City Council
December 11, 2023
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 November 13, 2023
2. 4th Quarter 2023 Financial Summary
3. Piggyback Contracts for Concrete Sidewalk, Driveways, Curb Ramps, Curb & Gutter and Traffic Separators Construction and Repairs
4. Piggyback Contract Pavement Striping: Fausnight Stripe and Line, Inc.
5. Freightliner Chassis Purchase for Remount: Emergency Tactical Rescue Vehicles
6. LifePak 15 Cardiac Monitors Purchase: Stryker Medical
7. Patient Stretcher Purchase: Stryker Medical
8. Telecommunication Management System Professional Service Agreement and Purchase: Cisco WebEx
9. Fund Balance Designations
10. Library Referendum Assistance - HBM Architects

VI. Public Period

VII. Decisions

1. Waterfront Structure Permit Appeal: 604 Minnehaha Lane
2. Ordinance No. 1423 Introduction: Amending Chapter 6 Fire Protection and Prevention
3. Ordinance No. 1424 Introduction: Chapter 11 Parks, Recreation and Boating Sec. 11-3 Fort Maitland Park Regulations
4. Lakes Advisory Board (LAB) Appointments
5. City Clerk Performance Evaluation & Compensation

6. City Manager Performance Evaluation & Compensation

VIII. City Manager's Report/City Attorney/Council Reports

IX. Adjournment

Notice: Any person who desires to appeal any decision made at this meeting or hearing will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.

Subject:
City Council Meeting Minutes of November 13, 2023

Requested Action or Motion:
Move to approve the City Council meeting minutes of November 13, 2023, as presented.

Summary Explanation & Background:

Fiscal Impact:
N/A

Exhibits:
1. CC Draft Minutes 11-13-2023

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.

Subject:
4th Quarter 2023 Financial Summary

Requested Action or Motion:
Move to receive the 4th Quarter 2023 Financial Summary and Investment Schedule as presented.

Summary Explanation & Background:
See attached 4th Quarter 2023 Financial Summary and Investment Schedule.

Fiscal Impact:
NA

Exhibits:
1. Q4 2023 Financial Summary

Commission/Board: City Council

Contact Person:

Reviewed by City Attorney
NA

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.

Subject:
Piggyback Contracts for Concrete Sidewalk, Driveways, Curb Ramps, Curb & Gutter and Traffic Separators Construction and Repairs

Requested Action or Motion:
Move to authorize the City Manager to execute piggyback contracts with Caraway Concrete Construction, Inc., JMD Global Developers, LLC, and Parthenon Construction Company utilizing Seminole County Contract IFB-604269-22/LNF for Concrete Sidewalk, Driveways, Curb Ramps, Curb & Gutter and Traffic Separators Construction and Repairs.

Summary Explanation & Background:
Each year, Public Works budgets for the repair, replacement, and installation of concrete sidewalks, driveways, curb ramps, and curbs within the City. After research and review of available piggyback options with qualified contractors in the area, the Public Works department is proposing to piggyback Seminole County Contract #IFB-604269-22/LNF Concrete Sidewalk, Driveways, Curb Ramps, Curb & Gutter and Traffic Separators Construction and Repairs. Seminole County awarded the contract to the five (5) lowest, responsive, responsible bidders with the intent of rotating the work assignments to each of them. Of the five (5) contractors awarded, three (3) of the contractors, Caraway Concrete Construction, Inc., Parthenon Construction Company, and JMD Global Developers, LLC are willing to enter into a piggyback agreement with the City. The remaining two contractors, Huffman DBA NuWave Concrete and Garcia Civil Contractors, were not willing to enter into the piggyback agreement without putting a restriction on the minimum amount of 100 CY of work per job order.

Each contract is for an initial term of four (4) years from the date of execution, and may be renewed for two (2) successive periods not to exceed one (1) year each. Funds for these services are budgeted annually in the Streets Maintenance Division budget. It is anticipated that the total expenditures for all three contracts will be $500,000 in FY24, which will exceed the City Manager's purchasing threshold; therefore, City Council approval is required.

Staff recommends authorizing the City Manager to execute piggyback contracts with Caraway Concrete Construction, Inc., JMD Global Developers, LLC, and Parthenon Construction Company utilizing Seminole County Contract IFB-604269-22/LNF for Concrete Sidewalk, Driveways, Curb Ramps, Curb & Gutter and Traffic Separators Construction and Repairs to be effective upon execution of the piggyback contract and any future extensions to follow.

Fiscal Impact:
Funds are available in the Streets Maintenance Operating Budget. Approximately $500,000 is expected to be expended this fiscal year.

Exhibits:

Commission/Board: City Council

Contact Person: Alyssa Eide 4078753693
Reviewed by City Attorney Drew Smith

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.

Subject:
Piggyback Contract Pavement Striping: Fausnight Stripe and Line, Inc.

Requested Action or Motion:
Move to authorize the City Manager to execute a piggyback contract with Fausnight Stripe and Line, Inc. utilizing Seminole County Contract Contract No. IFB-604562-23/LNF, effective upon the date of the Piggyback Contract and any future extensions to follow.

Summary Explanation & Background:
Each year the Public Works Streets Division budgets funds for various streets and paved areas throughout the City to be re-striped. The City's current piggyback contract for pavement striping services expired on October 11, 2023. The City held a contract with Fausnight Stripe & Line, Inc. for roadway markings, striping, and brick texture surfacing services utilizing a piggyback agreement through a Seminole County contract.

Fausnight Stripe & Line, Inc. has proven to be a qualified and responsible contractor for the City's past pavement striping projects. Seminole County has re-solicited for Roadway Markings, Striping and Brick Texture Surfacing services, and has a current Contract No. IFB-604562-23/LNF with Fausnight Stripe & Line, Inc. The agreement takes effect on the date of execution, and continues for a period of three (3) years with an option to renew for two (2) successive periods not to exceed one (1) year each. It is anticipated that expenditures for FY24 will be approximately $200,000, which will exceed the City Manager's purchasing threshold.

Staff recommends authorizing the City Manager to execute a piggyback contract utilizing Seminole County Contract #IFB-604562-23/LNF with Fausnight Stripe & Line, Inc. for roadway markings, striping and brick texture surfacing services, effective upon the date of the Piggyback Contract and any future extensions to follow.

Fiscal Impact:
Funds are available in the Streets Maintenance Division operating budget.

Exhibits:

Commission/Board: City Council

Contact Person: Alyssa Eide 4078753693

Reviewed by City Attorney
Drew Smith

MEETING DATE	MAITLAND FLORIDA	AGENDA
December 11, 2023		Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 5.

Subject:
Freightliner Chassis Purchase for Remount: Emergency Tactical Rescue Vehicles

Requested Action or Motion:
Move to approve the purchase of a 2025 Freightliner chassis for an emergency transport vehicle through ETR (Emergency Tactical Rescue Vehicles) utilizing Florida Sheriffs Contract Bid No. FSA20-VEF14.01 Fire Rescue Vehicles and Other Fleet Equipment awarded to ETR.

Summary Explanation & Background:
The Fire Department utilizes emergency transport vehicles (Rescues) in its emergency operations division to respond to and transport patients to the hospital. The City's Vehicle Replacement Plan includes the proposed replacement of a 2019 Freightliner Rescue vehicle in FY2025. the c current cost of a Freightliner M2 chassis is $106,706. The timeline for chassis replacement has been moved up due to prolonged manufacturing timeframes. The vehicle is available for purchase through the State of Florida Sheriffs Contract.

In consideration of our City's sustainability program, the Fire Department has evaluated the availability of electric or hybrid electric vehicles for consideration for City vehicle purposes. Given the nature and duty of the vehicle to be used by the Fire Department, there are currently no alternative fuel vehicles available in the needed applications.

Staff recommends approval of the purchase of this chassis from ETR utilizing Florida Sheriffs Contract Bid No. FSA20-VEF14.01 Fire Rescue Vehicles and Other Fleet Equipment. Funding will come from the City's Vehicle Designation, which has consistently been funded to have the resources available when large ticket items need to be replaced.

Fiscal Impact:
Funding of $106,760 is available in Vehicle Replacement Fund Balance Designation

Exhibits:

Commission/Board: City Council

Contact Person: Chris Morton 407-539-0774

Reviewed by City Attorney
N/A

MEETING DATE	MAITLAND FLORIDA	AGENDA
December 11, 2023		Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 6.

Subject:
LifePak 15 Cardiac Monitors Purchase: Stryker Medical

Requested Action or Motion:
Move to authorize the purchase of two (2) LifePak 15 cardiac monitors from Stryker Medical for $88,660.77

Summary Explanation & Background:
Stryker is the sole-source provider in the Hospital (hospitals and hospital-owned facilities), Emergency Response Services and Emergency Response Training (paramedics, professional and volunteer fire) markets in the U.S. for LIFEPAK 15 V4 Monitor/Defibrillators.

Stryker does not authorize third-parties to sell these products in this market. Stryker has been notified by their global parts provider that some components used on certain LIFEPAK 15 models are no longer available in the market. Due to this, it is necessary to replace our current models that will no longer be repairable and maintainable.

This purchase authorization allows for the replacement of two, seven-year-old cardiac monitors. These new monitors will bring the latest in technological advancements in cardiac monitoring and advanced life support intervention. The cost is $43,604.18 each, plus shipping, for a total of $88,660.77.

The Lifepak 15 model of cardiac monitor/defibrillator is an industry standard device used throughout the State and in Central Florida. The Fire Department has been using Lifepak version cardiac monitors for decades and has eight Lifepak 15's in inventory. For continuity of operations and training, the fire department will continue to purchase Lifepak cardiac monitors.

Staff recommends that City Council authorize the purchase of two (2) LifePak 15 cardiac monitors from Stryker Medical.

Fiscal Impact:
01221522-566405 - Capital Equipment $88,660.77.

Exhibits:

Commission/Board: City Council

Contact Person: Chris Morton 407-539-0774

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 7.

Subject:
Patient Stretcher Purchase: Stryker Medical

Requested Action or Motion:
Move to authorize the purchase of two (2) Stryker stretchers from Stryker Medical for $73,406.07

Summary Explanation & Background:
Stryker is the sole-source provider in the Hospital (hospitals and hospital-owned facilities), Emergency Response Services and Emergency Response Training (paramedics, professional and volunteer fire) markets in the U.S. for Stryker Power PRO stretchers.

Currently, the Fire Department has Stryker Power Load systems mounted in the three EMS transport rescues. These proprietary docking / load systems only accommodate Stryker patient stretchers. The Fire Department previously evaluated the Stryker stretchers and load systems and installed the Power Load components into our current fleet. The Power Load system reduces the likelihood of back injuries to paramedics when loading patients from the scene onto stretchers and into the patient compartment of the rescue transport.

Stryker does not authorize any third-parties to sell these products or services in the markets listed above.

This purchase authorization allows for the replacement of two, seven-year-old patient stretchers. These new stretchers will bring the latest in technological advancements in patient loading and transport for $34,669.50 each, plus shipping, for a total of $73,406.07.

Staff recommends that City Council authorize the purchase of two (2) Power PRO stretchers from Stryker Medical.

Fiscal Impact:
01221522-566405 - Capital Equipment $73,406.07.

Exhibits:

Commission/Board: City Council

Contact Person: Chris Morton 407-539-0774

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Information Technology	AGENDA REPORT	Item #: 8.

Subject:
Telecommunication Management System Professional Service Agreement and Purchase: Cisco WebEx

Requested Action or Motion:
Move to authorize the City Manager to execute an agreement and scope of work to migrate to a cloud-based call management service.

Summary Explanation & Background:
In September, the IT Department worked with consultant Greyson Technologies to forecast the long-term management and upgrade costs needed for the city's aging on-site call management systems, which support 175 IP office phones and 135 voice-mail accounts. The study included costs of needed equipment replacements, software licenses, warranties and administrative support services. In reviewing the most affordable options, the study compared the costs of the existing Cisco on-site call management with the costs of Cisco's newer cloud-based Webex calling system. Results showed a savings up to $118,456 over five years to switch to Webex Calling, which would provide better overall phone management services for the city.

Greyson Technologies proposes to fully implement the Webex call management system, including equipment programming and setup, for $37,918. Five years of Cisco Webex Calling is $71,550, or $14,310 per year. Pricing is based on Cisco state contract No. AR3227.

Fiscal Impact:
Greyson Technologies proposes to fully implement the Webex call management system, including equipment programming and setup, for $37,918. Five years of Cisco Webex Calling is $71,550, or $14,310 per year. Pricing is based on Cisco state contract No. AR3227. Funds are budgeted in 01122519-534100 Communications

Exhibits:

Commission/Board: City Council

Contact Person: Robert Sargent 407-539-6223

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 9.

Subject:
Fund Balance Designations

Requested Action or Motion:
Move to approve the allocation of FY 2023 Fund Balance to the following designations effective September 30, 2023:

	Beginning	**Change**	**Ending**
Operating Contingency	$ 750,000	$ 1,250,000	$ 2,000,000
Vehicle Replacement	3,034,910	1,499,090	4,534,000
Matching Grants	350,000	0	350,000
Council Capital	8,459,101	0	8,459,101
Building Code	(139,416)	0	(139,419)
IT / Radios	0	250,000	250,000
Space Needs	1,232,000	0	1,232,000
Emergency Disasters	5,868,031	231,969	6,100,000
Undesignated	11,996,623	(3,231,059)	8,765,564
TOTAL	**$ 31,551,246**	**$ 0**	**$ 31,551,246**

Summary Explanation & Background:
During the budget process staff presented recommendations to increase fund balance designations to better prepare for future expenditures such as vehicle replacement, information technology and emergencies and disasters. Increases are needed in our vehicle replacement fund to plan for near term large capital purchases such as emergency vehicles for both police and fire departments. To properly maintain the City's technology infrastructure and for radio replacements for first responders, a designation was created to allow the City to financially prepare for replacement of these higher-cost capital items. This allows the city to set aside funds each year to avoid a large budgetary impact in any single year. Additionally, it is proposed to augment the Emergency Disaster designation to maintain a consistent ratio to the overall operating budget and have adequate funds in the face of increasing

frequency and intensity of seasonal weather events. For the City to remain competitive in the employment market, salary increases that have been implemented and anticipated will impact the actuarily calculated funding plan used for the level dollar funding method. Therefore, when the actuarial analysis of the city's police and fire pension fund aligns with the current compensation plan, it is believed there will be a significant increase on the City's contribution to the plan. Staff is recommending increasing the Operating Contingency to address the actuarily determined pension funding requirements. It is recommended to fund these pension costs within the Operating Contingency in anticipation of future increased costs. As with the City's other designations, the intent is to take a conservative approach to long-term budgeting and avoid a large budgetary impact within any single year. Traditionally, as part of the budget process, staff presents the Council the recommended changes to the Fund Balance designations. However, this year the process of evaluating the ending fund balance position for FY 2023 was more complex due to numerous projects in flux and the classification and compensation evaluation that was underway. Even though the year-end close and audit are still underway, the preliminary ending fund balance is $3.4M. Fund balance proceeds came from favorable interest income of $1.2M, ad-valorem taxes of $260K, $577K additional revenues (e.g., electric, revenues sharing, FDOT maintenance), $1M open positions, and $435K operating savings.
Fiscal Impact:
Exhibits:
Commission/Board: City Council
Contact Person: Jerry Gray 407-539-6201
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 10.

Subject:
Library Referendum Assistance - HBM Architects

Requested Action or Motion:
Move to authorize the City Manager to execute the scope of services with HBM Architects with a 15% contingency in the amount of $6500.00.

Summary Explanation & Background:
As the city prepares to provide information to the public regarding the library bond referendum, staff has engaged HBM Architects in discussions regarding assistance with planning and implementing a portion of the public outreach. HBM has assisted many of their clients with providing materials for public outreach. Their assistance will support our efforts to educate the public so they can make an informed decision regarding funding of the library. The attached scope of services addresses items that typically would be included in an effort to educate the public on a referendum. As we develop a plan with HBM and work through the education period, we may identify additional assistance that is needed to effectively respond to public input. Based upon this, staff is requesting a 15% contingency to respond to these unanticipated issues.

Fiscal Impact:
$6500 - City Manager Contingency

Exhibits:
1. 2023-12-06 Referendum Assistance - Maitland Public Library

Commission/Board: City Council

Contact Person: Mark Reggentin 407-539-6220

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.

Subject:
Waterfront Structure Permit Appeal: 604 Minnehaha Lane

Requested Action or Motion:
Move to affirm, reverse, or modify the decision of the reviewing staff.

Summary Explanation & Background:
Steven Siegfried, contractor with Aja Docks, submitted a Waterfront Structure Permit application (WSP 06-23-47516) on behalf of 604 Minnehaha Lane property owners, Kaylene and Raymundo Woo. The application included the reconstruction of a boat dock that was destroyed during a hurricane. During staff review, it was discovered that the proposed boat dock extends outside the property line into another property, thus not complying with the required ten foot (10') minimum setback requirement of Section 2.5.3(d)(4), LDC. Staff had no other option than to deny the waterfront structure permit.

The Land Development Code allows for minor repairs and maintenance of non-conforming structures as long as the non-conformity is not increased. However, the proposed project would not be classified as either a minor repair or as maintenance, it is a complete removal and reconstruction, which would require the new structure to meet the current code requirements. Since the condition was not met, staff denied the permit.

A letter of denial was sent to Mr. and Ms. Woo on November 6, 2023. On November 15, 2023, the applicant filed a letter within the 15 calendar day window to appeal. Per Section 2.5.3(d)(3)(D), LDC, letters were sent to the five adjoining property owners to each side of the applicant requesting comments or concerns about the proposed dock permit. No letters of support or opposition were received within the 15-day response period.

The proposed dock is located on an irregular shaped lot on Lake Minnehaha as shown in the attachments. Due to lot configurations, multiple existing docks on Lake Minnehaha do not meet the required 10' minimum setback requirement. Based upon lot configurations, the locations of the existing docks in the vicinity, and lack of objections from the adjacent property owners, staff is not opposed to the approval of a waiver of the setback requirement per the request, provided the encroachment is adequately addressed.

There are no criteria within the code to base the decision upon. The decision is at the discretion of the City Council. During discussion of a previous waterfront structure permit appeal, the Council requested that staff prepare options for City Council consideration to provide guidance in making these determinations. The only other guidance provided in the code would be to adopt variance criteria that is in place for all other zoning issues. These criteria set a high standard that is difficult to meet, especially in circumstances where you have new construction or reconstruction. In this case, variance criteria could not be used to allow for construction on a neighboring property. Variance criteria is attached for your reference.

Council Options:
City Council may move to affirm, reverse, or modify the decision of the reviewing staff. Should the decision be reversed, Council must make the issuance of a building permit conditional upon the property owners obtaining an easement from the adjacent property owner allowing the proposed dock to encroach onto their property.

Fiscal Impact:
N/A

Exhibits:
1. Woo Appeal Letter
2. 604 Minnehaha boat dock letter of denial
3. 604 Minnehaha boat dock comments
4. 604 Minnehaha boat dock site plan
5. 604 Minnehaha boat dock drawings
6. 604 Minnehaha boat dock survey
7. 604 Minnehaha boat dock Arial photo2
8. Variance Criteria

Commission/Board: City Council

Contact Person: Dan Matthys 407-539-6211

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Decisions
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 2.

Subject:
Ordinance No. 1423 Introduction: Amending Chapter 6 Fire Protection and Prevention

Requested Action or Motion:
Move to introduce Ordinance No. 1423 amending and re-adopting City Code Chapter 6 Fire Protection and Prevention and set the public hearing date for January 8, 2024.

Summary Explanation & Background:
The City of Maitland has submitted local amendments to the statewide Florida Fire Prevention Code (FFPC) to the State Fire Marshal's Office (SFMO). This submission process fulfilled the established statutory obligations and the City has been authorized by the State Fire Marshal's Office to adopt and re-adopt these proposed local amendments into the City code in accordance with Florida Statute 633.202. This ordinance update maintains and clarifies local amendments, and aligns the City Code with the Florida Fire Prevention Code FFPC). The City is required to review and re-adopted this code every three years.

Proposed updates and changes to the Maitland City Code include the recognition of the new (FFPC), 8th edition, 2021 editions of NFPA 1 Fire Prevention Code and NFPA 101 Life Safety Code.

Staff is recommending the City Council introduce this ordinance amending and re-adopting City Code Chapter 6, Fire Protection and Prevention, and set the public hearing date for January 8, 2024. If adopted, the ordinance will become effective retroactive to January 1, 2024.

Fiscal Impact:
None

Exhibits:
1. Ordinance No. 1423 Chapter 6 Fire Code 2024 (RGK Edits)

Commission/Board: City Council

Contact Person: Chris Morton 407-539-0774

Reviewed by City Attorney
Ryan Knight

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Decisions
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 3.

Subject:
Ordinance No. 1424 Introduction: Chapter 11 Parks, Recreation and Boating Sec. 11-3 Fort Maitland Park Regulations

Requested Action or Motion:
Move to introduce Ordinance No. 1424 amending Sec. 11-3 Fort Maitland Park's hours of operations and setting the public hearing for January 8, 2024.

Summary Explanation & Background:
At the October 9, 2023, regularly scheduled City Council meeting, various items relating to the operation of Ft. Maitland Park was discussed. One of the discussion items included the desire of the Council to modify the closing time to be consistent with all other City of Maitland Parks. The operating hours for unsecured parks are typically dawn to dusk. Maitland Community Park is open from 8:00AM to 10:00PM. The current operating hours for Ft. Maitland Park is from 6:00 AM to 11:00 PM. Based upon concerns regarding overnight use of the park and the fact that the new park has access control gates, the Council requested that staff reevaluate the hours of operation to be consistent with other facilities.

An ordinance to make this modification has been prepared, removing the designated hours of Fort Maitland Park, 6:00 a.m. to 11:00 p.m. daily, in accordance with Maitland City Code Sec. 11-3. The hours of operation for Fort Maitland Park going forward will be in compliance with Maitland City Code Sec. 11-4.4. which states:

Sec 11-4.4 Park hours.
(a) Parks are to be opened to the public every day of the year except for emergencies. Park hours for each park shall be posted.

This will give the city flexibility to evaluate and modify the park hours if necessary. Staff supports this change and is recommending introducing the attached ordinance amending the hours of operation of Fort Maitland Park. The posted operating hours for Fort Maitland Park are proposed to be from 7:00 AM to 10:00 PM. This will allow the current staff time to open and close the facility within their current schedule.

Fiscal Impact:
N/A

Exhibits:
1. Ordinance 1424 modification of Ft. Maitland closing time LH edits

Commission/Board: City Council

Contact Person: Jay Conn 407-539-6264

Reviewed by City Attorney
Ryan Knight

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 4.

Subject:
Lakes Advisory Board (LAB) Appointments

Requested Action or Motion:
Council decision to appoint two (2) Maitland residents to serve on the Lakes Advisory Board for a 3-year term beginning December 2023.

Summary Explanation & Background:
The Lakes Advisory Board (LAB) has two (2) vacancies as the terms of Aimee Krivan and Josie Marston expire December 2023. Both Ms. Krivan and Ms. Marston have served two (2) terms, and therefore are ineligible for re-appointment at this time in accordance with LAB Constitution Section B.

The following applicants reflect the Lakes Advisory Board as their:

First (1st) Choice
Paul Palmer

Third (3rd) Choice
Eddie Baird*
Daisy Chaffee

Attached are their completed Volunteer to Serve on a Board / Commission forms for your review and consideration.

Please note that Mr. Baird denoted on his application " I do not agree to boilerplate release/waiver within the City's electronic form." The City Attorney was consulted and informed staff that Mr. Baird's refusal to be bound by the release exposes the city to liability. However, it is solely a City Council decision to disqualify the applicant due to their refusal to be bound by the release.

The City Council is requested to make two (2) appointments to serve 3-year terms, beginning December 2023, and expiring December 2026.

Fiscal Impact:
TBD

Exhibits:
1. 1st Choice LAB - Palmer, Paul 2.20.2023
2. 3rd Choice LAB - Baird, Eddie 1.04.2023
3. 3rd Choice LAB - Chaffee, Daisy 11.16.2023

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
December 11, 2023	MAITLAND FLORIDA	Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 5.

Subject:
City Clerk Performance Evaluation & Compensation

Requested Action or Motion:
Based on the City Clerk's average performance evaluation of 4.8 on a 5 point scale, we move to approve a salary increase of XX%, effective January 2024.

Summary Explanation & Background:
On an annual basis, employees are evaluated by their supervisors, and merit increases are awarded at that time. The evaluation and compensation of the City Clerk rests with the Council.

Evaluation forms were circulated to the City Council. The completed performance evaluations received by agenda publication have been tallied and include any comments from the narrative evaluation.

2023 Evaluation Tally Sheet is attached.

Fiscal Impact:
TBD

Exhibits:
1. 2023 EVALUATION TALLY SHEET City Clerk 12-23

Commission/Board: City Council

Contact Person: Mark Reggentin 407-539-6220

Reviewed by City Attorney
N/A

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Administration</td><td>AGENDA REPORT</td><td>Item #: 6.</td></tr>
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Subject:
City Manager Performance Evaluation & Compensation

Requested Action or Motion:
Based on the City Manager's average performance evaluation score of 4.8 on a 5 point scale, we move to approve a salary increase of XX%, effective January 2024.

Summary Explanation & Background:
On an annual basis, employees are evaluated by their supervisors, and merit increases are awarded at that time. The evaluation and compensation of the City Manager rests with the Council.

Evaluation forms were circulated to the City Council. The completed performance evaluations received by agenda publication have been tallied and include any comments from the narrative evaluation.

2023 Evaluation Tally Sheet is attached.

Fiscal Impact:
TBD

Exhibits:
1. 2023 EVALUATION TALLY SHEET City Manager 12-23

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
N/A