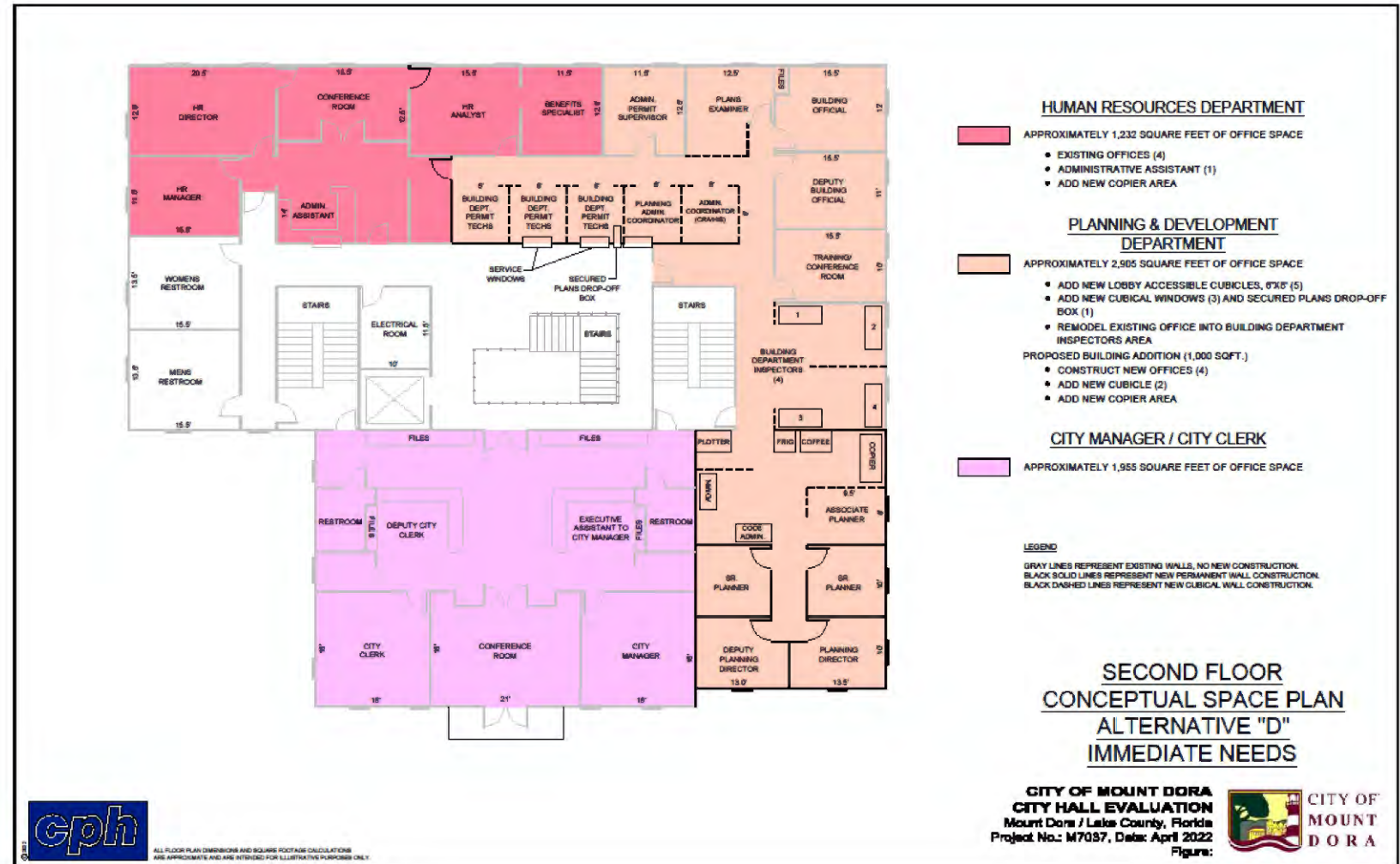




CITY OF
MOUNT
DORA

City Hall 2nd Floor

- Adding 930 sq. ft. expansion to relocate building staff from the basement to 2nd Floor to have all building staff in same location, adding office space to get the Building Official and Deputy Building Official their own offices, adding a conference room/training room, adding one customer service window and space for Code Compliance. Moving the door between HR and Permit Techs and giving a permit tech cubicle to HR.





Cost Estimates

City Hall Expansion Probable Construction Cost			
Improvement	Cost	Funding Source	
Expand Council Chambers Exterior	\$58,590	Building Department	
Expand Council Chambers Interior	\$58,590	General Fund	
2 Basement Restrooms with Showers	\$56,500	General Fund	
Second Floor Building Exp.	\$455,700	Bulding Department	
Covert Planning Office to Cubicles	\$27,375	Bulding Department	
Add Door in HR Conference Rm.	\$4,500	General Fund	
Relocate Server Room to 1st Floor	TBD	General Fund	
Install Pump System in exister Server Room	\$20,000	General Fund	
Move HR Door and Build a Wall + add a Sprinkler	\$8,000	General Fund	
Mechanical & Electrical Upgrades	\$22,000	50/50	
Total Estimated Construction Cost	\$711,255		
Archituect & Engineering Costs	\$71,126	50/50	
Building Total	\$588,228		
General Fund Total	\$194,153		
This is an architects estimate of probable constrstruction costs based on a floorplan concept.			
Once construction documents are completed we will be able to better determine the construction cost.			
* Other costs to be determined through design and engineering include furniture, historic enhancements, etc...			



Next Steps

- Task Authorization for an architect and engineer to complete the construction documents.
- Work with a CMAR to develop more refined construction cost estimates as the design documents get completed.
- Complete plan for continued city operations during construction.
- Final designs will have to go to Historic Preservation Board for review as part of the process.