City Council
October 27, 2025
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. Presentations

1. 2025 Strategic Plan Overview Orange County Public School (OCPS): Scott Howat.

V. Old Business

VI. Consent Agenda

1. City Council Meeting Minutes of October 13, 2025.
2. Maitland Police and Firefighters Pension Plan: FY 2025 Additional Funding.
3. Recreation Instructor Contractual Payments.
4. Public Emergency Medical Transportation (PEMT) LOA: State of Florida, Agency for Health Care Administration.

VII. Public Period

VIII. Decisions

1. Second Reading: Ordinance No. 1450 Five Year Capital Improvements Program (CIP) 2026-2030.
2. Second Reading: Ordinance No. 1451 Non-Exclusive C&D Franchise Agreement RGH Waste & Disposal.
3. Waterfront Structure Appeal: 180 Shell Point West (WSP-05-25-52893).
4. Mayoral Nomination for Appointment: Orange County Community Action Board (CAB).

IX. Discussion

1. Sustainability Advisory Board (SAB).
2. Transportation Advisory Board (TAB).

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.

MEETING DATE		AGENDA
October 27, 2025	MAITLAND FLORIDA	Section: Presentations
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.

Subject: 2025 Strategic Plan Overview Orange County Public School (OCPS): Scott Howat.
Requested Action or Motion:
Summary Explanation & Background:
Fiscal Impact:
Exhibits:
Commission/Board: City Council
Contact Person:
Reviewed by City Attorney

MEETING DATE		AGENDA
October 27, 2025	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.

Subject:
City Council Meeting Minutes of October 13, 2025.

Requested Action or Motion:
Move to approve the City Council Meeting Minutes of October 13, 2025, as presented.

Summary Explanation & Background:

Fiscal Impact:
N/A

Exhibits:
1. CC Draft Minutes Oct 13 2025

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 27, 2025	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.

Subject:
Maitland Police and Firefighters Pension Plan: FY 2025 Additional Funding.

Requested Action or Motion:
Move to approve additional Police and Fire Pension Plan funding in the amount of $543,000.

Summary Explanation & Background:
The City has funded the Maitland Police and Firefighters Pension Fund (the "Plan") based on the required funding as determined by the Plan's actuarial report dated January 8, 2024. At the latest pension board meeting on September 10, 2025, the pension board adopted the September 9, 2025 experience study based on guidance issued from the Actuarial Standards of Practice and recommendations from the Plan's actuary, Foster & Foster.

An experience study is an analysis of certain Plan-related events occurring within a predetermined time period pertaining to a given population. In addition to salary considerations, the Plan takes into consideration an assumed investment rate of return, mortality rates, retirement rates, withdrawal rates, and disability rates. In the case of mortality rates, the Plan is required by Florida Statute Chapter 112.63 to use the mortality rates published in either of the two most recently published Florida Retirement System (FRS) actuarial valuation reports. The experience study typically contrasts the actual events or figures with previously established expectations or assumptions, which are used to assist with plan funding. When actual events are inconsistent with expectations, it can produce an under-funded or over-funded gap.

In an effort to retain and recruit qualified public safety personnel, the City has had to increase pensionable wages at a rate higher than was built into the actuary's expected calculation. For FY 2025, the City funded the required amount of $2,073,469, which was approximately 31.3% of pensionable wages based on an actuarial assumed salary increase of 4.25%. Actual increases have been higher than the assumption. On June 9, 2025, City Council approved police salary increases ranging between 12% and 7% and on March 24, 2025, ratified the firefighters' contract which included increases of 11%.

In both instances, the City had reserved prior year savings in anticipation of these events and the funding was included in the City Council approvals, but the actual transfer of pension expense was not included due to the timing of the actuarial reports noted.

According to Foster & Foster and the most recent experience study, the Plan's funded ratio has been declining due to a gap in funding compared with the actual salary increases. The difference results in a deficit funding amount of $543,051.

The Plan benefits by having the potential to earn higher investment earnings than the City due to the statutory limitations on investment options by the City compared to the Plan's options. The Plan's 10-year average return on investments has been 7.9%, while the City's most recent 12-month average

investment returns have been 4.45%. Staff recommends approving additional pension funding of $543,000 available in the FY2025 budget.
Fiscal Impact: $543,000 - Pension accounts 01211521-512210 - $292,000; 01212521-512210 - $19,000; 01221522-51220 - $232,000
Exhibits:
Commission/Board: City Council
Contact Person: Jerry Gray 407-539-6201
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
October 27, 2025	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 3.

Subject:
Recreation Instructor Contractual Payments.

Requested Action or Motion:
Move to approve reimbursement payments to recreation instructor Donald McGinnis, should the total exceed $50,000.

Summary Explanation & Background:
The City of Maitland purchasing policy requires that all purchases in excess of $50,000 be approved by City Council. The Parks and Recreation Department requests approval for payments to program instructors in the Parks and Recreation Department that may exceed this amount. All recreation contractor payments are revenue neutral to the general fund and are only paid according to the fees received for each respective program.

One instructor in particular who is anticipated to exceed this threshold is tennis instructor Donnie McGinnis. A variety of tennis programs are offered to youth and adults throughout the year and are in high demand by local residents. Mr. McGinnis and all contractual instructors provide recreational services to the City of Maitland in accordance with Parks and Recreation Department contractual regulations and standards.

Staff requests City Council authorize the City Manager to approve the disbursement of funds to Mr. McGinnis should he exceed the $50,000 threshold.

Fiscal Impact:
Funding is budgeted 01277575-533400-TN*** and 01277575-533400-BB***

Exhibits:

Commission/Board: City Council

Contact Person: Jay Conn

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 27, 2025	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 4.

Subject:
Public Emergency Medical Transportation (PEMT) LOA: State of Florida, Agency for Health Care Administration.

Requested Action or Motion:
Move to ratify the agreement with State of Florida for the Public Emergency Medical Transport (PEMT) supplemental reimbursement program to reimburse State $86,879.13.

Summary Explanation & Background:
The Maitland Fire Rescue Department provides transport and medical services, some of which qualify for the Public Emergency Medical Transport (PEMT) Program for Medicaid. As Medicaid patients are in need of transport, Medicaid will reimburse the city a small share of the actual transport costs. Through the PEMT program, the federal government will augment Medicaid funding to help fill the gap between the Medicaid reimbursement and the actual cost of transport.

On November 11, 2024 Council approved multi-year contract with Public Consulting Group to assist the City with reimbursement process.

The Florida Fire Chiefs' Association championed a legislative effort which led to the approval of new funding establishing a Medicaid managed care supplemental payment while preserving the existing Public Emergency Medical Transport Medicaid Fee for Service Program. The Medicaid Managed Care Payment Program (MCO) increases Medicaid federal funding available to government-owned Fire and EMS Transport operations. The Federal government requires a cost share which the State of Florida is passing on to the county and city governments interested in participating in the program.

The Agency for Health Care Administration (AHCA) will implement and monitor this program by determining the City's cost share and reconciling payments made by the Medicaid insurance providers. This program may require additional agreements with AHCA and managed care providers, with this authorization to execute being delegated to the City Manager or his designee. Participating providers must execute a Letter of Agreement with ACHA and agree to quarterly intergovernmental transfers of funds to AHCA.

The City has been applying for reimbursement since 2019. However, in prior years, the City did not exceed the $50,000 purchasing threshold.

For the FY 2025 program year, the City is eligible to receive $203,084 in PEMT MCO allotments, but in order to receive the funding, the City is required to partner with the State of Florida through a Letter of Agreement whereby the City makes an Intergovernmental Transfer of $86,879.13; which ultimately nets the City additional medical transport reimbursement revenues of $116,205. To ensure the city met the October 1, 2025 state deadline and preserve our reimbursement allocation, the agreement was signed by the Assistant City Manager and submitted to the Chief of Medicaid Finance. Staff is bringing the item forward for City Council ratification.

Fiscal Impact: Fire contractural services 01221522-533400 $86,879.13.
Exhibits: 1. PEMT SFY 2025-26 LOA_Maitland Fire Rescue Department - executed
Commission/Board: City Council
Contact Person: Chris Morton 407-539-0774
Reviewed by City Attorney NA

MEETING DATE		AGENDA
October 27, 2025	MAITLAND FLORIDA	Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.

Subject:
Second Reading: Ordinance No. 1450 Five Year Capital Improvements Program (CIP) 2026-2030.

Requested Action or Motion:
Move to approve Ordinance No. 1450 on second reading, adopting the five-year Capital Improvements Program (CIP) FY 2026 -2030, including revised Table 1, as presented.

Summary Explanation & Background:
This document summarizes the major capital expenditure projects contemplated by the City of Maitland over the next five years. The projects included are consistent with the City's approved Comprehensive Development Plan ("CDP"). Capital improvement projects, by definition, are physical assets constructed or purchased to provide, improve or replace a public facility and are large scale and high in cost. The cost of a capital improvement is generally non-recurring and may require multi-year financing. For the purposes of the state requirements, physical assets which have been identified as existing or projected needs in the individual comprehensive plan elements shall be considered capital improvements.

This five-year Capital Improvements Program ("CIP") represents the implementation of key master plans within the City including the Stormwater/Lakes Management Plan, the Trails Master Plan, the Downtown Maitland Plan, the Parks Master Plan, and the Water and Sewer Master Plan. In addition, this CIP considers major projects that have achieved the objectives identified in the CDP, but require continued maintenance to sustain objectives.

Staff recommends City Council approve Ordinance No. 1450 adopting the FY 2026-2030 Capital Improvements Program (CIP), including revised Table 1 on second reading.

Fiscal Impact:
N/A

Exhibits:
1. Ord No. 1450 5 year CIP 2026-2030 final (DAS rev)
2. portrait - 2025-10-08T155438.044

Commission/Board: City Council

Contact Person: Michael Daniels 407-539-6211

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
October 27, 2025	MAITLAND FLORIDA	Section: Decisions
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.

Subject:
Second Reading: Ordinance No. 1451 Non-Exclusive C&D Franchise Agreement RGH Waste & Disposal.

Requested Action or Motion:
Move to adopt Ordinance No. 1451 on second reading, granting a non-exclusive franchise agreement to RGH Waste & Disposal, LLC, as presented.

Summary Explanation & Background:
In July 2013, the City Council approved an exclusive franchise with Waste Pro of Florida, Inc. for collection of single and multi-family residential solid waste, yard waste, bulk waste, recycling, and commercial solid waste. The franchise excludes the collection of construction and demolition (C&D) debris. The city regulates non-exclusive franchises through City Code Sections 30-35 through 30-40. The non-exclusive franchise program enables residents and businesses to obtain competitive pricing for C&D debris removal services while the city still maintains a level of oversight to ensure haulers are properly licensed, insured, and qualified to provide services within the city limits. Self-hauling by residents or contractors of C&D debris is not regulated.

Haulers who wish to provide C&D removal services within the city must submit an application and the required documentation outlined by the City Code. Per the City Charter, all franchises must be adopted via ordinance. The attached non-exclusive franchise agreement was drafted by the City Attorney's office.

RGH Waste & Disposal, LLC has completed the application, submitted all documentation required under Section 30-36, and is qualified to provide C&D debris removal services. This hauler is located in Apopka, Florida, and has been in business since 2020. They currently provide 10 roll-off trucks and 2 grapple trucks to transport material for clients and desire to provide services to Maitland residents and businesses.

Staff recommends City Council adopt Ordinance No. 1451 granting a non-exclusive franchise agreement on second reading.

Fiscal Impact:
N/A

Exhibits:
1. Ord 1451 Non-Exclusive Franchise Agreement RGH Waste 10062025
2. Order ID 7884047

Commission/Board: City Council

Contact Person: Jerry Gray 407-539-6201

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 27, 2025	MAITLAND FLORIDA	Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 3.

Subject:
Waterfront Structure Appeal: 180 Shell Point West (WSP-05-25-52893).

Requested Action or Motion:
Council may move to affirm, reverse, or modify the decision of the review staff.

Summary Explanation & Background:
On May 9, 2025, Robin Lopez, with Summertime Deck and Dock submitted a Waterfront Structure Permit application (WSP-05-25- 52893) on behalf of 180 Shell Point West property owners Lauren Kendall Rauchfuss and Sean Rauchfuss for the replacement of an existing waterfront structure.

On May 19th, initial letters were sent to adjacent residents, in accordance with Section 2.5.3, LDC, informing residents that an application for a waterfront structure permit located at 180 Shell Point West was submitted and in review. This requirement provides adjacent property owners the opportunity to review the plans and express any objections to the proposed plans.

When reviewing the waterfront structure permit, staff applied the criteria contained in section 2.5.3(d) of the Land Development Code (LDC-attached for reference) and sent comments to the applicant on June 3rd. The applicant responded on October 8th with revised plans. The revised plan addressed staff comments except for the following requirement set forth in LDC Section 2.5.3(d)(4)(A)(1):

There is a minimum side setback of ten (10) feet from any property line that abuts shoreline property, measured at the point where the property lines intersect the lake elevation identified in Table 5.3.7(d)(2): Normal High-Water Elevations.

As shown on the enclosed plans, the proposed boat house is located on the northern property line, which is not in compliance with the 10' setback requirement. The structure is replacing an existing boathouse that was also located on the northern property line, though the proposed boathouse extends further to the east than the existing boathouse. Due to the unique lot configuration, the options for the replacement of the boathouse are limited. Based upon this situation, the applicant is requesting a 0 setback on the northern property line, 7'4' to the northeast corner of the site and 1'1" to that same corner.

The applicant stated in their response to comments that it was not possible to meet this requirement "due to site specific limitations." As a result, a finding of non-compliance was issued to the applicant on August 28, 2025, followed by a letter of denial by staff on September 3rd. The applicant then filed a formal appeal of the City staff's denial to the City Council on September 8th. A second notification letter was mailed to nearby property owners, as required in LDC Section 2.5.3(d)(3)(K), on September 25th informing residents that the proposed waterfront structure permit was denied. The letter also informed residents that the applicant has filed an appeal of staff's determination, with the date the appeal is scheduled to be heard in front of City Council.

The proposed dock is located within the private canal in the Maitland Isle subdivision and is not out of character with other waterfront structures within this canal nor will it conflict with other property owners' access to the canal.. Due to the canal configuration, several of the waterfront structures on the canal are within the 10' side setback requirement.   Based upon the configuration of the canal, 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 width requirement per the request.

The appeal request was tabled from the October 13th City Council meeting at the request of the applicant in order to revise the proposed plans to clarify that the structure would not encroach onto the adjacent property to the north.

Included in the packet are:

- Survey showing existing boat house
- Plan showing proposed boat house.
- Section 2.5.3, LDC Lake front structure appeal process

City Council may move to affirm, reverse, or modify the decision of the reviewing staff.

Fiscal Impact:
N/A

Exhibits:
1. Appeal Documentation
2. X-PD-Survey-Rauchfuss-D1_v1 (1)
3. Rauchfuss Engineering - No Overhang
4. Section 2.5.3(d) LDC Waterfront Structure Appeals

Commission/Board: City Council

Contact Person: Michael Daniels 407-539-6211

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 27, 2025	MAITLAND FLORIDA	Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 4.

Subject:
Mayoral Nomination for Appointment: Orange County Community Action Board (CAB).

Requested Action or Motion:
Mayor to nominate an elected official for appointment by the Orange County Board of County Commissioners to serve on the Community Action Board.

Summary Explanation & Background:
Orange County's Board of County Commissioners (OC BCC) is soliciting a Mayoral nominee for continued representation on the Community Action Board (CAB). The CAB provides advisory oversight for the development, planning, implementation, and evaluation of programs serving the County's low-income communities.

The CAB designates three seats for currently serving elected officials from three different municipalities, rotating representation among cities within Orange County. In January 2024, the City of Maitland was next on the rotation list. Mayor Lowndes volunteered and was appointed as the City's representative. The City of Maitland has now served a full term and may elect to continue its representation for an additional term or pass representation to the next municipality on the rotation list.

The Mayoral nominee must be a currently serving elected official, will serve while holding office, and must complete the County's online Advisory Board Application.

The CAB meets on the second Wednesday of every other month at 4:00 p.m. at the Orange County Administration Center.

On February 12, 2024, City Council unanimously confirmed Mayor Lowndes as the Mayoral nominee and appointed former Councilmember Wilde as the alternate representative; both terms expire December 31, 2025. Mayor Lowndes has opted to open his seat to another City Councilmember. A new eligible primary member and alternate member will need to be appointed should the City choose to maintain representation.

Fiscal Impact:
TBD

Exhibits:
1. Orange County Memo 9292025
2. OC Resolution 2007-M-19

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 27, 2025	MAITLAND FLORIDA	Section: Discussion
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.

Subject:
Sustainability Advisory Board (SAB).

Requested Action or Motion:
Staff requests City Council direction regarding whether to continue the Sustainability Advisory Board as a standing advisory body.

Summary Explanation & Background:
Sustainability Program Overview
History
In 2019, upon the request of then Vice Mayor Lowndes, the city adopted Resolution No. 14-2019 creating a climate change mitigation and sustainability program within the city. The resolution directed the City Manager to develop a program that (1) addressed resilience and sustainability in the city's own facilities and operations and (2) coordinated with residents, civic groups, and businesses to develop and implement environmentally sustainable practices. Specifically, the program sought to:

- Reduce emissions of greenhouse gases resulting from the city's operations.
- Electrify the city's vehicle fleet and make electric vehicle (EV) charging stations available.
- Plant trees on city property and incentivize tree planting on private property.
- Revise the city's land development code (LDC) to require sustainable practices for new development.
- Address potential impacts to stormwater facilities and lake quality.
- Maximize efficient use of Maitland's potable water resources.
- Explore investment in sustainable industries.
- Promote access to local and regional food.
- Reduce plastic waste.
- Implement green purchasing for the city.
- Explore partnerships with local schools, civic groups, and businesses.
- Review the programs of other Florida municipalities.

An ad-hoc sustainability committee was established shortly thereafter to assist with a detailed action plan. The ad-hoc committee was converted to the Sustainability Advisory Board in 2021 to review and make recommendations regarding city sustainability and resiliency and participate in the implementation of a citywide sustainability action plan. Since 2021, the board has met a total of nine times. The last time the board met was in January 2024 when they discussed the achievements that had been made to date.

A sustainability coordinator was hired in 2023, but it was determined that a dedicated position was unnecessary since the operating departments and existing staff were handling most items and responsibilities within the plan. This position was left unfilled in FY24, unfunded in FY25, and was removed from the budget in FY26.

Achievements
Action steps were developed to implement the goals and objectives prioritized by City Council in Resolution No. 14-2019. A summary of sustainability achievements includes the following:

- EV charging stations have been, and continue to be installed in public areas, employee parking lots, and are now required by code in new residential and commercial developments.
- Conducted energy audits of buildings.
- Implementation of tree planting program and canopy coverage with a focus on invasive tree removal and native tree replacement.
- The city has hired and staffed an Arbor Division that focuses on maintenance of the existing tree canopy and an aggressive planting program.
- Every city water meter has been updated with automatic monitoring to aid in identifying leak issues for rapid reporting to the property owner.
- The LDC has been revised for commercial and multifamily residential buildings to require green building practices where possible and incentivize it otherwise. This was done through the Florida Green Building Coalition, U.S. Green Building Council, and the Better Buildings program of the U.S. Department of Energy.
- The city has added ESG investment options that consider environmental, social, and governance (ESG) factors alongside financial factors in the investment decision-making process within our investment options for employees.
- The city achieved Solsmart silver rating for improvements to the solar panel permitting system.
- There has been increased public awareness campaigns for landscape irrigation regulations through various means of public outreach.
- Bottle filling stations have been designed into new city facilities to encourage use of drinking fountains. Existing fountains have been retrofitted with bottle refilling stations where feasible.
- The city has eliminated purchase of single-use plastic water bottles and plastic utensils.
- Each vehicle purchase undergoes an evaluation to determine suitability for an EV option. The city is currently transitioning to EV's and hybrids when determined appropriate.
- The city has invested in electric lawn mowers, blowers, and trimmers for parks and grounds maintenance.
- Lights in city facilities have been changed to LED as replacements became necessary.
- The city has coordinated with Duke energy to convert all street lighting to LED.
- Public Works has programmed installation of variable frequency drives at the water plants to improve efficiency.
- The city has expanded and improved numerous pedestrian and bicycle trails such as Sandspur Trail, Fennel Street Trail, I-4 Bridge, Lake Destiny-Southall Trail, and Community Park Boardwalk. Work is currently underway to convert the rail bridge at Monroe Avenue to a multi-use trail to tie into the Winter Park trail system. There are also plans to improve the trail along South Keller Road and enhance pedestrian connections in the downtown area.
- Stormwater and lake quality projects are being funded through the Environmental/Stormwater fee. Resilience projects have been reprioritized to address flooding issues.
- Implemented a septic-to-sewer conversion project in Dommerich Hills with Mayo Ave. and the Druid area scheduled in the future.
- Implemented a compressed work schedule policy, thus reducing energy usage and employee commuter emissions.
- Shifted to greater use of online systems to reduce paper usage where possible.

Attached please find the original Sustainability Resolution with the sections highlighted that have been completed, are in progress or have been incorporated into the city's ongoing operations. The Sustainability Advisory Board bylaws and Consitution are also included for your review.

Sustainability Board Recommendation
Since the establishment of the Sustainability Advisory Committee, the city has undertaken and achieved many of the initiatives documented in the action plan. Most elements are ongoing, and no longer require additional input from the Sustainability Advisory Committee. Some goals not achieved can be traced to changes in state and federal regulations, a determination that the goal could not be achieved effectively, or on hold pending additional funding. The board has provided a valuable service to the city council, staff, and citizens of Maitland. At this time, it no longer appears necessary to maintain a permanent board. Should conditions warrant additional involvement in the future, an ad hoc board could be established.

Reappointments to boards occur in January of each year. With this date approaching, staff is requesting guidance regarding the Sustainability Advisory Board.

Fiscal Impact:
TBD

Exhibits:
1. Resolution 14-2019 Climate Control- 8122019 - signed
2. Signed By Laws Feb 2021
3. Signed Constitution Feb 2021

Commission/Board: City Council

Contact Person: Mark Reggentin 407-539-6220

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 27, 2025	MAITLAND FLORIDA	Section: Discussion
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.

Subject:
Transportation Advisory Board (TAB).

Requested Action or Motion:
Staff requests City Council direction regarding whether to continue the Transportation Advisory Board as a standing advisory body.

Summary Explanation & Background:
On June 24, 2024, the City Council considered appointments to the Transportation Advisory Board (TAB). The terms of James Blackford and Clif Tate had expired and they were ineligible for reappointment. Other applicants for the board had the TAB listed as a third preference.

The Council discussed the fact that the city was fortunate to have a board that consisted of four transportation professionals and a former two-term mayor. Additionally, at the time, the city was embarking on the continuation of the Maitland Areawide Study that is being led by MetroPlan Orlando. The Council requested that staff evaluate options to allow this group to stay together and provide input to the City Council regarding transportation issues. Staff discussed this transition with the members of the TAB and they were in agreement that an ad hoc approach to addressing specific transportation issues was preferable to having a standing committee.

At the January 27, 2025 City Council meeting, the Council discussed an option for an ad hoc committee consisting of the current members of the TAB to advise the City Council on the downtown transportation study. Based upon these discussions, two options emerged. The first was to appoint an ad hoc committee that would review transportation issues as they arise and sunset the TAB. In this option, the ad hoc committee could be called together at any time to advise the City Council on transportation issues. This would allow the former TAB to remain together to advise the City Council without the constraints of term limits. The second option was to reappoint Mr. Blackford and Mr. Tate to the TAB and have them serve as the steering committee for the Downtown Maitland Mobility Study. They were eligible for reappointment in April 2025. Mr. Blackford and Mr. Tate indicated that their preference was to serve on an ad hoc basis and did not submit applications for appointment. The TAB meets on an as-needed basis. The TAB has met six (6) times since 2001, primarily to elect a chair and vice chair and review the transportation capital plan.

On April 14, 2025, the City Council appointed the members of the TAB and Matt Lamb (transportation engineer and former two-term Chair of the TAB and Planning and Zoning Commission) to an ad hoc committee to act as a steering committee to work on the Maitland Downtown Mobility Study and make recommendations to the City Council upon its completion. The council discussed the disposition of the TAB and deferred discussion until a future date.

Reappointments to boards occur in January of each year. With this date approaching, staff is requesting guidance regarding the Transportation Advisory Board.

Fiscal Impact: TBD
Exhibits: 1. TAB By-Laws 2018 final with signature 2. TAB Constitution 2018 final with signature
Commission/Board: City Council
Contact Person: Lori Hollingsworth, Mark Reggentin 407-539-6219, 407-539-6220
Reviewed by City Attorney N/A