



**City Council
March 14, 2022
Council Chambers
6:30 PM**



WELCOME to our City Council meeting. In the interest of time efficiency, the following will prevail for comments by the public. Each speaker will be permitted up to 3 minutes to state his/her case. Group presentations will be permitted 3 speakers including the spokesperson - each being limited to up to 3 minutes. No speakers will be interrupted. Please silence all electronic devices during the meeting. THANK YOU for participating in your City Government.

- I. Call to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Adjourn Council Meeting Convene CRA Meeting
- V. Old Business
- VI. Consent Agenda
 1. Approve the City Council meeting minutes of February 28, 2022
 2. 2021 Annual Comprehensive Financial Report and Auditor Communications
 3. Purchase - FY 2022 City Vehicles
 4. Purchase - Water Treatment Plant #5 Ground Storage Tank Lining
 5. Florida State Revolving Fund Loan Amendment
 6. Florida State Revolving Fund Loan Amendment
- VII. Public Period
- VIII. Decision
 1. Request for Appeal of 170 Shell Point West Waterfront Structure Permit
 2. 2022 Municipal Election Results
- IX. Discussion
- 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 14, 2022		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 1.
Subject: Approve the City Council meeting minutes of February 28, 2022		
Requested Action or Motion:		
Summary Explanation & Background:		
Fiscal Impact:		
Exhibits: 1. City Council Minutes 2-28-2022		
Commission/Board: City Council		
Contact Person:		
Reviewed by City Attorney		

MEETING DATE		AGENDA
March 14, 2022		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.

Subject:

2021 Annual Comprehensive Financial Report and Auditor Communications

Requested Action or Motion:

Move to receive the 2021 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 21 - 23 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 34 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 CAFR 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 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, 2021 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 on 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, \$1.5 million increase fund balance in the general fund and \$1.4 million in the enterprise funds.

Following the government-wide statements in the CAFR, 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 management letter. For the current year, the City received three comments related to internal control, and has provided a response to address each recommendation made by the external auditors. There was one comment in the management letter, and the City has provided a response to the auditor's recommendation.

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 2021 2. FS 2021 Required Communication Letter - City of Maitland
Commission/Board: City Council
Contact Person: Jerry Gray 407-539-6201
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
March 14, 2022		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.

Subject: Purchase - FY 2022 City Vehicles
Requested Action or Motion: Move to approve the purchase of FY 22 budgeted City vehicles through Alan Jay Fleet Sales utilizing Sourcewell contract # 2022-120716 NAF, and 060920 NAF awarded to National Auto Fleet Group.
Summary Explanation & Background: Each year, the City evaluates its fleet and, as part of the budget process, purchases new vehicles and equipment to meet the needs of the City. For FY 22, the City recommends purchasing the following budgeted replacement vehicle: 2022 Ford F-250 Crew Cab for Water Division for the amount of \$46,831 This vehicle can be purchased through a Sourcewell contract with Alan Jay Fleet Sales, which is the authorized dealer for National Auto Fleet Group in Central Florida. This is a vehicle that Alan Jay has already ordered to be a part of their inventory. Approving the purchase of this vehicle at this time allows the City to reserve this specific vehicle from Alan Jay's projected inventory. This reduces the additional delay in ordering separately, lessening the impact of the growing lead time due to supply shortages. In consideration of our City's sustainability program, the Public Works Department has evaluated the availability of electric or hybrid electric vehicles for consideration for City vehicle purposes. There are currently no options available for this vehicle. Staff recommends approval of the purchase of these vehicles from Alan Jay Fleet Sales utilizing Sourcewell contract # 2022-120716 NAF, and 060920 NAF.
Fiscal Impact: Funds are available in the Utilities Fund account line 41303533-566430-VE001 from the FY 2022 adopted budget.
Exhibits:
Commission/Board: City Council
Contact Person: Joe Workman
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
March 14, 2022		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.

Subject: Purchase - Water Treatment Plant #5 Ground Storage Tank Lining
Requested Action or Motion: Move to authorize the City Manager to execute the agreement with GML Coatings, LLC for lining services for the ground storage tank at Water Treatment Plant 5 in the amount of \$118,816.
Summary Explanation & Background: In 2013, City Council authorized the City Manager to enter into a sole source contract with GML Coatings, LLC for the rehabilitation and lining of Ground Storage Tanks 4 & 5. GML Coatings, LLC is the owner and exclusive applicator of Green Monster™ Liner in the State of Florida under the Certified General Contractor number of 1528648. GML Coatings, LLC is also owner of the Green Monster™ Liner System nationwide. During the latest tank inspection, it was noted that the ground storage tank at Water Treatment Plant #5 needs to be partially re-lined. Staff consulted with Burgess & Niple, one of the City's Continuing Engineering Consultants, to determine the recommended action. B&N recommended relining the tank. The costs were found to be reasonable. Since GML is the sole source for this lining system, staff recommends procurement under Section 19 of the City's Purchasing Policy (sole source or negotiated procurement). Under Section 19, a contract may be awarded for a supply, service or construction item without competition when the City Manager determines that there is only one source for the required service, supply or construction item. Funds are available in the Water Division account #41303533-566300. Staff recommends City Council authorize the City Manager to execute an agreement with GML Coatings, LLC for lining services for the Water Treatment Plant #5 ground storage tank in the amount of \$118,816.
Fiscal Impact: Funds are available in #41303533-566300
Exhibits:
Commission/Board: City Council
Contact Person: Karen McCullen
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
March 14, 2022		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 5.

Subject:
Florida State Revolving Fund Loan Amendment

Requested Action or Motion:
Move to authorize the Mayor to execute an extension amendment to the State Revolving Fund Loan for the Construction of the 17-92 Water Main Upgrade Project as approved January 13, 2020.

Summary Explanation & Background:
On January 13, 2020, Council approved the \$9.6 Million construction loan for the 17-92 water main upgrade project (original, approved agreement attached), and on September 14, 2020, the City executed an amendment to the loan extending the project completion date to April 15, 2022. Public Works is nearly completed the project, but since the City will not be able to finalize and close the project by April 15, 2022, FDEP sent an amendment to the agreement to extend the timeframe to begin repayments to September 15, 2022.

The State requires the City to approve an extension amendment to the executed loan agreement which will provide:

1. An extension from April 15, 2022 to September 15, 2022 beginning semiannual loan payments, and
2. Completion of Project extended to March 15, 2022, and
3. An extension from October 15, 2021 to March 15, 2022 to establish the debt service account and begin monthly deposits, and
3. An extension of loan repayments beginning date from December 15, 2021 to April 15, 2022 to complete all design and planning activities for the project.

Depending on the actual construction progress, repayment could be further deferred by additional amendments to the Agreement.

Staff recommends authorizing the Mayor to execute the signed extension amendment.

Fiscal Impact:
N/A

Exhibits:

1. DW480251A2_State_Federal Extension Amendment
2. DW480251 Loan Agreement
3. DW480251 Loan Ext 09042020

Commission/Board: City Council

Contact Person: Jerry Gray 407-539-6201

Reviewed by City Attorney
Yes

MEETING DATE		AGENDA
March 14, 2022		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 6.

Subject: Florida State Revolving Fund Loan Amendment
Requested Action or Motion: Move to authorize the Mayor to execute an extension amendment to the State Revolving Fund Loan for the Construction of the Lift Station 6 Force Main Upgrade Project as approved January 13, 2020.
Summary Explanation & Background: On January 27, 2020, Council approved the \$2.6 Million construction loan for the Lift Station 6 force main upgrade project (original, approved agreement attached) and on September 14, 2020, approved amendment to extend dates. The construction of the force main is complete. The State requires the City to approve an extension amendment to the executed loan agreement which will provide: 1. An extension from October 15, 2021 to March 15, 2022 completion of construction, and 2. An extension from October 15, 2021 to March 15, 2022 to establish the debt service account and begin monthly deposits. 3. An extension of loan repayments beginning date from April 15, 2022 to September 15, 2022 to complete all construction activities for the project, and Depending on the actual construction progress, repayment could be further deferred by additional amendments to the Agreement. Staff recommends authorizing the Mayor to execute the signed extension amendment.
Fiscal Impact: N/A
Exhibits: 1. WW480260A2_State_Federal Extension Amendment 2. Agreement WW480260 3. WW480260 Loan Ext 091420
Commission/Board: City Council
Contact Person: Jerry Gray 407-539-6201

Reviewed by City Attorney
Yes

MEETING DATE		AGENDA
March 14, 2022		Section: Decision
Department/Office : Public Works	AGENDA REPORT	Item #: 1.
Subject: Request for Appeal of 170 Shell Point West Waterfront Structure Permit		
Requested Action or Motion: Move to affirm, reverse, or modify the decision of the reviewing staff.		
Summary Explanation & Background: Robin Lopez, Owner of Summertime Deck and Dock, submitted a Waterfront Structure Permit application (WSP 09-21-41903) on behalf of the property owners, Steve and Penny Goldstein, of 170 Shell Point West. The application included construction of a boat dock located along the seawall of a canal, as the renovation of the existing dock would not be permitted due to its current condition. As a result of the shape of the canal, the layout of the proposed dock exceeds the maximum width of 72 inches at the shoreline required by City Code Section 11-80(7). Since this condition was not met, staff denied the permit. The applicant requested an appeal in order to receive relief from the Code requirement for the maximum width at the shoreline. As part of the permitting process, letters were sent to the five adjoining property owners to each side of the applicant requesting comments or concerns about the proposed dock permit. One letter in support of the construction was received. No additional responses were received within the 15-day response period. 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. Due to the canal configuration, several of the existing docks on the canal exceed the 72 inch maximum width at the shoreline. 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 are not opposed to the approval of a waiver of the width requirement per the request. City Council may move to affirm, reverse, or modify the decision of the reviewing staff.		
Fiscal Impact: N/A		
Exhibits: 1. Appeal Request - WSP-09-21-41903 2. Scanned Letter to Homeowner 3. Scanned denial Letter to neighbors 4. 170 Shell Point West - Neighbor Support Letter Ray Arckey 5. Plan Engineering - Goldstein - Rev2_v1 6. 170 Shell Point Addresses Boat Dock		

Commission/Board: City Council
Contact Person: Kimberley Tracy 407-539-6216
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
March 14, 2022		Section: Decision
Department/Office : Administration	AGENDA REPORT	Item #: 2.
Subject: 2022 Municipal Election Results		
Requested Action or Motion: Move to accept the City Canvassing Board's certification of the March 8, 2022 Municipal Election results.		
Summary Explanation & Background: The City of Maitland held its Municipal Election on Tuesday, March 8, 2022. Per the City Charter, when the City holds its election not in conjunction with a County-wide election, the City Canvassing Board shall canvass the returns and issue its certificate to be recorded in the minutes of the next regular or special City Council meeting within three (3) days of the date of the election. The City Canvassing Board met on March 8, 2022 and accepted the following unofficial results: Council Seat #1 (Unofficial) Colleen Lilling - 339 Votes 16.95% Bev Reponen - 661 Votes 33.05% Lori Wurtzel - 1,000 Votes 50.00% The City Canvassing Board is scheduled to reconvene on Friday, March 11 at 12:00 pm to certify the official 2022 Municipal Election results. Per the City Charter, if no one candidate has received a majority of the total number of votes cast, the two candidates with the most votes will be in a run-off election to be held on April 12, 2022. Staff recommends that Council accept the City Canvassing Boards certified results.		
Fiscal Impact: N/A		
Exhibits: 1. SOE Unofficial Results March 8 2022		
Commission/Board: City Council		
Contact Person:		
Reviewed by City Attorney N/A		