



**City Council
March 27, 2023
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. Moment of Silence
- III. Pledge of Allegiance
- IV. Presentations
 1. Maitland Fire Department Fire Fighter of the Year
 2. Fire Chief Will Watts Retirement
 3. 2023 Water Conservation Proclamation
- V. Adjourn Council Meeting Convene CRA Meeting
- VI. Old Business
- VII. Consent Agenda
 1. City Council Meeting Minutes of February 27, 2023
 2. Fiscal Year 2022 Annual Comprehensive Financial Report (ACFR) and Auditor Communications
 3. Seneca Trail/Thistle Lane at Horatio Avenue Intersections Improvement Project
 4. School Zone Signing & Striping Bid Award & Contract - Traffic Control Devices, LLC
 5. Piggyback Contract Annual Sewer System Rehabilitation - Miller Pipeline, LLC
- VIII. Public Period
- IX. Decisions
 1. Ordinance Introduction Police Officer and Firefighters Pension
 2. Ordinance Introduction Zoning Map Amendment (AZS 2022-0001) 473 S. Keller Road
 3. Orange County Tourist Development Tax (TDT) Citizens Advisory Task Force Representative Appointment
 4. 2023 Municipal Election Certificate & Results
- X. City Manager's Report/City Attorney/Council Reports

XI. 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
March 27, 2023		Section: Presentations
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 1.
Subject: Maitland Fire Department Fire Fighter of the Year		
Requested Action or Motion: Present Firefighter Paramedic Elijah Taylor with the 2022 Firefighter of the Year award.		
Summary Explanation & Background: Firefighter Paramedic Elijah Taylor is the recipient of the 2022 Firefighter of the Year award. Eli represents the department's core values of pride, honor, and integrity in every action on and off-duty. Over the course of CY 2022, Eli went above and beyond to assist other members of the organization with training, job duties and many other requirements that we expect out of our firefighters. He has earned the respect of members of the department through his actions as a caring and trustworthy individual. Professionally, Eli is one of the department's highest credentialed firefighters, fully certified to operate every apparatus and function in multiple disciplines within the department.		
Fiscal Impact: N/A		
Exhibits:		
Commission/Board: City Council		
Contact Person: Will Watts 407-644-6345		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 27, 2023		Section: Presentations
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: Fire Chief Will Watts Retirement		
Requested Action or Motion: Present Fire Chief Watts with a retirement plaque.		
Summary Explanation & Background: Fire Chief Watts joined the City of Maitland in February 2001, providing 22 years of loyal and distinguished service. Chief Watts started as a Firefighter/EMT on 2/26/2001. During his tenure with the City, he was promoted to a Paramedic position on 2/22/2002 and continued to promote to Engineer Paramedic on 10/19/2003, Lieutenant Paramedic on 4/29/2007, Battalion Chief on 9/2/2012; and Deputy Fire Chief on 6/2/2013. Lastly, his successful career culminated with his promotion to Fire Chief on 1/5/2019. Fire Chief Watts is retiring April 6, 2023.		
Fiscal Impact: TBD		
Exhibits:		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 27, 2023		Section: Presentations
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: 2023 Water Conservation Proclamation		
Requested Action or Motion: Proclamation Presentation Only		
Summary Explanation & Background: 2023 is the 25th anniversary of the establishment of Water Conservation Month in Florida. The Florida Section AWWA (American Water Works Association), in coordination with Florida's water management districts and the Florida Department of Environmental Protection, have asked local governments to issue a proclamation declaring April 2023 as Water Conservation Month. Now more than ever, water conservation is becoming more critical across our great state.		
Fiscal Impact: TBD		
Exhibits: 1. Water Conservation Month Proclamation 4-2023		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 27, 2023		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of February 27, 2023		
Requested Action or Motion: Move to approve the City Council meeting minutes of February 27, 2023.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. Council Meeting Draft Minutes-2.27.2023		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney No		

MEETING DATE		AGENDA
March 27, 2023		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
Subject: Fiscal Year 2022 Annual Comprehensive Financial Report (ACFR) and Auditor Communications		
Requested Action or Motion: Move to receive the FY 2022 Annual Comprehensive Financial Report (ACFR) and Auditors Communication Letter.		
Summary Explanation & Background: The City Council engaged the independent certified public accounting firm of Carr, Riggs & Ingram (CRI), to perform the annual audit of the City of Maitland and its component unit (the CRA), who issued an unmodified opinion (their report is contained on pages 16 - 19 of the Annual Comprehensive Financial Report). The results of the audit performed are formally published in the Annual Comprehensive Financial Report ("ACFR") formerly referred to as the Comprehensive Annual Financial Report, renamed. The ACFR has been submitted to the Government Finance Officers' Association (GFOA) for an annual national achievement award. In order to qualify for this award, the City must publish an easily readable and effectively organized ACFR. Furthermore, the contents of the ACFR have to conform to the rigorous standards established by the award program. This report must satisfy both Generally Accepted Accounting Principles (GAAP) and applicable legal requirements. The City has received this national achievement award for 35 consecutive years, and staff believes that the report submitted to the City Council will continue to conform to the standards established by this award program. The ACFR is divided into four sections: introductory, financial, statistical, and compliance. The introductory section contains the table of contents, principal city officials, organizational chart and transmittal memorandum. The report from the independent auditors starts with the Financial Section. Immediately following is Management's Discussion and Analysis (MD&A), which serves as an executive summary. GAAP requires that management provide this narrative introduction, overview and analysis to accompany the basic financial statements. The government-wide statements present the overall financial picture of the City in accordance to the Governmental Accounting Standards Board (GASB) pronouncements. This is designed to provide readers with a broad overview of the City's finances similar to a private-sector business. These statements show the September 30, 2022 fiscal year balances and overall results of operations for the period then ended, for all City funds and the CRA. The statements are as follows: The Statement of Net Position presents information on all of the City's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. The Statement of Activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event		

giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation and sick leave). Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities). The governmental activities of the City include general government, public safety, physical environment, transportation, culture and recreation, and interest in long-term debt. The business-type activities of the City include operations of the water, wastewater and solid waste utilities. Both the City's governmental and business-type activities reported positive changes; \$13.3 million increased fund balance in the general fund and \$2.6 million in the enterprise funds.

Following the government-wide statements in the ACFR, the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances are presented for all major and non-major governmental funds. A major fund is one of material significance and is determined through prescribed calculations. The General Fund is always considered a major fund by definition. The CRA met the requirements to be presented as a major fund. Non-major funds are combined together for presentation in aggregate. Reconciliations between these governmental statements and the government-wide statements are also presented. Budget to Actual comparison schedules for the General Fund, CRA and Environmental Stormwater Fund are also included as supplementary information. Proprietary fund statements follow the governmental funds. Included here are the Statement of Net Position, the Statement of Revenues, Expenses and Changes in Fund Net Position, and the Statement of Cash Flows. Following these statements are the Statement of Fiduciary Net Assets and Statement of Changes in Fiduciary Net Assets for the Police Officers' and Firefighters' Pension Fund.

All of these statements are followed by the Notes to the Basic Financial Statements. The final part of the Financial Section provides statements for each individual non-major governmental fund. The governmental funds are presented in their various categories: special revenue funds, debt service fund, and capital project fund. The Statistical Section of the ACFR is not audited. All of the tables and schedules present numerous facts about the City for the last 10 years. The statistical facts include population figures, principal taxpayers, and assessed valuations of taxable property.

The final section of the ACFR contains compliance related audit reports and the management letter. For the current year, the City received two comments related to internal controls included on the Schedule of Findings and Questioned Cost and has provided a response to address each recommendation made by the external auditors. There are 2 comments in the management letter, 1 is a repeated comment from the prior year, and the City has provided responses to the auditor's recommendations.

In addition to the ACFR, the Independent Auditors have provided standard required communications with governance, which covers 10 key areas of communication, all with no issues, 1) Auditors Responsibility, 2) Planned Scope and Timing of Audit, 3) Compliance with Ethics Requirements Regarding Independence, 4) Qualitative Aspects of the Entity's Significant Accounting Practices, 5) Significant Difficulties Encountered During the Audit, 6) Uncorrected and Corrected Misstatements, 7) Disagreements with Management, 8) Representations Requested from Management, 9) Management Consultations with Other Accountants, 10) Other Significant Matters, Findings, or Issues.

Attached to this agenda report is an electronic copy of the ACFR and the Governance Required Communications Letter. Once the ACFR has been received by the State of Florida Auditor General, the City will provide a link on its website to the electronic version of the ACFR. A copy of the ACFR is also kept in the lobby of City Hall.

Fiscal Impact: N/A
Exhibits: 1. ACFR 2022 2. SAS 114 Letter - PDF
Commission/Board: City Council
Contact Person: Jerry Gray 407-539-6201
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
March 27, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
Subject: Seneca Trail/Thistle Lane at Horatio Avenue Intersections Improvement Project		
Requested Action or Motion: Move to remove the Seneca Trail and Thistle Lane at Horatio Avenue Intersections Improvement Project from the City's Capital Improvement Program.		
Summary Explanation & Background: The City's approved 2023-2027 Capital Improvement Program included a transportation improvement project in FY 2023 for the Horatio Avenue intersections of both Seneca Trail and Thistle Lane. The project included the feasibility of the installation of an entry feature, an additional turn lane on Thistle Lane at Horatio Avenue, and an upgrade of the signals to mast arms. City staff engaged one of the City's continuing engineering consultants, CPH, Inc., to perform an analysis on the intersections to determine the feasibility and need for the intersection improvements. CPH's evaluation concluded that based upon a level of service analysis, both intersections operate at an overall acceptable level of service B or better under existing conditions and are anticipated to continue to operate at an overall acceptable level of service C or better for the next ten years. In addition, the signal poles were evaluated for structural integrity and all were found to be in good condition. Therefore, no improvements to the intersections are warranted at this time. CPH recommended re-evaluating both signals in ten years (2032) to determine if improvements, including signal timing adjustments, are necessary to correct any deficiencies at that time. Based on CPH's evaluation, staff recommends removing the Seneca Trail and Thistle Lane at Horatio Avenue Intersections Improvement Project from the City's Capital Improvement Program.		
Fiscal Impact: Available funds to be returned to General Fund		
Exhibits: 1. M16556 - Maitland Intersections Memo 2. Ancillary-Structures-Report		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 27, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.
Subject: School Zone Signing & Striping Bid Award & Contract - Traffic Control Devices, LLC		
Requested Action or Motion: Move to authorize the Interim City Manager to execute a contract with Traffic Control Devices, LLC for the School Zone Signing and Pavement Marking Improvements (ITB 23-416-001) in the amount of \$290,000 and authorizing a contingency of \$24,000 for field directives.		
Summary Explanation & Background: The Public Works Department issued an Invitation to Bid (ITB) for School Zone Signing and Pavement Marking Improvements (ITB 23-416-001) on February 21, 2023, and held a bid opening on March 15, 2023. The ITB requested bids for the installation of approximately 15 enhanced school zone signs, 42 single post signs, related sign removals and relocations, remove and replace 4 overhead signs, install 1,210 of pavement markings (crosswalks plus messages), and includes related pavement marking removals. The project was designed by one of the City's continuing engineering consultants, Neel-Schaffer, to meet the latest school zone requirements per Florida Statute 316.1895. There were 17 companies that downloaded the ITB, but only Traffic Control Devices, LLC submitted a bid, which was in the amount of \$290,000. The Engineer's estimate for the project was \$336,975. Neel-Schaffer evaluated the bid submittal and determined that Traffic Control Devices, LLC's bid met all ITB requirements and found their references to be satisfactory. Staff recommends awarding the bid for School Zone Signing and Pavement Marking Improvements (ITB 23-416-001), authorizing the Interim City Manager to execute a contract with Traffic Control Devices, LLC in the amount of \$290,000 and authorizing a contingency of \$24,000 for field directives.		
Fiscal Impact: Budgeted funds of \$314,000 were carried forward from FY 22 in the Traffic Engineering Operating budget.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney Jacob Schumer		

MEETING DATE		AGENDA
March 27, 2023		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 5.
Subject: Piggyback Contract Annual Sewer System Rehabilitation - Miller Pipeline, LLC		
Requested Action or Motion: Move to authorize the Interim City Manager to execute a piggyback contract with Miller Pipeline, LLC for Cured In Place Pipe (CIPP) installation.		
Summary Explanation & Background: Each year the Wastewater Division budgets funds for the repair of the sanitary sewer pipeline system utilizing the Cure In Place Pipe (CIPP) process. This annual maintenance program reduces inflow and infiltration of groundwater into our wastewater collection system, and prevents leaking of sewage into the surrounding soils and water bodies. By ensuring that the City keeps up with this critical maintenance procedure, we are able to ultimately reduce operating and treatment costs. Since the program's inception in 1992, the Department has lined 7.3 miles of aging clay sewer lines citywide. Because of this program, Maitland has avoided paying penalties for excessive flow charges. This rehabilitation / improvement to the sanitary sewer system extends the life of the system by approximately 50 years and is less expensive and less intrusive than direct pipe replacement. After research and review of available piggyback options with qualified contractors in the area, public works is proposing to contract with Miller Pipeline, LLC to perform the CIPP work, utilizing the Orange County Contract #Y22-128 that is currently in effect. The contract term is to be one year from the execution date with the option of two(2) one-year extensions. The total contract amount to be expended is estimated to be \$460,000 and therefore will exceed the City Manager's purchasing threshold. Costs will be paid from available funds budgeted for sanitary sewer pipe lining in the Utility Fund. Staff recommends City Council to authorize the Interim City Manager to execute a piggyback contract with Miller Pipeline, LLC utilizing Orange County Contract #Y22-128.		
Fiscal Impact: Funds are available in the Utility Operating and Capital annual budgets.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Karen McCullen		
Reviewed by City Attorney Jacob Schumer		

MEETING DATE		AGENDA
March 27, 2023		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Ordinance Introduction Police Officer and Firefighters Pension		
Requested Action or Motion: Move to introduce an ordinance amending Chapter 2; Article IV, Division 4 Police and Firefighters and set the public hearing date for April 10, 2023.		
Summary Explanation & Background: At the Maitland Police Officers and Firefighters Pension Board ("Board") meeting on December 14, 2022, the Board unanimously approved and directed the plan administrator to forward the attached ordinance and no impact statement to the City Council for their consideration. The ordinance will allow: 1. Employees who have opted in for the 20 and out of any age to receive a refund for the additional amounts paid for that benefit to receive a refund of additional contributions paid if they later decide to opt out of the 20 and out; 2. Allow members, in the event of death prior to retirement, to make other beneficiary elections prior to their actual retirement 3. Change the age for IRS minimum distribution; and 4. Clarify the payout period for Share Plan distributions to start when they reach retirement age. There is no financial impact on the plan as per the attached statement from the actuary. The proposed ordinance was provided by the Board attorney and revised by the City attorney.		
Fiscal Impact: N/A		
Exhibits: 1. Actuary Impact Stmt 2. Maitland PF Pension Ordinance 3-27-23		
Commission/Board: City Council		
Contact Person: Mark Reggentin 407-539-6220		
Reviewed by City Attorney Jacob Schumer		

MEETING DATE		AGENDA
March 27, 2023		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 2.
Subject: Ordinance Introduction Zoning Map Amendment (AZS 2022-0001) 473 S. Keller Road		
Requested Action or Motion: Move to introduce an ordinance amending the official zoning map (Case number AZS 2022-0001) located at 473 S. Keller Road and set the public hearing and action date for April 10, 2023.		
Summary Explanation & Background: An application has been filed by ERM-TLS, INC [Eli Melamed] to rezone the subject property located at 473 S. Keller Road from Planned Development (PD) to West Side New Market District (WS-NM). A description of the property and staff analysis of the rezoning request is contained in the attached Development Review Committee staff report, dated February 1, 2023, that addresses the application's compliance with the applicable review standards. On January 28, 2019, Council approved an application to rezone the subject property from R-1 (Single-family district) to Planned Development (PD) along with a PD concept plan, for the development of a six-story, 50-unit gated condominium community with associated parking and amenities. On November 20, 2019, the Development Review Committee (DRC) approved a site plan consistent with the PD concept plan. On April 25, 2022, the applicant received Council approval for a one-year extension of the site plan to allow the applicant time to file Site Construction and other associated building permits. In late 2022, the applicant contacted staff expressing a desire to increase the number of units of the approved project, citing that the approved PD was no longer feasible due to a variety of factors such as material and labor costs, inflation, et cetera. After exploring his options, the applicant elected to request a rezoning from PD to WS-NM. The WS-NM district is consistent with adjacent properties and, per the LDC, is intended to provide sufficient flexibility to adapt to future market demands. Applications for site-specific zone district map amendments require a quasi-judicial public hearing, held in accordance with Sec. 2.4.7, Public Hearing Procedures of the Land Development Code. The City Council may consider all testimony and evidence it deems competent and substantial to the application, and may exclude testimony or evidence it determines to be irrelevant, immaterial, incompetent, unreliable or unduly repetitious. The Council's review and decision is based on whether the application meets all applicable requirements of the Land Development Code, based on the entirety of the record before the decision-making body. - February 1, 2023: The Development Review Committee (DRC) voted unanimously to recommend approval of the application. - March 2, 2023: The Planning and Zoning Commission (P&Z) voted unanimously to recommend approval of the application.		

Staff recommends Council Introduce an ordinance amending the official zoning map (Case number AZS 2022-0001) from Planned Development (PD) to West Side New Market (WS-NM) located at 473 S. Keller Road and set the public hearing and action date for April 10, 2023.

Fiscal Impact:

TBD

Exhibits:

1. 473 S Keller Rd
2. Petition # AZS(2022)- 0001- 473 Keller Road (Signed)

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney
D. Andrew Smith, III

MEETING DATE		AGENDA
March 27, 2023		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: Orange County Tourist Development Tax (TDT) Citizens Advisory Task Force Representative Appointment		
Requested Action or Motion: Appointment: City Council Decision		
Summary Explanation & Background: Orange County Mayor, Jerry Demings, has requested the City Council to appoint a representative (Maitland Resident) to serve on the Tourist Development Tax (TDT) Citizens Advisory Task Force. This group of citizens will review and provide input to the Board of County Commissioners and Tourist Development Council on potential uses of future, uncombered TDT revenues.		
Fiscal Impact: TBD		
Exhibits: 1. Memo_Mayor_TDT Citizens Advisory Task Force 02 28 23		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 27, 2023		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 4.
Subject: 2023 Municipal Election Certificate & Results		
Requested Action or Motion: Move to accept the Canvassing Board's certification of the March 14, 2023 Municipal Election results, as presented.		
Summary Explanation & Background: The City of Maitland held its Municipal Election on Tuesday, March 14, 2023. Per the City Charter, when the City holds an election that is not in conjunction with a County-wide election, the City Canvassing Board shall canvass the returns and issue a certificate to be recorded in the minutes of the next regular or special City Council meeting. The City Canvassing Board met on March 17, 2023 and accepted the following official results: <u>Council Seat #4</u> Lindsay Hall Harrison 941 Votes 61.99 % Dale McDonald 577 Votes 38.01% <u>Charter Amenments:</u> Question #1 Passed with 79.03% of the vote. Question #2 Passed with 66.87% of the vote. Question #3 Rejected by 63.34% of the vote. Question #4 Passed with 73.60% of the vote. Question #5 Passed with 52.24% of the vote. Staff recommends that the Council accepts the certification of election results as presented by the 2023 Canvassing Board.		
Fiscal Impact: TBD		
Exhibits: 1. Certification of 2023 Election Results 2. Official Results 2023 Election OC SOE		
Commission/Board: City Council		
Contact Person:		
Reviewed by City Attorney N/A		