



**City Council
August 22, 2022
Council Chambers
6:30 PM**



WELCOME to our City Council meeting. In the interest of time efficiency, the following will prevail for comments by the public. Each speaker will be permitted up to 3 minutes to state his/her case. Group presentations will be permitted 3 speakers including the spokesperson - each being limited to up to 3 minutes. 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. Invocation - Moment of Silence
- III. Pledge of Allegiance
- IV. Presentation
 1. Employee of the Third Quarter April 1 - June 30, 2022
- V. Public Hearing
 1. Ordinance Amending the Planned Development (PD) Maitland Concourse North (MCN) Lot 1 - Petition 2021-03 (AZ-PD)
 2. Ordinance Amending Chapter 4, 5 & 6 and Sunsetting Board of Adjustments and Appeals (BAA)
 3. Ordinance Amending Chapters 11 and 18 Fort Maitland Park Boat Trailer Parking
- VI. Old Business
- VII. Consent Agenda
 1. City Council Meeting Minutes of August 8, 2022
 2. 3rd Quarter 2022 Financial Summary
 3. Award Bid & Contract for Lift Stations 8 and 42 Rehabilitation - Carr & Collier, Inc.
 4. Professional Services Agreement with DRMP, Inc.- Keller Road Improvements Design Proposal
 5. Piggyback Contract with Ovation Construction Company
 6. Florida State Revolving Fund Loan Amendment 2 to Loan Agreement WW480270
 7. City Attorney Fee Agreement & Increase - Shepard, Smith, Kohlmyer and Hand, P.A.
 8. Resolution Establishing an Equivalent Residential Unit Rate (ERU) for Environmental Stormwater Utility Fees

9. Resolution Authorizing Loan from Florida State Revolving Fund program for \$9.175 Million Utility Revenue Note
 10. Resolution Establishing the Daily Fee for Parking a Vehicle with a Boat Trailer at Fort Maitland Park
 11. Compressed Work Schedule
 12. Cancel November 28 and December 26, 2022 City Council Meetings
 13. Edward Byrne Memorial JAG Program Funds Federal Fiscal Year 2021 - \$10,000 to Maitland Police Department
- VIII. Public Period
- IX. Decisions
1. Ordinance Introduction Land Development Code (LDC) Refinement
- X. Discussion
1. Uptown Maitland Lot 2 425 Sybelia Parkway
- XI. City Manager's Report/City Attorney/Council Reports
- XII. 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.

Disclaimer: Any opening invocation that is offered before the official start of the Council meeting shall be the voluntary offering of a private person, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and to stand and recite the Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the City Council Chambers or exit the City Council Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance.

MEETING DATE		AGENDA
August 22, 2022		Section: Presentation
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.

Subject: Employee of the Third Quarter April 1 - June 30, 2022
Requested Action or Motion: Presentation Only - Employee of the Quarter
Summary Explanation & Background: The Employee of the Quarter Program recognizes extraordinary accomplishments by City of Maitland employees which exemplify one or more of the City's Community with Honorable Character traits. A nominee must exemplify one or more of the following: • Respect • Caring • Self-discipline • Perseverance • Trustworthiness • Integrity • Postive Attitude • Citizenship • Cooperation • Responsibility Employees are nominated by other City employees. All nominations are reviewed by senior staff, including all department heads and the assistant city manager, and submit their pick to Human Resources (HR). The Employee of the Quarter will be specially recognized at a City Council meeting.
Fiscal Impact: N/A
Exhibits:
Commission/Board: City Council
Contact Person: Lori Hollingsworth 407-539-6219
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
August 22, 2022		Section: Public Hearing
Department/Office : Community Development	AGENDA REPORT	Item #: 1.

Subject:

Ordinance Amending the Planned Development (PD) Maitland Concourse North (MCN) Lot 1 - Petition 2021-03 (AZ-PD)

Requested Action or Motion:

Move to adopt an ordinance amending the Planned Development (PD) and associated conceptual development plan for Maitland Concourse North (MCN) Lot 1 - Petition 2021-03 (AZ-PD) as presented.

Summary Explanation & Background:

Background

The Maitland Concourse North (MCN) Planned Development was approved on February 22, 2016, via Ordinance 1303. During the review of the original Planned Development (PD), the city worked with the applicant and the community to carefully review Maitland Concourse North's visual impact on the surrounding area. Research was conducted to assess the existing vegetation, topography, line-of-sight, and other factors to determine tree preservation, adequate buffers, screening type and frequency, landscaping requirements, streetscape requirements and more.

Since the approval of the PD, MCN has constructed internal roadways, stormwater facilities, landscaping and other infrastructure per the approved PD. In addition, a 350 unit apartment complex located on Lot 7 has been completed, as well as a 100 unit/111 bed ACLF and 20 unit/23 bed Memory Care facility on Lot 5. Construction of retail and restaurant uses is underway on Lot 2, consistent with the PD approved in 2016.

Application

An application was filed by Alan Charron, Maitland Synergy, LLC and Corkscrew, LLC, 2345 W. Sand Lake Road, Suite 100, Orlando, Florida 32809, to amend Lot 1 of the Maitland Concourse North Planned Development (PD). The applicant is proposing to develop up to 75,000 square feet of commercial uses and associated infrastructure consistent with the approved Lot 1 entitlements. The proposed site re-design consists of five buildings that vary between one (1) and two (2) stories and include retail, office and restaurant spaces, including one (1) drive-thru.

The Maitland Concourse North Development Program was designed to place the highest intensity (FAR and height) towards the center of the project primarily (Lots 1, 2, 3, & 6) designated as Restricted Mixed Office Commercial Land Use category (MORC). Lot 1 was assigned 75,000 square feet of building floor area and the proposed amendment does not modify that allocation. The Floor Area Ratio (FAR) of Lot 1 will remain the same, as will all setbacks, perimeter buffer yards, and the residential scale and character of the buildings will be maintained, as is evident from the proposed building elevations.

Amendment

The applicant is proposing to revise the development plan site layout that was approved as part of the "Palloni Plan". The proposed conceptual PD plan maintains the 75,000 square feet of commercial development between one and two stories in height and breaks up the building and parking lot, while providing additional pedestrian connectivity and open space. The proposed project is parked at a scale of 5 spaces per 1,000 square feet.

On February 28, 2022, City Council amended the Comprehensive Development Plan (CDP) to allow for one drive-thru establishment, with a maximum interior square footage of 5,000, located on the western portion of Lot 1 and with the condition that the PD concept plan had to be reasonably consistent with the plan shown to City Council at that CDP adoption public hearing.

On July 6, 2022, the Development Review Committee (DRC) unanimously recommended approval of the proposed zoning amendment for Planned Development. The DRC recommendation report is consistent with the parameters established in the CDP amendment. The DRC staff report is attached to the draft City Ordinance included in this agenda packet.

On July 21, 2022, the Planning and Zoning Commission unanimously recommended approval of the proposed zoning amendment for Planned Development certifying consistency with the Comprehensive Development Plan, and that satisfactory provision and arrangement has been made concerning the factors itemized for review by the Development Review Committee.

On August 8, 2022, the City Council introduced an ordinance for Petition 2021-03 (AZ-PD) - Maitland Concourse North Lot 1 PD Amendment, and set the public hearing and action date for August 22, 2022.

Staff Recommendation

Staff recommends Council adopt ordinance for Petition 2021-03 (AZ-PD) - Maitland Concourse North Lot 1 PD Amendment and associated conceptual development plan.

Fiscal Impact:

NA

Exhibits:

1. Ordinance No 1404 Maitland Concourse North Lot 1
2. Appendix A Maitland Concourse North Lot 1 (2)

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
August 22, 2022		Section: Public Hearing
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: Ordinance Amending Chapter 4, 5 & 6 and Sunsetting Board of Adjustments and Appeals (BAA)		
Requested Action or Motion: Move to adopt an ordinance amending Chapters four through six, sunsetting the Board of Adjustment and Appeals (BAA) and providing for an appeals process as defined by the State Statutes and city code as presented.		
Summary Explanation & Background: The City Council, at the August 8, 2022 meeting, introduced the ordinance, setting the public hearing and adoption for August 22, 2022. The Board of Adjustment and Appeals (BAA) will sunset upon adoption and any appeals shall be in accordance with State Statutes and city code. Staff recommends adoption of the ordinance sunsetting the BAA and establishing the appeals process as defined in the State Statutes.		
Fiscal Impact: None		
Exhibits: 1. Ordinance 1405 Amending Chapter 4 thru 6 and Sunsetting BAA		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney Jacob Schumer		

MEETING DATE		AGENDA
August 22, 2022		Section: Public Hearing
Department/Office : Administration	AGENDA REPORT	Item #: 3.
Subject: Ordinance Amending Chapters 11 and 18 Fort Maitland Park Boat Trailer Parking		
Requested Action or Motion: Move to adopt the attached ordinance amending Fort Maitland boat parking requirements as presented.		
Summary Explanation & Background: At the August 8, 2022 City Council meeting, the Council introduced an ordinance regulating boat trailer parking at Fort Maitland Park. This ordinance detailed the fee schedule for parking; the means of identifying Maitland residents' annual pass holders; the means of collection of parking fees; the fine for illegal parking; and adjustments to park hours. After discussion, it was determined that the parking fees, means of collection and requirements for notice should be contained within a resolution to provide flexibility in adjusting these items in the future. Additionally, it was suggested that language be added to the ordinance to make it illegal to use a parking permit that is not associated with a Maitland Annual pass. The resolution containing the parking fee and means of collection is included later on this agenda.		
Fiscal Impact: TBD		
Exhibits: - Ordinance 1406 Fort Maitland Parking Chapter 11 and 18 August 2022 - Fort Maitland Site Plan		
Commission/Board: City Council		
Contact Person: Mark Reggentin 407-539-6220		
Reviewed by City Attorney Cliff Shepard		

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of August 8, 2022		
Requested Action or Motion: Move to approve the City Council meeting minutes of August 8, 2022, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes 08082022		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
Subject: 3rd Quarter 2022 Financial Summary		
Requested Action or Motion: Move to receive the 3rd Quarter 2022 Financial Summary and Investment Schedule as presented.		
Summary Explanation & Background: 3rd Quarter 2022 Financial Summary and Investment Schedule.		
Fiscal Impact: n/a		
Exhibits: 1. Q3 2022 Financial Summary		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney n/a		

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.

Subject:
Award Bid & Contract for Lift Stations 8 and 42 Rehabilitation - Carr & Collier, Inc.

Requested Action or Motion:
Move to authorize the Interim City Manager to execute a contract with Carr & Collier, Inc. in the amounts of \$911,350 for Lift Station 8 and \$806,350 for Lift Station 42 Rehabilitation Project, for a total contract amount of \$1,717,700 and establish a contingency of \$45,000 and \$40,000 (5%) for a total purchase approval amount not to exceed \$1,802,700. In addition, authorize reallocation of funds in the amount \$646,142 from water line replacements project.

Summary Explanation & Background:
On June 27th, 2022, ITB 22-351-001 was publicly advertised in the Orlando Sentinel publication and online via www.demandstar.com inviting contractors to bid on Lift Stations No. 8 & 42 Rehabilitation project. The advertisement was published for 30 days, during which 7 reputable Central Florida contractors reviewed the contract documents. A Bid Opening was held at 2:00pm on July 27, 2022, at which time one (1) bid was submitted from Carr & Collier Inc. for the amount of \$1,717,700. The City's design consultant, Burgess and Niple (B&N), has completed the evaluation of the bid and has performed reference checks on the company. B&N has determined that Carr & Collier Inc. meets the qualifications necessary to construct this project and recommends that construction of the Lift Stations No. 8 & 42 Rehabilitation project be awarded to Carr & Collier Inc. in the amount of \$1,717,700. Staff recommends approving a contingency of \$85,000 (5%) for any unforeseen issues during construction for a total project amount of \$1,802,700.

Funds are available in the Utility Fund 413515535-566300-WW003 \$658,575 and 41351535-566300-WW902 \$497,983; requiring an internal transfer/reallocation of funds from 41303533-566300-WW001 of \$646,142.

Staff recommends authorizing the Interim City Manager to execute a contract with Carr & Collier Inc. for Lift Stations 8 and 42 Rehabilitation Project in the amount of \$1,717,700 and establishing a contingency of \$85,000 (5%) for a total amount not to exceed \$1,802,700.

Fiscal Impact:
Funds are available in the Utility Funds 413515535-566300-WW003 and 41351535-566300-WW902 and 41303533-566300-WW001

Exhibits:
1. LS 8 & 42 Bid Award Recommendation_20220809

Commission/Board: City Council

Contact Person: Karen McCullen

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.
Subject: Professional Services Agreement with DRMP, Inc.- Keller Road Improvements Design Proposal		
Requested Action or Motion: Move to authorize the Interim City Manager to execute a professional engineering services agreement with DRMP, Inc. for the design of the Keller Road Improvements in the amount not to exceed \$348,555 and appropriate additional funding of \$124,000 from the Mobility Impact Fund.		
Summary Explanation & Background: As a part of the FY2022-2026 Capital Improvements Program, a project for North Keller Road was included for design of streetscaping and roadway improvements. In the draft of the most recent Pavement Condition Rating (PCR) inspection, South Keller Road is rated as low as a 3 out of 10 south of Fennell Road, which makes it past due for resurfacing and rehabilitation. Given the original proposed project is in better condition (6 out of 10), staff has proposed to shift the project limits from the north portion to the south portion of Keller Road. The scope of the proposed project includes an evaluation of the existing roadway for areas in need of full-depth replacement, curbing repair/replacement, and drainage improvements. It is anticipated that the roadway will be reconstructed from Fennell Street to the City limits to the south near Kennedy Boulevard. This proposal includes topographic and utility surveys, geotechnical investigation, roadway and drainage evaluations, R.O.W. cost estimates, preliminary design, final design, and post design services including bidding assistance and construction administration. As DRMP, Inc. is one of the City's continuing engineering service providers and has expertise in full service roadway design, staff recommends using them for this work. DRMP, Inc. has provided a scope of services for the preparation of a preliminary engineering study and final design for proposed improvements in the amount not to exceed \$348,554.50. There is \$225,000 available in the FY 2022 CIP, from the Mobility Impact Fund; therefore, an additional \$124,000 is needed from the Mobility Impact Fund. Staff recommends City Council authorize the Interim City Manager to execute a professional engineering services agreement with DRMP, Inc. for the design of the Keller Road Improvements in the amount not to exceed \$348,555 and appropriate \$124,000 from the Mobility Impact Fund.		
Fiscal Impact: \$349,000 from 34414341-566300-TR001		
Exhibits: 1. Proposal - South Keller Road Full Scope July 2022		
Commission/Board: City Council		

Contact Person: Christopher Kennedy (407) 539-6217
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 5.
Subject: Piggyback Contract with Ovation Construction Company		
Requested Action or Motion: Move to authorize the Interim City Manager to "piggyback" the Sourcewell contract FL-R6-GC08-111821-OCC with Ovation Construction Company for Job Order Contracting (JOC) on multiple City projects.		
Summary Explanation & Background: The Public Works Department has multiple projects across all divisions that require the services of a contractor. Public Works currently utilizes Job Order Contracting (JOC) services to facilitate some of these projects. JOC allows the City to order work from the Construction Task Catalog (CTC) established by Sourcewell. The CTC is a comprehensive list of construction services with a pre-established rate schedule adjusted on an annual basis. All tasks assigned in the project scope must be performed per the CTC and the established cost reflected in the project proposal. Sourcewell, through a formal selection process, awarded a professional service agreement, contract FL-R6-GC08-111821-OCC to Ovation Construction Company as a contractor in their Indefinite Quantity Construction Contracting (IQCC) program. IQCC is a Job Order Contracting (JOC) service provided by Sourcewell using their publicly bid and selected construction management service provider Gordian Group through contract NO. 091620-GGI. Public Works currently uses Johnson-Laux for general contracting services through JOC. Johnson-Laux's availability has become limited due to an increased workload. In order for the City to continue moving forward with multiple projects, staff would like to diversify the list of contractors and add Ovation Construction as an available JOC contractor. Ovation Construction is a local company that has a record of success on projects of varying sizes with scopes similar to the needs of the City. Staff recommends City Council authorize the Interim City Manager to execute a piggyback contract on contract FL-R6-GC08-111821-OCC with Ovation Construction Company for Job Order Contracting (JOC) on multiple City projects through the term of the contract and any additional extensions. Funds to cover these services are budgeted annually within the Public Works Division Budgets.		
Fiscal Impact: Funds budgeted within the Public Works Division Budgets.		
Exhibits:		
Commission/Board: City Council		

Contact Person: Christopher Kennedy (407) 539-6217
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 6.
Subject: Florida State Revolving Fund Loan Amendment 2 to Loan Agreement WW480270		
Requested Action or Motion: Move to authorize the Mayor to execute amendment two (2) to the State Revolving Fund Loan Agreement, WW480270, for the Construction of the Lift Station 1 - Dommerich Hills Phase 1 Project, as presented.		
Summary Explanation & Background: On September 13, 2021, Council approved execution of the State Revolving Fund Loan Agreement which was approved on February 8, 2021, for up to \$7,419,562 plus accrued interest and closing costs to finance Dommerich Phase 1, which includes relocation of Lift Station #1. Due to the time needed to complete construction, the State requires the City to approve amendment 2 (two) to the executed loan agreement, WW480270, which will provide: 1. Unless repayment is further deferred by amendment, semiannual loan payments shall begin November 15, 2023 and semiannually thereafter on May 15 and November 15 of each year. 2. Completion of project construction is scheduled for May 15, 2023. 3. Establish the Loan Debt Service Account and begin Monthly Loan Deposits no later than May 15, 2023. 4. The first Semiannual Loan Payment in the amount of \$189,198 shall be due November 15, 2023. Depending on the actual construction progress, repayment could be further deferred by additional amendments to Agreement WW480270. Staff recommends authorizing the Mayor to execute amendment 2 (two) of the State Revolving Fund Loan Agreement.		
Fiscal Impact: N/A		
Exhibits: 1. WW480270 A2 - ext		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney Yes		

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 7.

Subject: City Attorney Fee Agreement & Increase - Shepard, Smith, Kohlmyer and Hand, P.A.
Requested Action or Motion: Move to approve to authorize Mayor Lowndes to execute the agreement and fee structure, as presented.
Summary Explanation & Background: The City Attorney, Shepard, Smith, Kohlmyer and Hand, P.A. find it necessary to make adjustments to their government rates. Their rates have not changed since December 8, 2005, at \$190.00 per hour with the elimination of the \$5,000.00 monthly retainer on November 27, 2017. The new rates would take effect for FY 2023 on 10/1/2022. \$250.00 per hour for board-certified shareholders. \$225.00 per hour for board-certified associates. \$200.00 for non-board-certified attorneys. \$85.00 for paralegals. The letter, explaining the firm's fees, expenses, billing policies and payment terms is attached for your review and consideration. Recommended to authorize Mayor Lowndes to execute the fee agreement as presented.
Fiscal Impact: Increase in legal fees.
Exhibits: 1. SSKH Maitland Fee Agreement-08-05-22
Commission/Board: City Council
Contact Person: Lori Hollingsworth 407-539-6219
Reviewed by City Attorney Cliff Shepard

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 8.

Subject:

Resolution Establishing an Equivalent Residential Unit Rate (ERU) for Environmental Stormwater Utility Fees

Requested Action or Motion:

Move to adopt a resolution establishing a rate of \$10.40 per equivalent residential unit (ERU) per month for environmental stormwater utility fees, as presented and providing an effective date of October 1, 2022.

Summary Explanation & Background:

On August 25, 2008, the City Council adopted Ordinance No. 1168 which established an Environmental Stormwater Utility Fee Fund ("Stormwater Fund"). Below is the rate and revenue history:

Fiscal Year	\$ Amount	% Change From Prev. Year	Rate \$
2013	966,525	-1.1%	7.25
2014	1,151,033	19.1%	8.60
2015	1,261,157	9.6%	9.25
2016	1,331,111	5.5%	9.80
2017	1,414,856	6.3%	10.39
2018	1,307,042	-8.3%	9.60
2019	1,342,923	3.6%	9.60
2020	1,364,551	1.2%	9.60
2021	1,364,962	1.5%	9.80
2022	1,422,000	3.1%	10.10

On August 1, 2022, the City held the FY 2023 Stormwater Fund budget workshop. As presented in the workshop, the FY 2023 Stormwater Fund budget draft assumed a rate of \$10.40 per equivalent residential unit, an increase of 3% from the rate established on October 1, 2021 (FY 2022). It is anticipated that this rate will generate \$1.455M in stormwater fee revenue in FY 2023.

Note: Every \$1.00 of ERU generates approximately \$138,500 per year in revenue.

Fiscal Impact:

Generates \$1,455,000 in Environmental Stormwater Utility Fees for FY 2023

Exhibits:

1. Resolution 7-2022 Stormwater Rate 2023
2. Income_Expenses 2023

3. Storm / Lakes 5 yr Project Detail
Commission/Board: City Council
Contact Person: Jerry Gray 407-539-6201
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 9.
Subject: Resolution Authorizing Loan from Florida State Revolving Fund program for \$9.175 Million Utility Revenue Note		
Requested Action or Motion: Move to approve a resolution authorizing a loan from the Florida State Revolving Loan program for the purpose of financing water utility improvements, Dommerich Phase 2- 4; approving the execution and delivery of note not to exceed \$9,175,000 plus capitalized interest and authorizing the form of the supplemental loan agreement.		
Summary Explanation & Background: The City passed a “Master Bond” resolution in August 2015, which provides the overall framework and legal obligations for City to issue utility debt. This supplemental debt agreement authorizes the City to enter into an agreement with the Florida State Revolving Fund (SRF) program. Issuing the loan through the State Revolving Fund Program, rather than a bond or banknote, provides for lower interest rates for the City. On June 13, 2022, the City passed Ordinance 1399 approving borrowing up to \$20 Million for utility projects, including Dommerich Hills sanitary sewer project Phase 2-4. This will be the first loan agreement with SRF from this approved borrowing ordinance. The City has not been provided with the exact rates for the issuance. However, the previous SRF Clean Water loan rate was 0.075%, which is more favorable than typical market rates of 2-4%. This loan is for Phases 2-4 of the overall Dommerich Hills sewer connection project. The State requires the City to pledge the net operating revenues of the utility as surety for the loan which includes maintaining rates sufficient to Net Revenues in each Fiscal Year, sufficient to pay one hundred fifteen percent (115%) of the loan servicing requirements on the outstanding loan amount. The attached resolution was reviewed by the City's Bond Counsel (Bryant, Miller and Olive) and the City Attorney.		
Fiscal Impact: Debt issuance costs of 2% (\$183,500) and estimated annual Debt Service \$462,000.		
Exhibits: 1. Resolution 8-2022 Dommerich Ph2-4 Loan Application Resolution		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		

Reviewed by City Attorney
Bond Counsel and City Attorney

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 10.
Subject: Resolution Establishing the Daily Fee for Parking a Vehicle with a Boat Trailer at Fort Maitland Park		
Requested Action or Motion: Move to adopt a resolution establishing the daily fee for parking a vehicle with a boat trailer at Fort Maitland Park as presented.		
Summary Explanation & Background: As discussed at the August 8, 2022 City Council meeting, a separate resolution was requested to establish parking fees, means of enforcement and notification requirements for boat trailer parking at Fort Maitland Park. The attached resolution establishes a fee of \$25.00 for boat trailer parking spaces. Additionally, it designates the City Manager or designee to establish the means of collection and notification requirements.		
Fiscal Impact: There will be a net positive cash flow to the general fund for parking fees that are collected.		
Exhibits: 1. Resolution 9-2022 Fort Maitland Boat Trailer Parking and Fee		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney Cliff Shepard		

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 11.
Subject: Compressed Work Schedule		
Requested Action or Motion: Move to approve the compressed work schedule beginning January 2, 2023.		
Summary Explanation & Background: For the last several months, staff have been discussing the option of moving toward a compressed work schedule. As was discussed at the General Fund Budget Workshop, all local governments are experiencing challenges with recruiting and retaining employees. Historically, local governments have been employers who typically cannot compete with private sector employers regarding salary, but were able to provide solid benefits packages, job security during challenging economic times and some semblance of work/life balance. As we continue to attempt to address the challenges of changing expectations in the workforce as a result of the "Great Resignation", the city has had to reassess the priorities of our current and future employees to enhance both recruitment and to retain our current and future employees. This is currently being addressed in the FY 2023 budget through an enhancement in health care benefits as well as opportunities for competitive salary increases for high-performing employees. Next year, the city will conduct a classification and compensation study, to ensure that our salary ranges and benefit structure remain competitive in the current job market. Moreover, to continue the trend to make Maitland a more desirable workplace, the support of a compressed schedule will allow our workforce to maintain a work/life balance, consistent with effective and efficient operations, while still continuing to provide optimal services to the residents. A compressed work schedule is a policy that allows employees to maintain a full-time work schedule (40 hours a week) in less than five days. Instead of working eight hours per day (Monday through Friday), employees would work Monday through Thursday, with Friday, Saturday, and Sunday off. This results in an extra day off during the week. Employees would work ten hours a day, four days a week. Also known as a 4/10 schedule or a four-day work week. Lunch for these days can be 1 hour or 30 minutes. The Department Heads will make this determination depending on their corresponding operational needs. Benefits of a compressed work schedule include: 1. More free time: Compressed work schedules offer employees an extra day off. 2. Longer Customer Support Hours: With employees working longer hours in a single day, there are more hours for the City to help customers and business partners. 3. Reduces Commutes and Expense: This type of work schedule can benefit employees' commute. Not having to drive or take public transportation an extra day of the week may be		

especially beneficial to save on gas costs, reduce the wear and tear of employees' vehicles, reduce the impact on the roadways and contribute to decreasing the pollution to the environment.

4. **Work-Life Balance:** Having scheduled days off gives employees opportunities to spend time running errands, completing household tasks, or enjoying a hobby on a weekday when services are more readily available.
5. **Higher job satisfaction:** A compressed workweek that allows employees to spend more time with family and friends and explore recreational opportunities, which can lead to higher job satisfaction when they are at work.
6. **Fewer Absences:** Because employees automatically get time or days off during the workweek with a compressed schedule, they are less likely to take time off or miss work for appointments.
7. This change is consistent with the sustainability policy of reducing the energy usage in buildings for an additional day.

Office hours for City Hall, Police and Fire Administration will be 7:00 AM to 6:00 PM. Public Works hours will be 6:00 AM to 4:30 PM. Implementation is scheduled for January 2nd. This will give adequate time for employees to adjust their individual schedules. This will also provide adequate time to provide advance notice to residents of changes in hours of operation.

Fiscal Impact:

No Net Impact

Exhibits:

Commission/Board: City Council

Contact Person: Mark Reggentin 407-539-6220

Reviewed by City Attorney

N/A

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 12.
Subject: Cancel November 28 and December 26, 2022 City Council Meetings		
Requested Action or Motion: Move to cancel the regular scheduled City Council meetings of Monday November 28 and December 26, 2022.		
Summary Explanation & Background: The City Council's second scheduled meetings for November and December are on the Monday after Thanksgiving, November 28, and the Monday after Christmas, December 26. In previous years, these meetings have been canceled. The City Charter requires the Council to meet regularly at least once a month. If there is a need, a meeting will be called. Staff is recommending the City Council cancel the second scheduled meetings for November and December 2022.		
Fiscal Impact: None at this time.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 22, 2022		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 13.
Subject: Edward Byrne Memorial JAG Program Funds Federal Fiscal Year 2021 - \$10, 000 to Maitland Police Department		
Requested Action or Motion: Move to accept \$10,000 from the Edward Byrne Memorial JAG Program to the Maitland Police Department and authorize Mayor Lowndes to execute the required documents.		
Summary Explanation & Background: The Maitland Police Department receives funding from the Edward Byrne Memorial JAG Program annually. For the federal fiscal year 2021, Maitland Police Departments received a distribution in the amount of \$10,000. Maitland Police Department will use this to purchase and replace speed measurement devices. Staff recommends accepting the E. Byrne Memorial Jag Program funds and authorizing Mayor Lowndes to execute the required documents.		
Fiscal Impact: \$10,000 recieved from Edward Byrne Memorial Jag Program funds.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 22, 2022		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.

Subject:

Ordinance Introduction Land Development Code (LDC) Refinement

Requested Action or Motion:

Move to introduce the proposed Land Development Code refinement ordinance and set the public hearing and action date for September 12, 2022.

Summary Explanation & Background:

Background

Since the adoption of the updated Maitland Land Development Code (LDC), effective March 1st of this year, staff has utilized the standards and procedures contained in the code and applied them to new development applications and public inquiries. While the document overall has proven effective, staff has also identified a few areas where refinements would make the code more effective or where clarifications or corrections would be useful. For this reason, staff has prepared an ordinance to amend the LDC to make these refinements and edits to the document in several areas.

Proposed Revisions

The changes, in summary, are:

- Restore portions of the Waterfront Structure Permit procedure to remove a new provision which established a minimum time after public notification for staff to render a decision and re-establish the specific appeal procedure for permits of this type;
- Create an exception to the first floor height minimum of 14 feet in the Downtown Maitland zone district for townhouse dwellings;
- Remove "Farmer's Market's" as an allowed accessory use in the West Side zone districts (remaining as a permitted temporary use there and elsewhere);
- Remove a standard in the new outdoor seating standards that prohibits food preparation outside the enclosed principal building containing the eating/drinking establishment;
- Providing an exemption to the Shoreline Protection Standards and Wetland Protection Standard setbacks for legal non-conforming structures;
- Revising a tree replacement standard table to change a requirement measured from "dbh" to "Caliper" as it would be more appropriate for new trees; and
- Editing the definition of Waterfront Structure to revise an incorrect reference to the shoreline protection area.

Process

The updated LDC outlines a procedure for city-initiated LDC updates in Section 2.5.2(c)(2). After recommendation by the Planning and Zoning Commission, the City Council should make its decision based on the following review standards:

The advisability of amending the text of the LDC is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the City Council shall weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the comprehensive development plan and furthers its goals, objectives, and policies;
2. Is in conflict with any provision of this LDC and the City Code;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zone districts, or would improve compatibility among uses;
6. Would result in a logical and orderly development pattern;
7. Would result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, storm water management, wildlife, vegetation, wetlands, and the natural functioning of the environment; and
8. Would adversely impact the availability of public facilities to accommodate new growth and development.

On August 4, 2022, the Planning and Zoning Commission held a public hearing on the proposed ordinance and unanimously voted to forward the proposed ordinance, as drafted, to the City Council with a recommendation of approval.

Recommendation

Staff recommends that the City Council introduce the proposed LDC refinement ordinance and set the public hearing and action date for September 12, 2022.

Fiscal Impact:

None

Exhibits:

1. LDC Refinement Draft Ordinance

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
August 22, 2022		Section: Discussion
Department/Office : City Manager	AGENDA REPORT	Item #: 1.

Subject: Uptown Maitland Lot 2 425 Sybelia Parkway
Requested Action or Motion: None Discussion Only
Summary Explanation & Background: Councilmember Hall Harrison requested at the July 25, 2022 meeting to have a Council discussion regarding 425 Sybelia Parkway, Uptown Maitland Lot 2 and the City's desire to acquire said property. Following the discussion at the August 8, 2022 City Council meeting, the Council requested that this item be brought back for additional discussion. On Tuesday August 9, 2022, staff contacted the owner of the property, Gary Jensen, to verify his asking price. Mr. Jensen confirmed that his asking price was 2.1 million dollars. During the discussion, Mr. Jensen indicated that he felt this price was significantly discounted from the actual value of the property. The Orange County property record card is attached for your reference.
Fiscal Impact: TBD
Exhibits: 1. 425 Sybelia Pkwy - Ppty Record Card
Commission/Board: City Council
Contact Person: Mark Reggentin 407-539-6220
Reviewed by City Attorney N/A