



**City Council
July 27, 2026
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. Retirement Recognition: Debbie Zaravelis.
- V. Public Hearing
 1. Resolution No. 8-2026: Clean Water Project Facility Plan.
- VI. Old Business
- VII. Consent Agenda
 1. City Council Meeting Minutes of July 13, 2026.
 2. City Council FY 2027 Budget Workshop Meeting Minutes of July 20, 2026.
 3. City Council FY 2027 Budget Workshop Meeting Minutes of July 21, 2026.
 4. Resolution No. 11-2026: Florida Department of Transportation SFGA Grant 457000-1-54-01 Traffic Signal Hardening.
 5. Amendment 1 Professional Services Agreement Post-design Engineering Services Independence Lane North: CPH, Inc.
 6. Third Amendment to the Orange County Urban County Restated Interlocal Cooperation Agreement: HUD Programs.
 7. Sanitary Sewer Lateral Installation: Cathcart Construction Company.
 8. Fiscal Year 2026 Mid-Year Budget Request: Art & History Museums of Maitland.
- VIII. Public Period
- IX. Decisions
 1. Proposed Millage Rate.
- 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
July 27, 2026		Section: Presentations
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Retirement Recognition: Debbie Zaravelis.		
Requested Action or Motion: Mayor Lowndes will present a Retirement Service Award to Debbie Zaravelis in recognition of her dedicated service to the City of Maitland.		
Summary Explanation & Background: The City of Maitland wishes to recognize the dedicated service of Debbie Zaravelis on the occasion of her retirement. A Retirement Service Award will be presented to Ms. Zaravelis in appreciation of her more than 33 years of dedicated service and invaluable contributions to the City of Maitland.		
Fiscal Impact: N/A		
Exhibits:		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 27, 2026		Section: Public Hearing
Department/Office : Public Works	AGENDA REPORT	Item #: 1.
Subject: Resolution No. 8-2026: Clean Water Project Facility Plan.		
Requested Action or Motion: Move to approve Resolution 8-2026 to adopt the Clean Water Project Facility Plan for the Keller Road Gravity Sewer Replacement Project.		
Summary Explanation & Background: On May 13, 2024, City Council approved a contract with Burgess & Niple (B&N) to design a new 24-inch gravity sewer along Keller Road between Maitland Center Parkway and Gateway Drive to accommodate current and future flows. The plans are at 90% and will be ready for bidding in early FY 2027. Staff has submitted a Request for Inclusion to the Florida Department of Environmental Protection (FDEP) Clean Water State Revolving Fund (SRF) for a loan on this project. As part of the FDEP process, the City is required to complete a Clean Water Facilities Plan to be included in the FDEP SRF Loan application. In order to complete the Facilities Plan, the City needs to have a public participation process to explain the project and financial impact, and then obtain City Council's acceptance of the planning recommendations. The purpose of presenting this to City Council tonight is to allow the public to comment on the Facilities Plan, followed by adoption of the Facilities Plan by the City Council via a resolution. City staff recommends that after hearing public comments, City Council adopt the Clean Water (sewer) Facilities Plan as presented.		
Fiscal Impact: Estimated cost of the facilities plan is <u>\$5,978,453</u> anticipated to be financed by previously approved State Revolving Fund loans.		
Exhibits: - Resolution No. 8-2026 Adopting Clean Water Facility Plan Keller Road Sewer - Keller Rd Facilities Plan 7.15.26 ss - CW RFI Maitland Keller Rd 06-16-2026 - Orlando_Sentinel_Campaign_97651 - Affidavit_31346 (002)		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 27, 2026		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of July 13, 2026.		
Requested Action or Motion: Move to approve the City Council meeting minutes of July 13, 2026, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. Draft City Council Meeting Minutes July 13 2026		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 27, 2026		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: City Council FY 2027 Budget Workshop Meeting Minutes of July 20, 2026.		
Requested Action or Motion: Move to approve the City Council FY 2027 Budget Workshop meeting minutes of July 20, 2026, as presented.		
Summary Explanation & Background:		
Fiscal Impact: n/a		
Exhibits: 1. Draft City Council FY27 Budget Workshop Minutes 7-20-2026		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney n/a		

MEETING DATE		AGENDA
July 27, 2026		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: City Council FY 2027 Budget Workshop Meeting Minutes of July 21, 2026.		
Requested Action or Motion: Move to approve the City Council workshop minutes of July 21, 2026, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. City Council FY27 Budget Workshop_Minutes_Preview		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 27, 2026		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.
Subject: Resolution No. 11-2026: Florida Department of Transportation SFGA Grant 457000-1-54-01 Traffic Signal Hardening.		
Requested Action or Motion: Move to approve and adopt Resolution No. 11-2026, authorizing the City Manager to execute the Florida Department of Transportation (FDOT) State-Funded Grant Agreement (SFGA) for the Horatio Avenue and Maitland Avenue Traffic Signal Hardening Project, accept the grant award in the amount of \$331,557 and approve the associated fiscal impact, as presented.		
Summary Explanation & Background: The City of Maitland has been awarded a Florida Department of Transportation (FDOT) State-Funded Grant Agreement (SFGA), CSFA 55.039, providing a 50% matching grant in the amount of \$331,557 for the Horatio Avenue and Maitland Avenue Traffic Signal Hardening Project. The project will replace the existing cable-supported traffic signal with a mast arm signal to improve system resiliency and reliability. The estimated construction cost is approximately \$630,000. Staff recommends adopting Resolution No. 11-2026, authorizing the City Manager to execute the FDOT grant agreement and accept the grant award, as presented.		
Fiscal Impact: Grant revenue \$331,557 (01331000-331490-TR602 / 01412541-566300-TR602) City matching funds and balance of project are budgeted in the CRA 61153512-566300-TR009.		
Exhibits: 1. Resolution No. 11-2026 Traffic Signal Hardening Project 2. Exhibit A 457000-1-54-01 (FY26) - SFGA - Traffic Signal Hardening		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 27, 2026		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 5.
Subject: Amendment 1 Professional Services Agreement Post-design Engineering Services Independence Lane North: CPH, Inc.		
Requested Action or Motion: Move to approve Amendment 1 to the agreement with CPH, Inc. for post-design engineering services for the Independence Lane North project in an amount not to exceed \$22,760.		
Summary Explanation & Background: On May 11, 2026, City Council authorized the City Manager to execute a Construction Manager at Risk (CMAR) contract with Burkhardt Construction Inc., for the construction of the North Independence Lane project designed by CPH, Inc. CPH's contract did not include any services during construction; therefore, staff requested a proposal to provide limited services during construction such as shop drawing reviews, request for information (RFI) responses, closeout documentation, etc. CPH has submitted a proposal to provide these services on an hourly basis for an amount not to exceed \$22,760. Staff recommends authorizing the City Manager to execute a contract amendment with CPH, Inc. for an amount not to exceed \$22,760 for post-design engineering services for construction of Independence Lane North.		
Fiscal Impact: Funds available in 61153512-566300-TR022		
Exhibits: 1. Amendment 1 CPH Independence Lane Improvements CA Scope		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 27, 2026		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 6.
Subject: Third Amendment to the Orange County Urban County Restated Interlocal Cooperation Agreement: HUD Programs.		
Requested Action or Motion: Move to authorize the Mayor to execute the Third Amendment to the Restated Interlocal Agreement with Orange County, as presented.		
Summary Explanation & Background: In 1993, Orange County and the City of Maitland entered into an Interlocal Agreement to authorize Orange County to undertake activities to plan and carry out the Community Development Block Grant ("CDBG"), HOME Investment Partnership ("HOME"), and Emergency Solutions Grant Programs ("ESG"), for the benefit of residents of Orange County, Florida. The Restated Agreement (the "First Amendment") was executed January 9, 2018, and Second Amendment made to the Restated Agreement was executed on August 11, 2020. This agreement allows Orange County as an entitlement community to use the population characteristics of the city to be used as part of their total allocation for funding. This allows the city to participate in funding programs managed by the county with these funds. This Third Amendment to the Restated Agreement incorporates updated language required by applicable laws and by the U.S. Department of Housing and Urban Development (HUD) in CPD Notice 26-08, <i>Instructions for Urban County Qualification for Participation in the Community Development Block Grant (CDBG) Program for Fiscal Years 2027–2029</i> . Staff has reviewed the Third Amendment to the Restated Interlocal Agreement with Orange County and recommends Council approve and authorize the Mayor to execute the agreement.		
Fiscal Impact: n/a		
Exhibits: 1. (3rd Amendment) Maitland - HUD Interlocal Agreement		
Commission/Board: City Council		
Contact Person: Mark Reggentin 407-539-6220		
Reviewed by City Attorney n/a		

MEETING DATE		AGENDA
July 27, 2026		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 7.
Subject: Sanitary Sewer Lateral Installation: Cathcart Construction Company.		
Requested Action or Motion: Move to approve an expenditure to Cathcart Construction Company in the amount of \$54,175 for the installation of a sanitary sewer lateral at 1740 E. Adams Drive, as presented.		
Summary Explanation & Background: The single family residential parcel located at 1740 E. Adams Drive requested the installation of a new sewer lateral. The existing home was on septic and is connecting to the city sanitary sewer system with the redevelopment of the property. To perform the necessary work, Public Works intends to hire a contractor to install the sanitary sewer lateral connection to the point where the right-of-way line intersects the private property line. Quotes were solicited from three construction contractors that have previously provided satisfactory work on city infrastructure. Of the three vendors, Cathcart Construction Company is the lowest bidder. 1. Cathcart Construction Company - \$54,175 2. SanPik, Inc. - \$58,240 3. Carr & Collier, Inc. - \$73,193 Staff recommends City Council authorize an expenditure to Cathcart Construction Company in the amount of \$54,175 for the installation of the sewer lateral. This cost is a pass-through expense, as Mr. Beshoy Yousef, CEO of Parthy Construction, has already remitted the \$54,175 to the City on July 7, 2026.		
Fiscal Impact: N/A		
Exhibits: 1. 1740 E Adams Proposal - CCC 2. 1740 E Adams Proposal - SanPik 3. 1740 E Adams Bid Schedule - CCI 4. MEMO - Sewer Lateral Installation Quotes		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 27, 2026		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 8.
Subject: Fiscal Year 2026 Mid-Year Budget Request: Art & History Museums of Maitland.		
Requested Action or Motion: Move to approve a mid-year budget request from Art & History Museums of Maitland in the amount of \$27,880 due to impacts from construction of the library and Quinn Strong Park.		
Summary Explanation & Background: The Art & History Museums of Maitland (A&H) has experienced shortfalls in facility rental revenue due to construction of the new library and improvements to Quinn Strong Park. This possibility was acknowledged in a presentation to City Council on September 22, 2025; however, no additional funds were approved at that time. It was agreed that if A&H experienced actual reductions in revenue, they could return to City Council to request additional funding. The attached letter from A&H requests an additional \$27,880 to cover losses from March through May. Additional requests for funding may become necessary this fiscal year if construction activities continue to affect A&H rental revenue. Funding is available via transfer from City Manager contingency.		
Fiscal Impact: 01731573-588100 - Contributions \$27,880		
Exhibits: 1. AH Rentals Revenue Council Request 2. AH Rentals revenue Mar - May 2026		
Commission/Board: City Council		
Contact Person: Mark Reggentin, Shannon Lewis 407-539-6220, 407-539-6221		
Reviewed by City Attorney n/a		

MEETING DATE		AGENDA
July 27, 2026		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Proposed Millage Rate.		
Requested Action or Motion: Five separate motions are required for this agenda Item. (1) Move to set the rolled back millage rate for the 2026 tax year as <u>4.8685 mills</u> . (2) Move to set the proposed operating millage rate for the 2026 tax year at <u>5.0465 mills</u> . (3) Move to set the proposed 2004 Voted Debt millage rate for the 2026 tax year at <u>0.1890 mills</u> . (4) Move to set the proposed 2026 Voted Debt millage rate for the 2026 tax year at <u>0.2890 mills</u> , for a combined total of <u>5.5245 mills</u> . (5) Move to set the date, time and place for the public hearing on the tentative budget for the fiscal year 2026-2027 as Monday, September 14, 2026, 6:30 p.m. in the City Hall Council Chambers.		
Summary Explanation & Background: In accordance with Truth in Millage ("TRIM") compliance requirements as set forth in Chapter 200 of Florida Statutes, the City must calculate a rolled-back rate for the 2026 tax year; set proposed operating and voted debt millage rates; and set the date, time and place for the tentative budget hearing. The statutes require separate motions for each action. The operating millage rate of 5.0465 used in preparation of the budget draft is 3.66% higher than the rolled back rate of 4.8685. The rollback rate calculation no longer includes an inflation factor due to recent statutory changes. The proposed 2004 Voted Debt millage rate is 0.1890 mills is the millage rate required to fund the current year's debt service of \$849 thousand. The 2026 Voted Debt millage rate is 0.2890 is the millage rate required to fund the current year's debt service of \$1.2 million. A mill is the tax rate for each \$1,000 of taxable property value. The combined total millage rate of 5.5245 used in the draft budget is 0.282 more than the prior year's combined total rate of 5.2425 due to the additional debt service added this year to fund construction of the new library. A home with a taxable value of \$500,000 will pay \$2,523 in operating and \$236 in combined debt millage to the City of Maitland. The state's revised maximum millage rate voting requirements for FY 2027 consist of three levels of voting options. For tax year 2026, the maximum millage rate that can be levied with a simple majority vote is the rolled-back rate of 4.8685. The maximum millage rate allowed by a two-thirds vote is 5.3554, which is the rolled-back rate times 110%.		
Maximum Millage Rate Voting Options		Maximum Millage Rate
Majority Vote of Governing Board (rolled-back rate per state formula)		Up to 4.8685

2/3 Vote of Governing Board (110% of the Rolled Back Rate)	Up to 5.3554
Unanimous Vote of Governing Board or Referendum	Any rate up to statutory limits
The Debt Service millage rate is calculated by dividing the taxable value by the debt service requirement less an allowance for interest income in the fund. For the 2004 Debt Service Fund (police station, fire station, and city hall), there is a projected \$143 thousand in the debt service fund balance. Debt service for FY 2027 is budgeted at \$819,235. The tax levy will generate \$786 thousand and interest income will generate \$18 thousand; drawing down 2004 debt service fund balance by \$15 thousand. For the 2026 Debt Service Fund (library), debt service for FY 2027 is budgeted at \$1.2 million. The tax levy will generate \$1.2 million and interest income will generate \$10 thousand. Fund balance in the Debt Service Funds can only be used to pay debt service obligations. Once the Council sets the proposed millage, the Certification of Taxable Value (form DR 420) and the Maximum Millage Levy Calculation Preliminary Disclosure (form DR 420 MMP) must be returned to the Orange County Property Appraiser's Office by July 30, 2026. The information will be used to generate the notice of proposed taxes which will be issued in mid-August by the Orange County Property Appraiser. The final millage rates will be set at the final public hearing on September 28, 2026. The final millage rate could be any millage equal to or lower than the proposed millage rate set by the Council tonight. The millage rate can be increased after the proposed millage is set; however, it involves an onerous and costly process of notification to taxpayers.	
Fiscal Impact: A millage rate of 5.0465 mills generates \$18.808 million to the General Fund and \$2.169 million from the City to the CRA. A debt millage of 0.1890 generates \$786 thousand to the 2004 debt service fund and a debt millage of 0.289 generates \$1.202 million to the 2026 debt service fund.	
Exhibits:	
Commission/Board: City Council	
Contact Person: Mark Reggentin 407-539-6220	
Reviewed by City Attorney N/A	