

THE CITY OF

MAITLAND

FLORIDA



FY 2024
BUDGET DRAFT
JULY 2023

BUDGET DRAFT

**FOR THE YEAR BEGINNING
OCTOBER 1, 2023**



CITY OF MAITLAND, FLORIDA

PREPARED BY: FINANCE DEPARTMENT

INTRODUCTORY SECTION

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FY 2024 GENERAL FUND BUDGET DRAFT
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CITY OFFICIALS



CITY COUNCIL

John Lowndes, Mayor
Vance Guthrie, Vice Mayor
Lori Wurtzel
Michael Wilde
Lindsay Hall Harrison

CITY MANAGER

Mark Reggentin

CITY CLERK

Lori Hollingsworth

CITY ATTORNEY

Clifford B. Shepard, Esq.

ASSISTANT CITY MANAGER

SENIOR MANAGEMENT

Chris Morton – Fire Chief
Joseph Conn – Parks and Recreation Director
Jerry Gray – Finance Director
David Manuel – Police Chief
Daniel Matthys – Community Development Director
Kimberley Tracy – Public Works Director



MEMORANDUM

TO: Mayor and Council

FROM: Mark Reggentin, City Manager

DATE: July 10, 2023

SUBJECT: 2024 Recommended General Fund Budget

Enclosed is the recommended budget for the fiscal year 2024, and summary financial plans for fiscal years 2025 through 2028. The budget draft is divided into four sections. The Introductory section includes the table of contents, City officials, transmittal memorandum, five-year summary plan and organizational chart. The Financial section contains a revenue overview, program based budgets, budget recommendations and miscellaneous fund spending plans. The Capital Improvements Program section incorporates the FY 2024-2027 CIP Draft. In the Policy section, the City's accepted budget policies are detailed and tracked.

INTRODUCTION

A five-year fiscal plan follows this transmittal memo. Staff has spent significant time refining the estimates and assumptions used in the recommended FY 2024 budget, while broader estimates and assumptions have been used for the plan years 2025 through 2027. These are management's assumptions, which are based upon the best information available at the time. Assumptions and estimates will vary from reality and these plans will change over time, but in order to provide sufficient information for Council to understand the long-term implications of today's decisions, this five-year fiscal plan is provided for analysis.

The FY 2024 budget is presented with a \$4.7 million reduction in fund balance, \$2.7 million is from the repayment of the advance to the CRA, and \$2.0 million will be from the Council Capital designation, if the voters choose to move forward with the Library project. As currently shown on the General Fund Budget Summary on page 17, the City will increase the Vehicle designation by \$492K and increase the IT/ Radio designation by \$129K and reduce Emergency Fund Balance designation by \$750K; this is due to the repayment of debris removals costs from FEMA from Hurricane Irma, that replenished the Emergency designation to the City's target allocation of 15% of operating budget.

A budget summary is outlined below:

GENERAL FUND BUDGET SUMMARY		
FY 2024 - 5.2400 mills		
Source of Funds		
Ad Valorem Taxes	\$	18,553,000
Other Taxes & Fees		4,828,000
Licenses & Permits		3,969,000
Intergovernmental		5,502,000
Charges for Service		1,583,000
Fines & Forfeits		417,000
Miscellaneous Revenue		3,328,300
Total Sources	\$	38,180,300
Uses of Funds		
Personnel	\$	23,448,000
Other Operating Expenses		11,830,150
Capital		6,329,000
Contributions		1,165,850
Recommendations		82,000
Budget Reductions		-
Total Uses	\$	42,855,000
Transfer to/(from) fund balance:	\$	(4,674,700)
Designated Fund Balance Drawdown:		
CRA Repayment of Interfund*	\$	2,674,700
Transfer from Des. Council Capital	\$	2,000,000
Total Fund Balance Designations:	\$	4,674,700

*If Council approves the higher millage, the revenue to the CRA increases, which will also increase the repayment from the Advance.

The programmed operating budgets continue to emphasize public safety and core City services. Additionally, key objectives as defined in the Strategic Planning Session and summarized in the *Essential Priorities* are threaded into the budget where possible. Capital projects are included as well, reflecting recommended modifications from Council and various boards throughout the CIP workshops. More details surrounding these projects are discussed later in this memo.

REVENUE AND TAXES

This budget assumes that the 5.2400 millage rate is increased from 4.34535, which will generate approximately \$4.1 million (28.1%) more than the FY 2023 adopted budget. The rollback rate for FY 2024 is 3.9862, the maximum millage rate that can be levied with a simple majority vote is 4.9464 and the maximum millage rate that can be levied with a two-thirds vote is 5.4410. The various potential millage rate levels outlined by maximum millage rules are discussed in more detail in the Financial section.

MANAGEMENT TOOLS

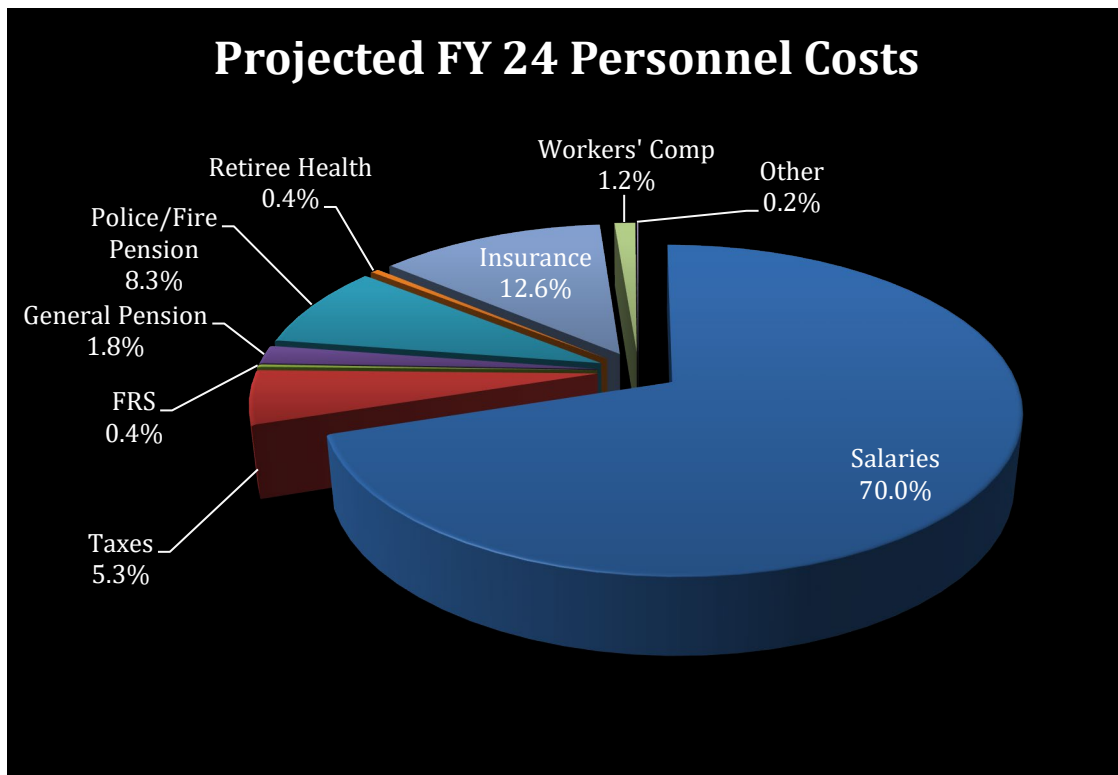
Having appropriate management tools has been critical in our ability to identify service delivery standards and make recommendations on program reductions. This Budget Draft reflects the City's continuing efforts to establish and build upon a functioning *Program Performance Based Budget*. The Final Budget will be presented in Program Summary format and will reflect *mission statements* for each of the programs.

To complement the Program Performance Based Budget concept, the City developed *Essential Priorities*, functions identified by Council as important in meeting the goals of the community. These priorities were used to develop the CIP and Budget and are intended to compliment the Comprehensive Development Plan (CDP).

Workplans are developed to assist staff in focusing resources on service levels and projects that are most important to Council and the community. The final budget document will include a *Workplan* that provides a timeline and brief summary of the projects being implemented over the course of the upcoming year. To track budget projections, staff provides a *Quarterly Snapshot Report* detailing the service levels of various programs and the progress on specific projects. The published report is available to residents at City Hall.

PERSONNEL

Like most municipal budgets, the single largest component of this budget is personnel costs. Total personnel costs for the General Fund are projected to be \$23.4M. Following is a graph which shows how those dollars are spent.



FY 2024 PERSONNEL PROJECTIONS

Human Resources has submitted a recommendation with this budget to fund one new full-time positions in the General fund. The Parks and Recreation Department has submitted a recommendation to upgrade two part-time park specialists to one full-time status. The Utilities Fund has also submitted recommendations for 2 additional personnel, one in the Water Division and one in the Wastewater Division. As proposed, the City's FY 2024 staffing table will include 236 full-time positions (inclusive of the Enterprise Fund and Stormwater Fund), with one full-time positions recommended to remain unfunded as described in the following table:

Department	Position	Details
Community Development	<ul style="list-style-type: none">• Building Inspector	<ul style="list-style-type: none">• Duties will be shifted to Building Official and other Building Inspectors and contracted inspectors.

When positions are vacated, the overall organization will be evaluated and the available resources will be put towards the highest and best use within the City to provide the best outcomes as communicated in the Council's goal setting session.

Recognizing that our employees are our greatest asset, and consistent with the priorities of the Council, this budget attempts to maintain a quality, talented staff. An external, comprehensive Classification and Compensation Study was completed in July 2019 and was implemented at the beginning of FY 2020 to meet market conditions. The city is currently updating and revising that study based upon the extreme labor market conditions that all employers are experiencing in the post-pandemic economy. The results of the study will be implemented in FY24 with the recommended adjustments to recruit and retain qualified employees. Due to market conditions and past conditions, it is expected that the adjustments will be significant, requiring either an increase in revenue or significant General Fund budget cuts.

Effective with the first full payroll in October 2023 the City anticipates and has budgeted to implement a 1% across the board and a merit increase allowance of 5.0% of salaries. Merit increases are awarded based upon performance at the employee's annual evaluation date. As Florida voters have mandated a move to minimum wage of fifteen dollars per hour by 2026, the City fully implemented this in FY 2022.

The rising cost of health insurance continues to be a concern for many municipalities, private companies, and families. The City currently funds employee coverage and contributes 80% of the cost of dependent coverage. Based on information provided by the Hylant Group, and various other sources, we have projected a 7% increase in premiums, which may be less than the actual increase incurred by the City (it is anticipated the funded plan will change to accommodate a new pricing model should the increase exceed 7%).

In FY 23, dependent benefits were subsidized at 15%. It had become increasingly evident that the City continues to lose qualified applicants and employees to neighboring cities which cover dependent insurance at higher rates of 75%-80%. The expectation is that by increasing the percentage of dependent coverage that the City is able to offer a more competitive benefit packet in

order to attract and retain a qualified, competent labor force. In order to remain competitive in this market an adjustment should occur. Based upon this, in 2023, the cost of Employee Dependent and Employee Family benefits be subsidized at a higher rate of 80% employer paid and 20% employee paid.

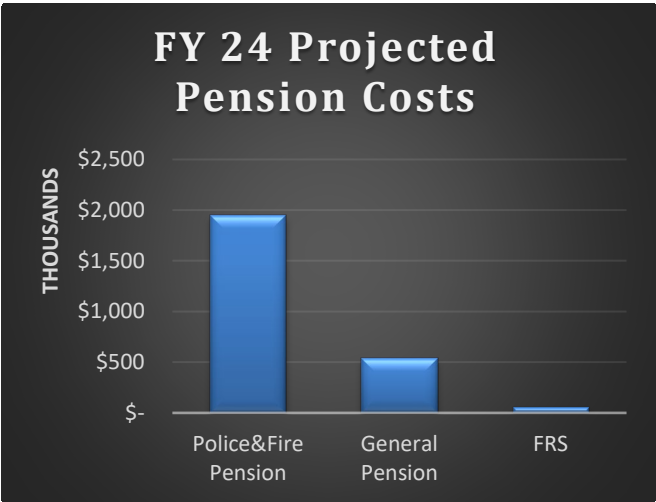
In early FY 2012, the City added a high deductible health insurance plan partnered with a health savings account as an alternative to the traditional HMO health insurance plan. The budget also continues the program instituted in FY 2006 which allows full-time active employees who are eligible for group health coverage through another provider to waive single health insurance with the City and share in the cost savings. There are 25 employees currently taking advantage of this program, which benefits the employee and saves the City approximately \$10,620 per employee annually. The anticipated cost to provide medical insurance during FY 2024 is \$2.9 million for current employees and \$100K for certain retirees. In 1990, the City discontinued providing paid, post-employment health insurance benefits to retirees. For those retired before 1990, the City continues to honor the commitment to pay the full cost of the retiree single health insurance. For those hired before 1990, who subsequently retire, the City contributes 50% of the single premium. For those hired after 1990, the City does not contribute towards the cost of premiums; however, Florida Statutes allows retirees (and their spouse or dependents) to remain on the City's group health insurance program. The FY 2024 health insurance renewal will occur after the start of the fiscal year (January 1); however, should premiums exceed the projected increase, employees and retirees may be faced with reduced benefits or additional cost sharing of premiums.

City employees currently participate in one of three pension programs: the Florida Retirement System (FRS), the City of Maitland General Employee Defined Contribution Plan (*401a*), or the Police/Fire Pension Plan. The City is projected to contribute \$2.4 million to the combined pension funds for FY 2024. Funding for the City's Police/Fire Pension Fund comes from three sources; the State of Florida (2.82% of salaries), plan participants (6.7% of their salary), and the City (23.0% of current year salaries). The City's FY 2024 contribution is to be \$1.9 million, approximately \$281 thousand more than the FY 2023 contribution. In FY 2021, the Police/Fire Pension Board voted to reduce the investment return assumption from 7.25% to 7.10%.

Employees that currently participate in the *401a* plan receive a contribution of 6% of their annual salary from the City. Employees are fully vested at five years of service in an effort to make the plan more equitable. In FY 2008, Policy 2008-1(A) established a plan to drawdown forfeited employer contributions (the City's portion of contributions not eligible for collection by former employees). This drawdown allows the City to budget less than 6% of programmed salaries while still adequately funding the plan. This represents a saving of approximately \$27K to the current budget. The City is expected to contribute \$540 thousand (\$429 thousand for General Fund Employees) into this plan in FY 2024. As a result of State efforts at pension reform, those employees who are still covered by FRS began contributing 3% to their retirement on July 1, 2011. Contributions required to fund regular employees still covered by the FRS pension plan are 11.5% (October – June) and 13.57% (July – September), and are expected to cost \$59 thousand for General Fund employees.

Currently, 94 positions are covered under the Police and Fire Pension, 132 under the 401a plan, and 4 under the FRS plan. Below is a graph that compares the required contributions for the employees covered by all three pensions.

The budget includes required training to maintain and educate current staff members in areas essential to job performance. The FY 2024 budget includes \$415 thousand for employee travel and training, a 10% increase from the FY 2023 revised budget, which was decreased significantly due to cancellations from the pandemic. Mandatory training for certifications, as well as training resulting from staff turnover and new laws, rules and regulations, is included in the FY 2024 budget. The City continues to seek ways to leverage required training costs through the reimbursement program sponsored by the State of Florida, funding earmarked by the law enforcement education trust fund, training funds from the red light camera program and partnerships with other local agencies.



OPERATIONS

Since FY 2008, the City has undertaken measured and effective budget reductions and cautionary spending to better position itself to maintain operating levels in FY 2024 and beyond. Every department has reviewed and refined their missions to focus on attaining the essential priorities, while maintaining the core services our residents expect. In the FY 2024 Strategic Planning Session, held in April, the City Council discussed parameters and levels of service for the FY 2024 budget and identified their priorities for the City. The workshop concluded with a listing of what the elected officials considered priorities to be addressed in the budget and workplan for FY 2024.

FY 2024 Essential Priorities



Specific priorities identified by the Council included the following:

- Extending Independence Lane North;
- New Library;
- Address classification and compensation issues to improve salary competitiveness;
- Improve sidewalk and trail network;
- Conversion of septic to sewer;
- Maintaining adequate staffing;
- Entry features/Gateway Signage;
- Reprioritizing stormwater funding to address flooding issues;
- Conduct a recreation needs survey;
- Evaluate west side business district improvements including pedestrian improvements, landscaping and directional signage

The operating program budgets support our primary business of providing core municipal services in an efficient, cost-effective manner. In addition to the core services of police and fire protection; maintenance of streets, parks, physical properties, computers, vehicles, equipment, street signs, and traffic signals; recreational programming; building construction review; and administrative services including planning, zoning, fiscal management and personnel administration, we present a budget that positions us to:

COMMUNITY DEVELOPMENT

- Implementation of Maitland's Comprehensive Development Plan (Maitland CDP 2035)
- Completion and implementation of Maitland's new Unified Land Development and Zoning Code.
- Implement the Citywide Bicycle and Pedestrian Master Plan.
- Facilitate the redevelopment of properties.
- Continue to digitize plans, permit and other paper documents to provide better accessibility to our citizens.
- Expand our technology and develop more efficient and effective planning, building inspection, permit processing, and code enforcement programs accessible to our citizens and customers.
- Expand on the training and continuing education of all department staff.
- Develop programs to foster relationships with businesses and property owners and promote economic development around the City.
- Development of a (cloud-based) Geographic Information System (GIS) program to provide efficient access to City data and assist in rendering data-driven decisions.
- Increase education of citizens and businesses on the importance code compliance has on property values, health, safety and welfare of our community.

FIRE DEPARTMENT

- Operate two fire stations with a staffed fire suppression unit and transport capable EMS/Rescue unit on both the East and West sides of the City 24/7.
- Provide 24/7 Incident Command and shift oversight via Battalion Chief.

- Continue superior paramedic-level on scene treatment and transport for residents, visitors and business community members.
- Maintain technical rescue certification in Vehicle Machinery Rescue Ops/Tech and Rope Rescue Ops/Tech.
- Provide Community Outreach Programs and CPR training.
- Provide core training of Firefighters in fire suppression and emergency medical treatment to adequately educate staff and keep pace with accepted performance standards.
- Maintain present International Fire Service Accreditation status through CPSE.
- Maintain EMS CAAS Accreditation status.
- Maintain an ISO Class 1 rating.
- Fund the recommended annual equipment/vehicle/supply budget.
- Continue existing shift staffing levels to provide emergency 911 responses.
- Seek grants to offset budget projects.
- Maintain a proactive fire prevention and education program.
- Maintain a robust Health and Safety program (Mental Health/Peer Support, Cancer Awareness, Annual Physicals, and Safety Committee).

PARKS AND RECREATION

- Maintain park operational services.
- Coordinate Getdown Downtown and other community events.
- Continue key community events and Farmers' Market Program.
- Provide athletic programming including open gym sessions, racquetball, youth and adult basketball, tennis programs and assistance with contractual athletic partners to provide a variety of athletic opportunities to residents in the community.
- Maintain a diverse array of programming at the Maitland Senior Center. (M-F 50 weeks per year).
- Increase communications to Maitland residents about department services.
- Recruit additional instructional staff to expand programming options.
- Continue to maintain and provide indoor and outdoor rental venues available for special occasions.

POLICE DEPARTMENT

- Maintain neighborhood patrols ensuring minimal staffing levels are met 24/7.
- Provide school liaison officers to all of our public schools.
- Continue the School Crossing Guard Program.
- Maintain superior accreditation status with the Florida Commission for Law Enforcement Accreditation.
- Initiate enhanced neighborhood community policing initiatives.
- Continue aggressive grant funding opportunities.
- Coordinate with other local law enforcement agencies to solve crimes and conduct joint multi-jurisdictional investigations.
- Continue the Red Light enforcement program.
- Train and equip all officers for an active threat situation.

- Maintain members on the Central Florida Metro SWAT Team to provide enhanced tactics and rescue measures.
- Participate in law enforcement task force initiatives, to include but not limited to, Federal Bureau of Investigation, Drug Enforcement Administration, Internal Revenue Service and United States Secret Service.

PUBLIC WORKS

- Maintain storm water systems and monitor lake water quality.
- Provide sufficient, quality water to serve the community and maintain the City's water distribution network.
- Provide on-going maintenance, repair and operation of the City's sanitary sewer system.
- Provide for repair and maintenance of City streets, trails, sidewalks and curbs.
- Mow and irrigate ball fields and other City properties.
- Provide contracted services for median maintenance, tree trimming/removals and rights-of-way mowing.
- Perform plans review and code compliance for new construction activity relating to water, sewer, stormwater and transportation impacts.
- Provide repair and maintenance of all City vehicles and equipment.
- Provide maintenance, repair and contracted janitorial services for all City facilities.

RECOMMENDATIONS

There are two General Fund staff recommendation totaling \$123 thousand for FY 2024. Human Resources is recommending adding a Specialist and Parks and Recreation is recommending transferring 2 part-time positions to 1 full-time position in the General Fund. The full recommendation outlines the future obligation for the City; however for funding in FY 2024, the amount is reduced for mid-year hire amounts already budgeted in the Parks budget. In the Utilities funds, Public Works is proposing two (2) staff recommendations totaling \$454 thousand. Two positions in the Utilities fund, a Water Lead Operator and a Wastewater Supervisor.

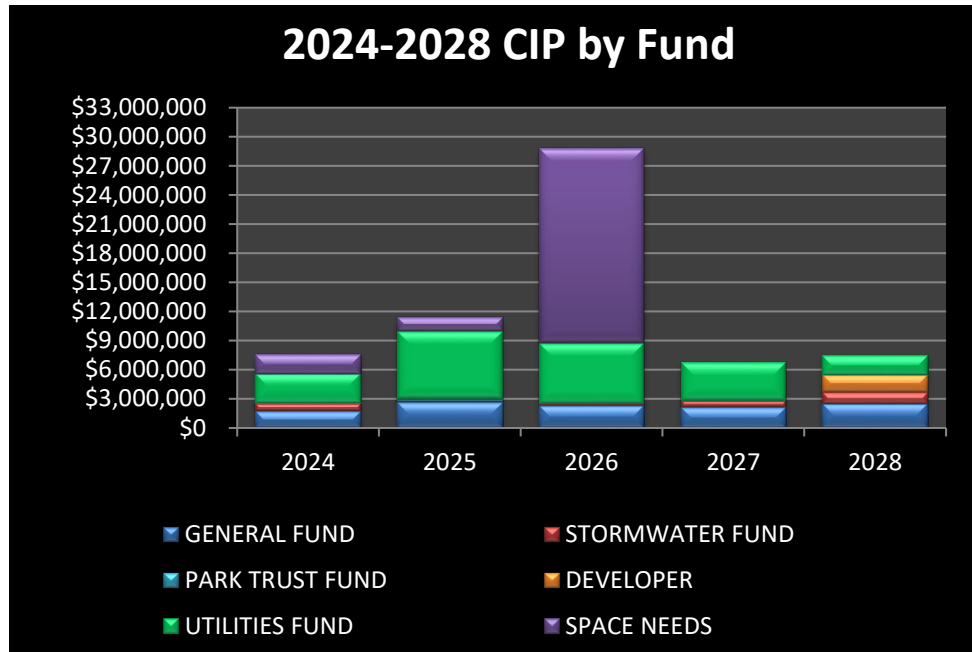
MISCELLANEOUS FUNDS

The Financial section also includes financial plans for three of the City's special revenue funds (CRA, Parks Trust Fund and Road Impact Fee Fund) and the City's Limited General Obligation debt service fund. For FY 2024, a debt millage of 0.2020 is required to levy the amount needed to cover debt service on the bonds. The Parks Trust, Road Impact and Mobility Fee funds reflect the first three years of the five-year plans included in the Capital Improvements Program, and projects are completed as funding becomes available. The CRA budget is adopted separately via a vote of the CRA Board, and for FY 2024, will make a repayment of an interfund advance of \$2.7M. The CRA budgeted \$1.2M in FY 2023 for construction of Independence, which will be carried forward into FY 2024, as negotiations with neighboring property owners have taken longer than anticipated.

CAPITAL IMPROVEMENTS PROGRAM

The Capital Improvements Program (CIP), is a sub-set of the overall budget process and has been a longtime source of pride for this community because of the significant effort and input on the parts

of Boards, Committees, Citizens, Council, and Staff that is put into developing the CIP and prioritizing projects. In the current budget year, recommendations were submitted by each area for their needs. These needs have been increased in this fiscal year in response to the essential priorities discussed by the City Council, including a significant increase in the bicycle sidewalk program compared to the last several budget years which mostly included required needs and efforts necessary to maintain our current level of service.



The General Fund CIP funding for FY 2024 totals \$1.8M and includes funding for: Pavement Treatment (\$1M), Parks Master Planning Implementation (\$300K), and City Facilities Master Planning and Maintenance (\$450K).

FISCAL YEAR	2024	2025	2026	2027	2028	Total
(in 1,000's)						
GENERAL FUND	1,750	2,700	2,300	2,150	2,500	11,400
MOBILITY FEE	-	-	-	-	-	-
CRA	-	200	800	1,000	1,000	3,000
UTILITIES FUND	3,020	7,000	6,300	3,950	2,000	22,270
PARK TRUST FUND	65	100	-	-	-	165
SPACE NEEDS	2,000	1,432	20,000	-	-	23,432
STORMWATER	750	175	175	685	1,200	2,985
DEVELOPER	-	-	-	-	1,800	1,800
TOTAL	\$7,585	\$11,607	\$29,575	\$7,785	\$8,500	\$65,052

More detailed information on specific projects is located in the Capital Improvements Program section.

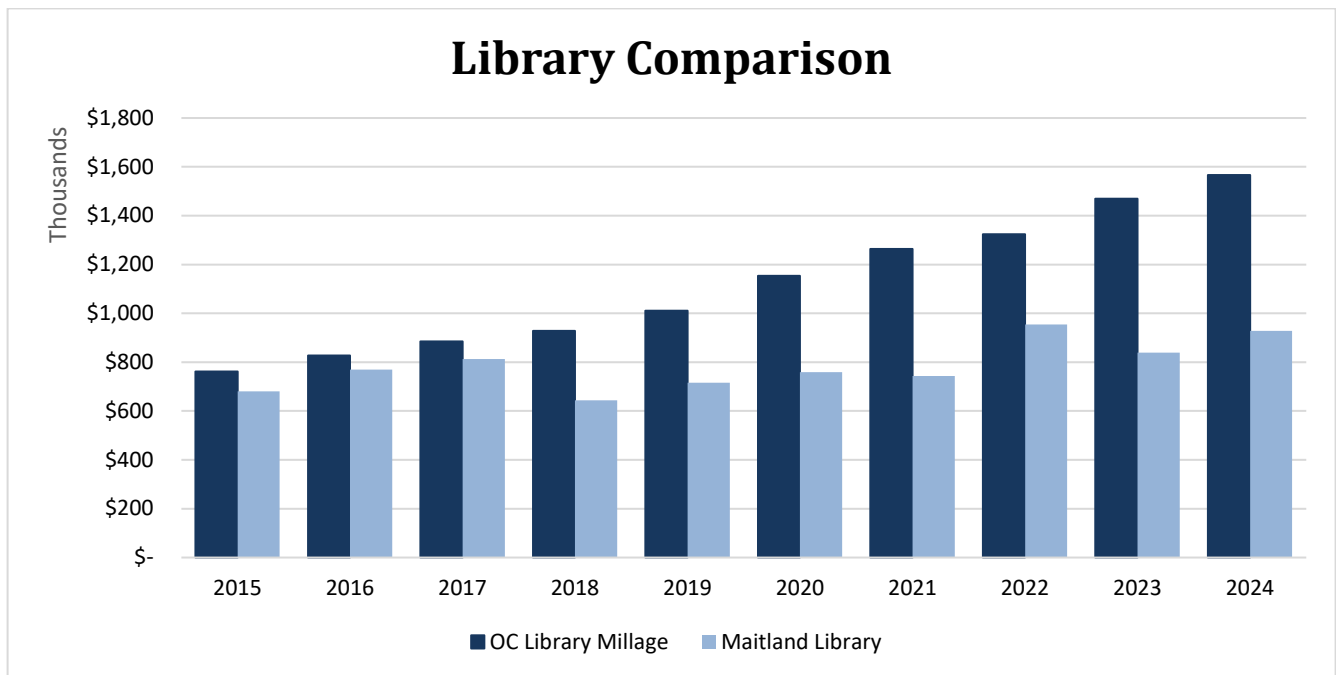
POLICY ISSUES

Annually, the Budget Draft includes ongoing budget *Policies* and corresponding tracking mechanisms associated with the policies. The Policy Information Transmittals (PIT's) are included in Section VII of the Draft. In reviewing the policies, you will note:

- *Policy 1994-3, Solid Waste Transfer* – established the annual transfer from the Solid Waste Fund to the General Fund and generates \$449K in 2023.
- *Policy 2001-2P, Emergency Medical Services Transport* – established a rate schedule for EMS transport provided by the Maitland Fire Department and generates \$650K in 2023.
- *Policy 2010-4H, Redistribution of Unreserved Fund Balance* – has been updated to reflect staff's current recommendation for changes in the designations established by Council and prior PITs.

CONTRIBUTIONS

Included in the FY 2024 budget is a Library contribution request of \$817 thousand. In FY 2023, the City contribution of \$730 thousand was reduced by \$63 thousand, from funds carried over from FY 2022 for a total of \$793K. The FY 2024 request is \$24 thousand (3%) more than the contribution in FY 2023. While classifying our funding to the Library as a "contribution," it is important to note that Maitland citizens do not pay an Orange County Library Tax. The Library's total projected City support of \$928 thousand (including life insurance, building maintenance, utilities, janitorial services, and communications charges) is 41% less than the equivalent County Library tax (0.3748 mills compared to a 0.2220 millage funding equivalent) or approximately \$1.57 million in Orange County funding. The graph below outlines the history of the Library cost as compared to the revenue that would be generated by the Orange County Library Tax and the City's taxable property values.



The FY 2024 Maitland Art and History Association contribution is budgeted at \$336 thousand, which is the same as the FY 2023 approved contribution.

CONCLUSION

As you evaluate this document, the table of contents should provide you with a road map of the various sections, and how they inter-relate. We believe the recommended budget is consistent with the policies, philosophies, and core service levels established in the CDP and voiced by Council and citizen boards throughout the year. Staff has been working on the budget internally, and with Council and citizen boards for several months. Staff, Council and the citizen boards will continue to work together to make progress towards a fiscally responsible budget plan. We are confident this budget is in the best interest of our citizens and positions the City well to meet the fiscal challenges that lie ahead.

General Fund Budget Summary

		FY 24	FY 25	FY 26	FY 27	FY 28	Total
	Millage Rate	5.2400	5.2400	5.2400	5.2400	5.2400	
Revenues/Sources							
Ad Valorem Taxes	\$	18,553,000	\$ 19,189,000	\$ 19,885,000	\$ 23,083,000	\$ 24,135,000	\$ 104,845,000
Other Taxes		4,768,000	4,823,000	4,925,040	4,967,020	5,049,020	24,532,080
Licenses & Permits		3,969,000	3,680,600	3,681,600	3,808,100	3,908,100	19,047,400
Intergovernmental		5,502,000	5,590,000	5,690,000	5,790,000	5,890,000	28,462,000
Charges for Service		1,558,000	1,546,000	1,561,000	1,591,000	1,622,000	7,878,000
Fines and Forfeits		417,000	417,000	417,000	417,000	416,000	2,084,000
Debt Proceeds		-	-	17,000,000	-	-	17,000,000
All Other Revenues		3,413,300	3,269,400	3,307,400	3,345,400	3,377,400	16,712,900
Total Revenues/Sources	\$	38,180,300	\$ 38,515,000	\$ 56,467,040	\$ 43,001,520	\$ 44,397,520	\$ 220,561,380
General Operations							
Personnel	\$	23,448,000	\$ 24,344,900	\$ 25,564,590	\$ 26,840,070	\$ 28,183,330	\$ 128,380,890
Operating		11,830,150	11,831,657	12,207,909	12,269,749	12,487,793	60,627,258
Replacement Capital		1,988,000	13,630	1,705,760	2,049,395	223,315	5,980,100
Contributions		1,165,850	1,180,000	1,200,000	1,220,000	1,240,000	6,005,850
Total Operating Expenses	\$	38,432,000	\$ 37,370,187	\$ 40,678,259	\$ 42,379,214	\$ 42,134,438	\$ 200,994,098
Funds Remaining		(251,700)	1,144,813	15,788,781	622,306	2,263,082	19,567,282
CIP	\$	5,250,000	\$ 2,400,000	\$ 22,300,000	\$ 2,150,000	\$ 3,500,000	\$ 35,600,000
Budget Reductions		(909,000)	-	-	-	-	-
Recommendations		82,000	102,100	108,410	113,930	120,670	527,110
Total CIP & Recomm	\$	4,423,000	\$ 2,502,100	\$ 22,408,410	\$ 2,263,930	\$ 3,620,670	\$ 36,127,110
Impact on Fund Balance		(4,674,700)	(1,357,287)	(6,619,629)	(1,641,624)	(1,357,588)	\$ (16,559,828)

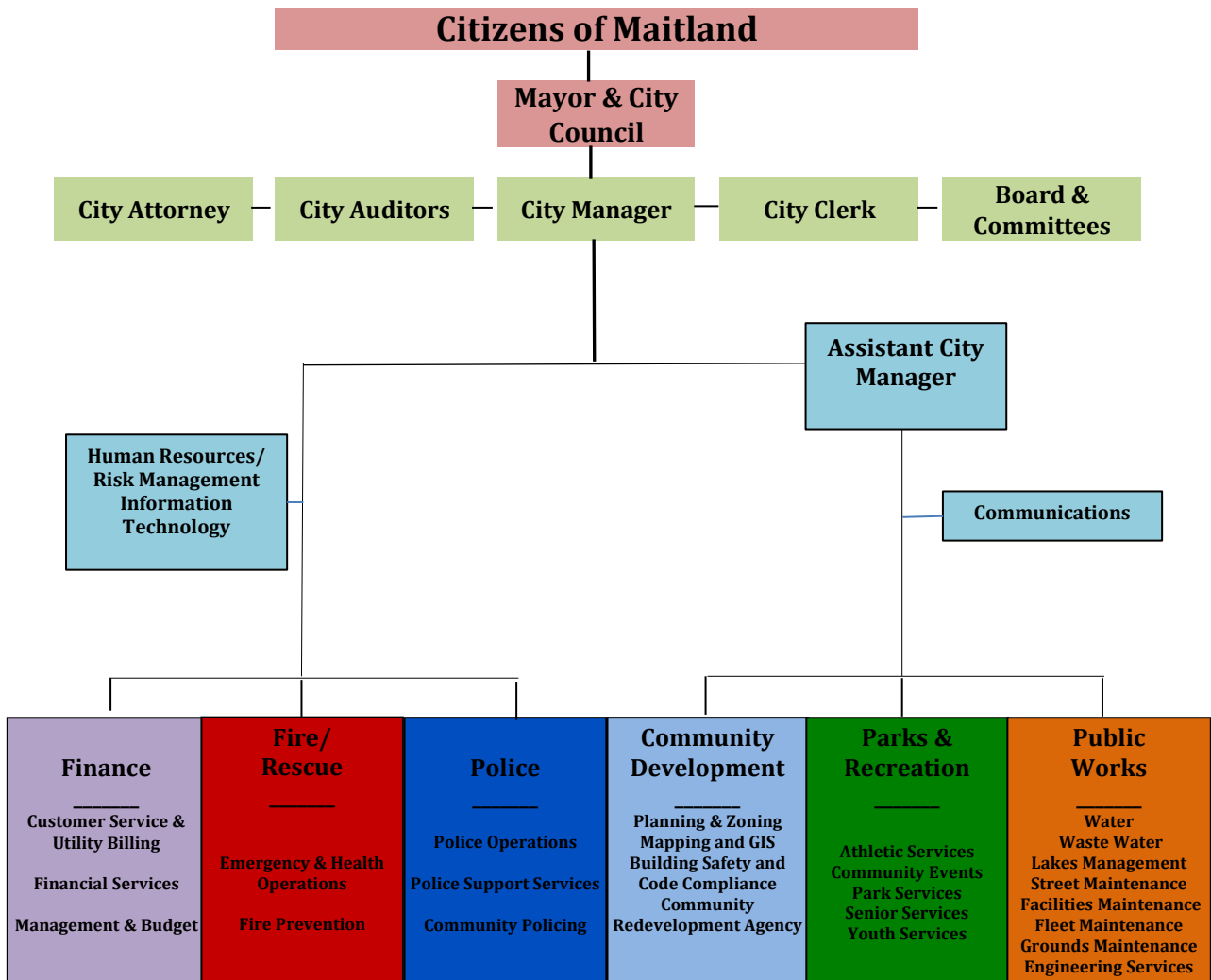
	Beginning	FY 24	FY 25	FY 26	FY 27	FY 28	Ending
Designations							
Grant Matching	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Op Contingency	750,000	-	-	-	-	-	750,000
Vehicle/Equip	3,844,000	492,000	(600,000)	100,000	(500,000)	500,000	3,836,000
IT / Radios	129,000	129,000	129,000	129,000	129,000	129,000	774,000
Council Capital	8,459,101	(2,000,000)	-	(6,459,101)	-	-	-
FL Building Code	(89,697)	-	-	-	-	-	(89,697)
CIP	1,232,000	-	(1,232,000)	-	-	-	-
Advance from CR/	5,768,037	(2,674,700)	(2,029,230)	(1,064,107)	-	-	-
Undesignated	5,001,362	129,000	2,224,943	524,579	(1,420,624)	(2,136,588)	4,322,672
Emergency	6,327,349	(750,000)	150,000	150,000	150,000	150,000	6,177,349
Total	31,771,152	(4,674,700)	(1,357,287)	(6,619,629)	(1,641,624)	(1,357,588)	16,120,324

Detail of Budget Reductions:

Vehicle Replacements	909,000	-	-	-	-	909,000
Total Reductions	\$ 909,000	\$ -	\$ -	\$ -	\$ -	\$ 909,000

				FY 2023 ADOPTED AUTHORIZATION TABLE BY PROGRAM							
				FULL TIME	PART TIME	TEMP / SEASON	TOTAL DEPT				
CITY MANAGER				1				BUILDING SAFETY & CODE COMPLIANCE			
CITY MANAGER				1				BUILDING OFFICIAL			
ASSISTANT CITY MANAGER				1				PLANNING & PERMIT COORDINATOR			
SUSTAINABILITY COORDINATOR				1				PERMIT SPECIALIST			
CITY COUNCIL					5			BUILDING INSPECTOR (Unfunded-1position)			
SUB-TOTAL CITY MANAGER				3	5	0	8	CODE ENFORCEMENT OFFICER			
SUB-TOTAL CITY MANAGER				3	5	0	8	SUB-TOTAL BUILDING			
CITY CLERK								POLICE ADMINISTRATION			
CITY CLERK				1				POLICE CHIEF			
RECORDS MANAGEMENT SPECIALIST				1				ADMINISTRATIVE ASSISTANT			
ADMINISTRATIVE ASSISTANT (reclassified Fiscal Assistant)				1				SUB-TOTAL POLICE ADMIN			
SUB-TOTAL CITY CLERK				3	0	0	3	2 0 0 2			
OFFICE OF INFORMATION TECHNOLOGY								POLICE OPERATIONS			
INFORMATION TECHNOLOGY DIRECTOR				1				DEPUTY POLICE CHIEF			
NETWORK ADMINISTRATOR				1				CAPTAIN			
INFORMATION TECHNOLOGY SPECIALIST I & II				2				LIEUTENANT			
SUB-TOTAL INFORMATION TECH				4	0	0	4	SERGEANT			
OFFICE OF HUMAN RESOURCES								PATROL OFFICER			
HUMAN RESOURCES/RISK MGMT DIRECTOR				1				DETECTIVE (1 Special Taskforce)			
HUMAN RESOURCES/RISK MGMT GENERALIST				1				SCHOOL RESOURCE OFFICER			
HUMAN RESOURCES SPECIALIST				1				SCHOOL CROSSING GUARD			
SUB-TOTAL HUMAN RESOURCES				3	0	0	3	SUB-TOTAL POLICE OPERATIONS			
SUB-TOTAL HUMAN RESOURCES				3	0	0	3	52 5 0 57			
COMMUNICATIONS								POLICE SUPPORT SERVICES			
PUBLIC INFORMATION & COMMUNICATIONS OFFICER				1				CAPTAIN			
SUB-TOTAL COMMUNITY RELATIONS				1	0	0	1	SERGEANT			
FINANCIAL SERVICES								PROFESSIONAL STANDARDS/RECORDS MGR.			
FINANCE DIRECTOR				1				POLICE RECORDS ASSISTANT			
ACCOUNTING MANAGER				1				COMMUNITY SERVICE OFFICER			
ACCOUNTANT				1				CRIME SCENE INVESTIGATOR SPECIALIST			
ACCOUNTING ASSISTANT				1				SUB-TOTAL POLICE SUPP SVS			
ACCOUNTING/PAYROLL COORDINATOR				1				9 0 0 9			
MGMT & BUDGET MANAGER (frozen)				1				FIRE ADMINISTRATION			
SUB-TOTAL FIN SVS				6	0	0	6	FIRE CHIEF			
CUSTOMER SERVICE								ADMINISTRATIVE ASSISTANT			
UTILITY BILLING/CUSTOMER SERVICE SUPERVISOR				1				FISCAL ASSISTANT			
UTILITIES BILLING TECHNICIAN				2				SUB-TOTAL FIRE ADMIN			
CUSTOMER SERVICE REPRESENTATIVE				1				3 0 0 3			
SUB-TOTAL CUST SRVC				4	0	0	4	EMERGENCY & HEALTH OPERATIONS			
								DEPUTY FIRE CHIEF			
								DIVISION CHIEF (TRAINING)			
								BATTALION CHIEF			
								LIEUTENANT			
								ENGINEER/PARAMEDIC			
								FIREFIGHTER/EMT/PARAMEDIC			
								FIRE MARSHAL			
								FIRE INSPECTOR (NON-CERTIFIED)			
								SUB-TOTAL EMER & HEALTH			
								43 1 0 44			
								PARKS AND RECREATION			
								PARKS & RECREATION DIRECTOR			
								ADMINISTRATIVE ASSISTANT			
								SUB-TOTAL P&R ADMIN			
								2 0 0 2			
								COMMUNITY SERVICES			
								COMMUNITY EVENTS COORDINATOR			
								SUB-TOTAL COMMUNITY SERVICES			
								1 0 0 1			
								STREET MAINTENANCE			
								STREETS MAINTENANCE SUPERVISOR			
								STREETS FOREMAN			
								TRADESWORKER I			
								SUB-TOTAL STREETS MAINT			
								5 0 0 5			
								FLEET MAINTENANCE			
								FLEET MAINTENANCE SUPERVISOR			
								VEHICLE MECHANIC III			
								VEHICLE MECHANIC I/II			
								SUB-TOTAL FLEET MAINTENANCE			
								5 0 0 5			
								WATER OPERATIONS			
								UTILITIES SUPERINTENDENT			
								PROJECT MANAGER			
								MAP GIS TECHNICIAN			
								ELECTRICIAN/INSTRUMENTATION OPERATOR			
								UTILITIES FOREMAN			
								WATER OPERATOR "C"			
								CROSS CONNECTION CTRL TECH I			
								UTILITIES TECHNICIAN II			
								UTILITIES TECHNICIAN I			
								UTILITIES LINE LOCATOR			
								SUB-TOTAL WATER			
								13 0 0 13			
								ARBOR/BEAUTIFICATION SERVICES			
								ARBORIST / LANDSCAPE SPECIALIST			
								URBAN FORESTRY CREW LEADER			

					FY 2023 ADOPTED AUTHORIZATION TABLE BY PROGRAM														
WASTEWATER OPERATIONS										INTEGRATED PEST MGT SPEC					1				
UTILITIES MANAGER										INTEGRATED PEST MGT TECH					1				
PROJECT MANAGER										URBAN FORESTER					1				
UTILITIES FOREMAN										SUB-TOTAL ARBOR/BEAUTIFICATION SERVICES					5	0	0	5	
UTILITIES LINE LOCATOR										GROUNDS MAINTENANCE									
UTILITIES TECHNICIAN II										GROUNDS MAINTENANCE SUPERVISOR					1				
UTILITIES TECHNICIAN I										GROUNDS FOREMAN					2				
SUB-TOTAL WASTEWATER					9	0	0	9	CREW LEADER					4					
STORMWATER/LAKES										TRADESWORKER					15				
ENVIRONMENTAL SCIENTIST										IRRIGATION SPECIALIST					1				
STAFF ENGINEER										IRRIGATION TECHNICIAN					1				
STORMWATER FOREMAN										SUB-TOTAL GROUNDS MAINTENANCE					24	0	0	24	
ENVIRONMENTAL SPECIALIST																			
SUB-TOTAL STORMWATER					7	0	0	7											
FACILITIES MAINTENANCE										TOTAL GENERAL FUND					209	17	0	226	
FACILITIES MANAGER										TOTAL UTILITIES					22	0	0	22	
FACILITIES MAINTENANCE SUPERVISOR										TOTAL STORMWATER / LAKES					7	0	0	7	
FACILITIES FOREMAN										TOTAL UNFUNDED POSITIONS					2	0	0	2	
TRADESWORKER I										TOTAL FUNDED					236	17	0	253	
SUB-TOTAL FACILITIES MAINT					6	0	0	6						Funded FTE= 244.5					
Effective 10/01/2023 - Updated 05/01/24																			



Fiscal Year 2024 Budget Calendar

JULY 2023		
7/17/2023 Monday 5:30 PM	City Council Workshop	General Fund Workshop Presentation
7/18/2023 Tuesday 12:00 PM	City Council Workshop	Art & History Museums and Maitland Public Library Budget Workshop
7/24/2023 Monday 5:30 PM	City Council Meeting	Set Tentative Millage Rate for Ad Valorem Taxes - Council Decision Item First Reading CIP Draft
AUGUST 2023		
8/7/2023 Monday 5:30 PM	City Council Workshop	Budget Workshop - Community Redevelopment Agency, Stormwater Fund, Water & Sewer Fund, and Solid Waste Fund
8/28/2023 Monday 6:30 PM	City Council Meeting	Council Decision - Set Stormwater Rate
SEPTEMBER 2023		
9/11/2023 Monday 6:30 PM	City Council Meeting	Council Decisions - Truth in Millage Compliance & First Reading of Tentative Budget, CIP Draft & Solid Waste Rates
9/25/2023 Monday 6:30 PM	City Council Meeting	Public Hearing and Second Reading - Millage Adoption Final Budget Adoption, Solid Waste Rates Adoption of Capital Improvements Program FY 2024 - 2028

FINANCIAL SECTION

REVENUES

EXPENDITURES

RECOMMENDATIONS

MISCELLANEOUS FUNDS

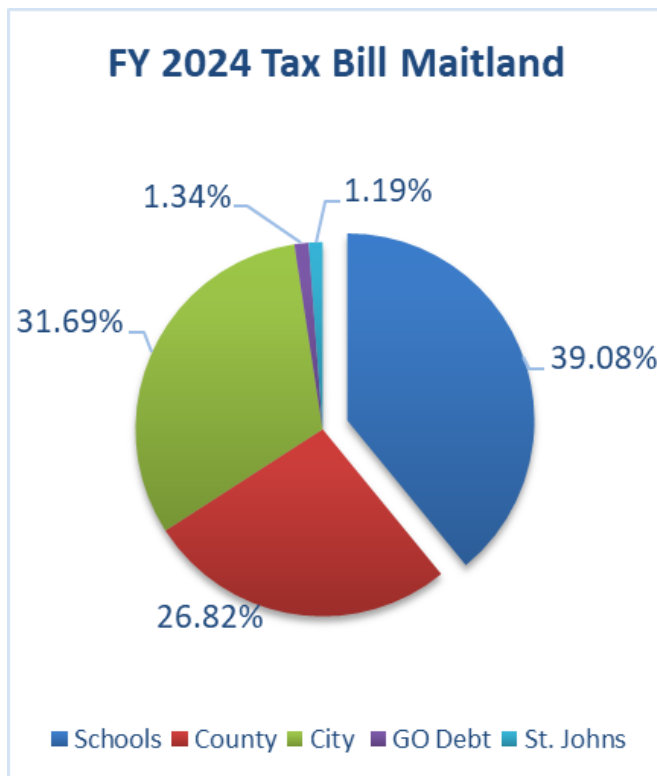
MEMORANDUM Administration

TO: Mayor and Council
FROM: Mark Reggentin, Interim City Manager
DATE: July 10, 2023
SUBJECT: General Fund Revenues

Following is a brief overview of the various sources of General Fund revenues and a brief description of the methodology used to project the budget for FY 2024. As of the writing of this memorandum, the City's FY 2023 revenue budget has been adjusted upwards for increases in state shared revenues as the economy continues to return to its pre-pandemic state.

TAXES AND USER FEES

Ad Valorem Tax: Ad Valorem tax is the single largest revenue producer for the City, accounting for approximately 40 percent of total general fund revenue. The amount of revenue generated is determined by the taxable values established by the Orange County Property Appraiser and the millage rate set by the City. The City's portion of the total tax bill for a Maitland resident is approximately 28.4%, or \$1,368 for a homesteaded property with a taxable value of \$300K.

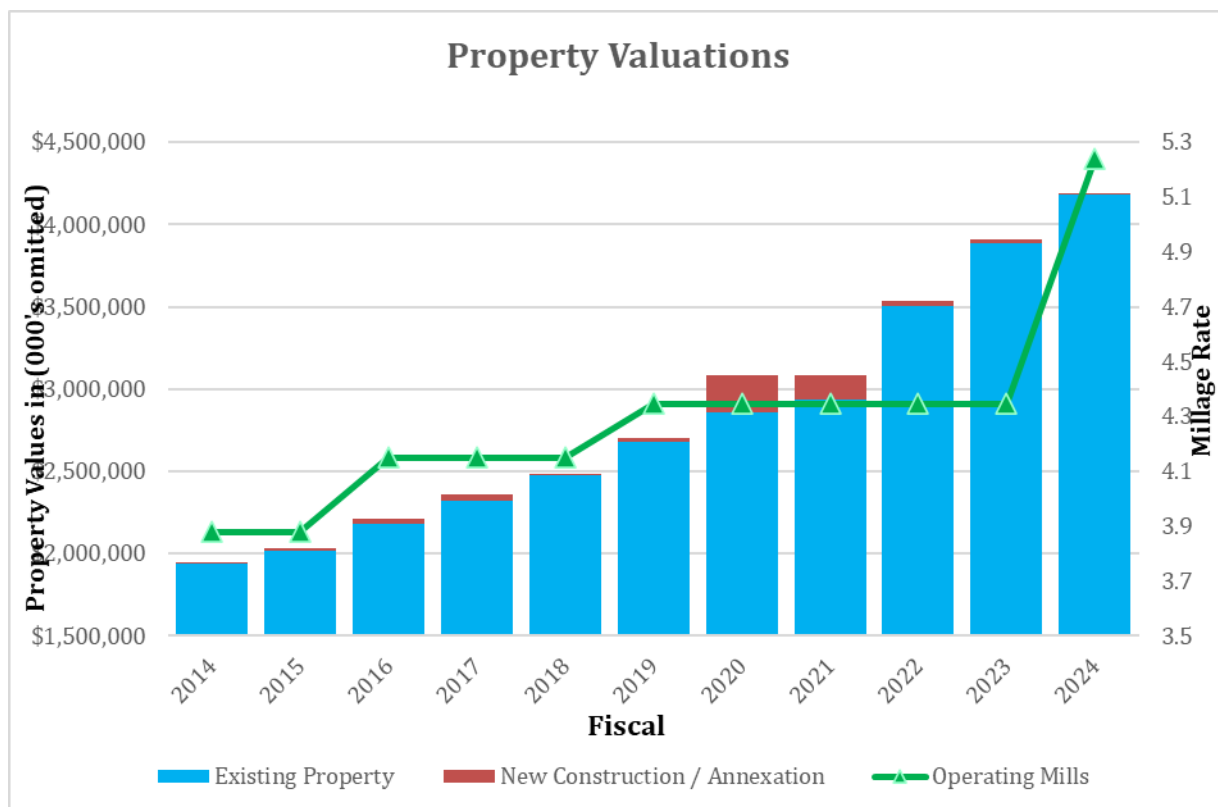


The FY 2024 (Tax Year 2023) preliminary estimate of taxable value provided by the Orange County Property Appraiser is \$4.2 billion. For FY 2024, the City must again follow two tracks when voting and reporting the tentative and proposed millage rates. Two rules provide guidance: the traditional "Truth in Millage" or TRIM advertising requirements and the Maximum Millage voting requirements. The TRIM rate, which is most commonly referred to as the "rollback rate," is 3.9862. The "rollback rate" is the millage rate that would be required to generate the same amount of Ad Valorem tax revenue as FY 2023. The Maximum Millage rules applicable to operating millage for local governments require that certain votes are recorded at various millage rate levels.

The following are the voting requirements for the three levels established by the City's Maximum Millage rates:

- By a majority vote, the City Council may levy a maximum millage equal to the “adjusted” rolled back rate for FY 2024 adjusted for the change in per capita income (1.0284 for FY 2024). The millage rate allowable by a simple majority vote is 4.9464.
- By two-thirds vote, the City Council may levy a millage equal to 110% of the majority vote maximum millage rate. The millage rate allowable by a two-thirds vote is 5.4410.
- By a unanimous vote or a referendum, the City Council or electorate may levy any millage up to the constitutional or statutory maximum millage (10 mills).

The budget has been prepared using a millage rate of 5.2400 which requires a two-thirds vote to adopt. Maitland's estimated ad valorem revenue for FY 2024 is projected to be \$18.6M, approximately \$4.1M (28.1%) more than the FY 2023 budgeted amount. This increase includes new construction taxable value increases of \$4.4M, which accounts for about 2.3% of the increase. The increase is further diluted due to, between budget adoption in October 2022 and the final tax role at the conclusion of the Value Adjustment Board in April 2023, the City's taxable value decreased \$9M or point two percent. The following graph shows the history of the property valuation and prior millage rates.

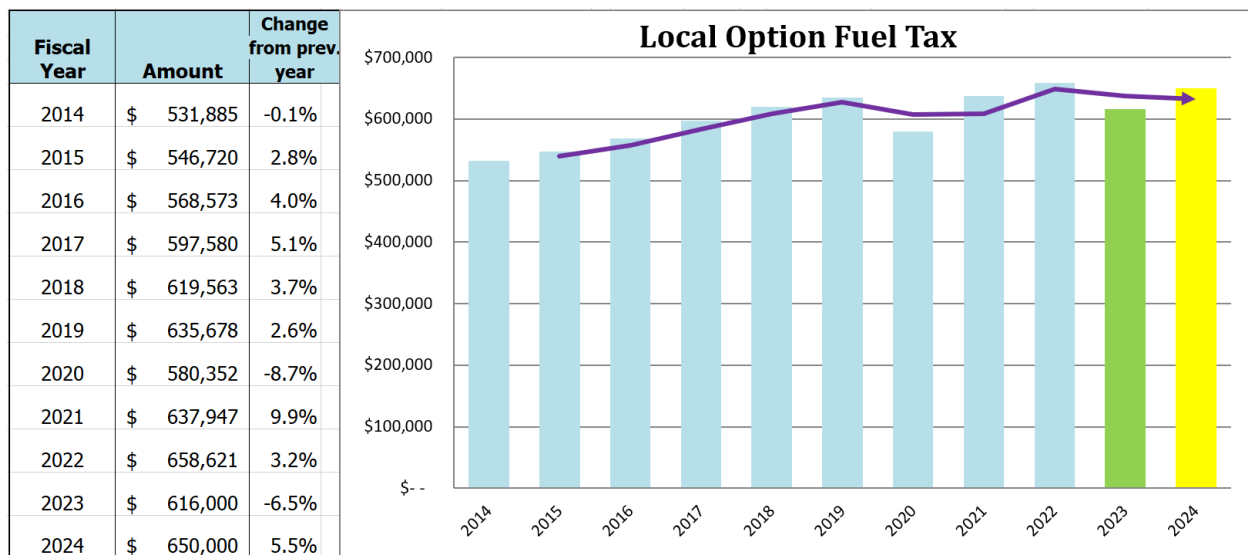


Property valuations related to the Downtown Maitland CRA are frozen at their base (2002 tax year) values of \$90M. This allows the CRA to capture both the City and County's portions of the incremental ad valorem taxes towards improvements in the district. The FY 2024 valuation associated with the CRA district is estimated at \$454M, reflecting a gain of \$43M or 10.41% from the FY 2023 final taxable value.

In addition to the projected general ad valorem taxes, voters approved borrowing up to \$18.5M to be funded with taxes not to exceed 0.50 mills in July, 2004. The General Obligation (GO) bonds were issued to finance the construction of a Police Station, Fire Station and City Hall. Additionally, proceeds were used to re-finance the bank loan for the Public Works Yard. In FY 2014, the GO bonds were refinanced with a bank note, resulting in a net present value savings of \$1.2 million and reducing future debt services payments by \$1.7 million. Debt service on the note for FY 2024 is \$821 thousand and represents approximately 0.202 mills. The GO Bond debt service fund and CRA Trust fund are discussed in more detail in the Miscellaneous Funds section of the budget.

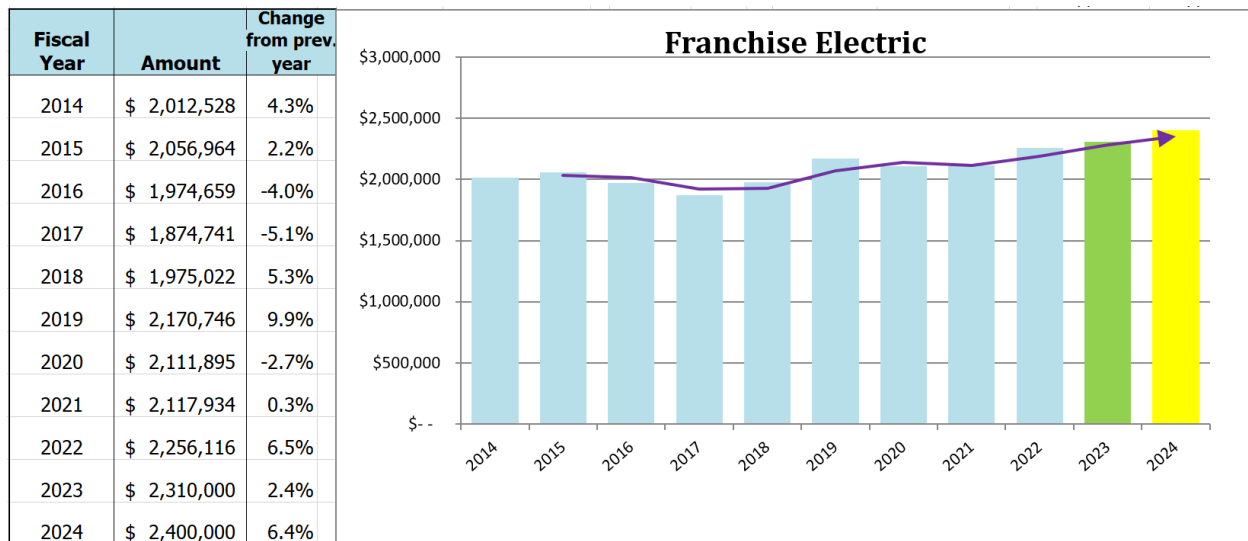
Local Option Fuel Tax: This six cents per gallon county-wide tax is allocated to the City based upon an inter-local agreement with Orange County. The City's allocation is dependent upon both gallons of gas sold and shifts in statewide population. The distribution of the local option fuel (gas) tax is based upon a population formula that is updated annually based on data provided by the Bureau of Economic and Demographic Research within the Executive Office of the Governor.

The State's FY 2024 estimates will not be released until mid-July. Maitland's population is based on the adjusted figure for FY 2023 of 19,545; a slight decrease from the prior year. The FY 2024 projection is \$650 thousand, which is 5.5% higher than FY 2023. The estimate is based on the continued return to normal levels of distribution and prior year average increases.



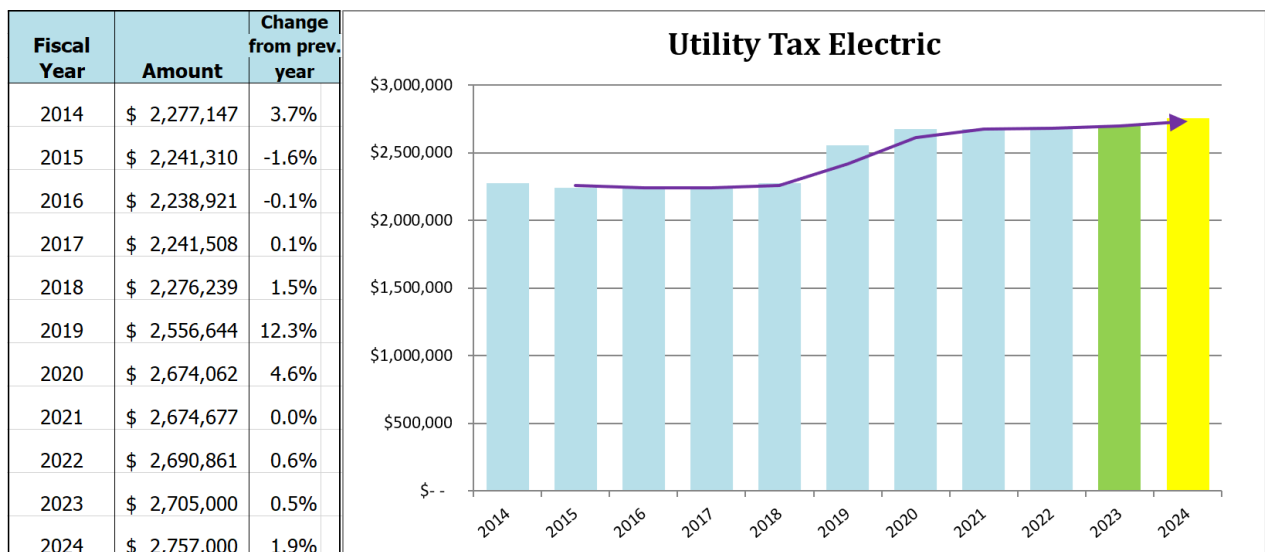
Franchise Fees: Fees are levied on certain utilities by the City for the privilege of doing business within the City. Franchise holders include Duke Energy and TECO Utilities, as well as non-exclusive franchise holders for construction and demolition debris. Most fees are based on gross revenues, and fluctuate with changes in consumption and rates charged by the franchise holders. Per Florida Public Service Commission rules, the utility may collect that fee only from its customers receiving service within that municipality. The franchise for electrical power was renewed in August 2005 through 2035. FY 2024 reflects an increase from FY 2023 of \$90 thousand. The City is projecting approximately \$2.4M in FY 2024, an increase of 3.9% over the FY 2023 revised budget.

The projection for FY 2024 is based on anticipated power consumption, average temperatures, and receipts through three quarters of FY 2023.

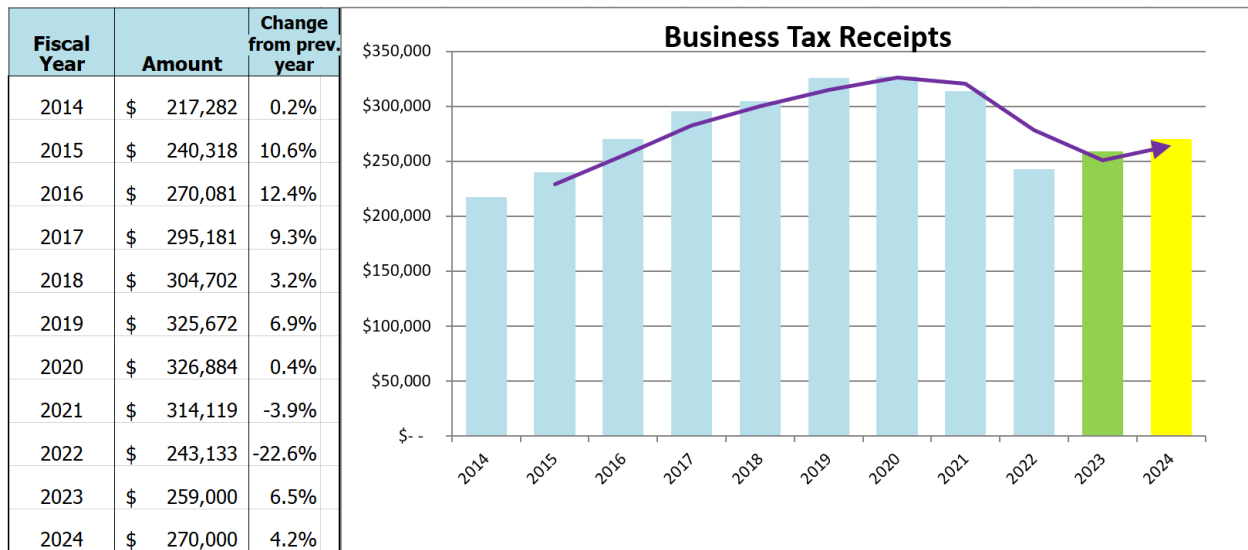


FY 2024 will be the fourth full year of natural gas franchise revenue and is budgeted at \$16 thousand. Non-exclusive franchise fees for construction roll-off is budgeted at \$80 thousand based upon consistent renovation and construction activity.

Utility Service Tax: A utility tax is charged on homes and businesses located within the City. These taxes are assessed on the total amount of monthly bills issued to customers by utility providers. Taxes are collected by the utilities and remitted to the City on a monthly basis. The present tax levy is 10 percent on electric, natural gas, fuel oil, and propane. There is no utility tax charged on water or sewer services. The largest portion of this revenue source relates to the utility tax on electric, collected by Duke Energy. This revenue tracks closely with the franchise fees, as both are based on sales (consumption and price of electric per kilo watt hour), but this tax is not applied to customers who can demonstrate an exception based on State statutes. For FY 2024, we project an increase of 2.1%.

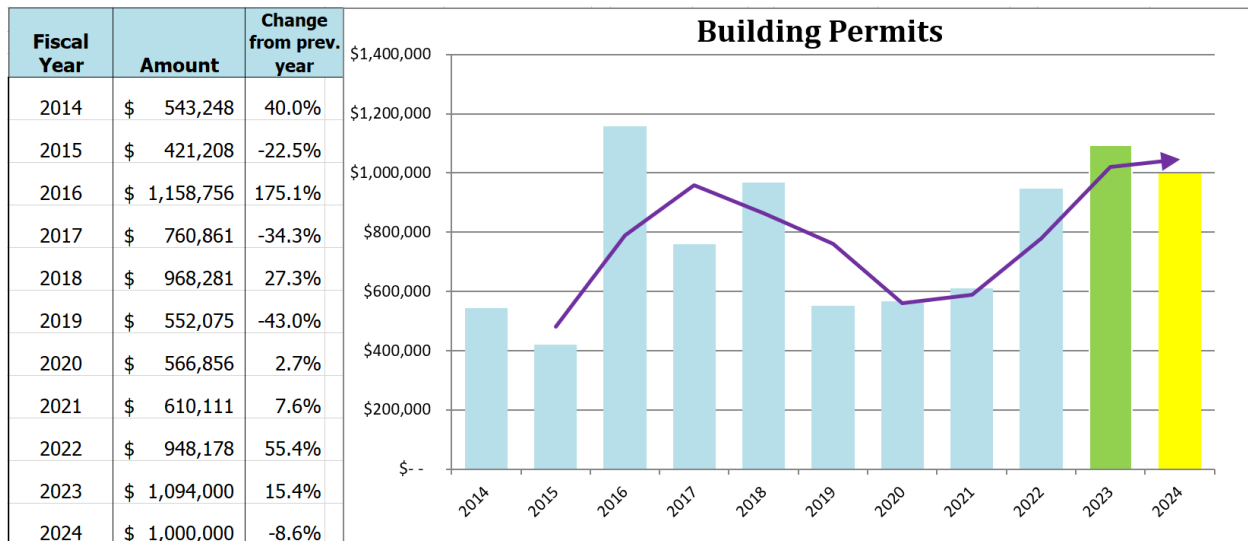


Local Business Tax Receipts (formerly occupational licenses): A person or company doing business within the City must obtain a local business tax receipt. The majority of this revenue comes from yearly renewals, with the remainder coming from new applicants. As authorized by the City's local business tax ordinance, business tax receipt charges are increased 5% biennially. Year-to-date FY 2023 receipts are tracking to an estimated 6.5% increase over FY 2022 actuals. The FY 2024 projection reflects an estimated 4.2% increase over the FY 2023 revised budget.

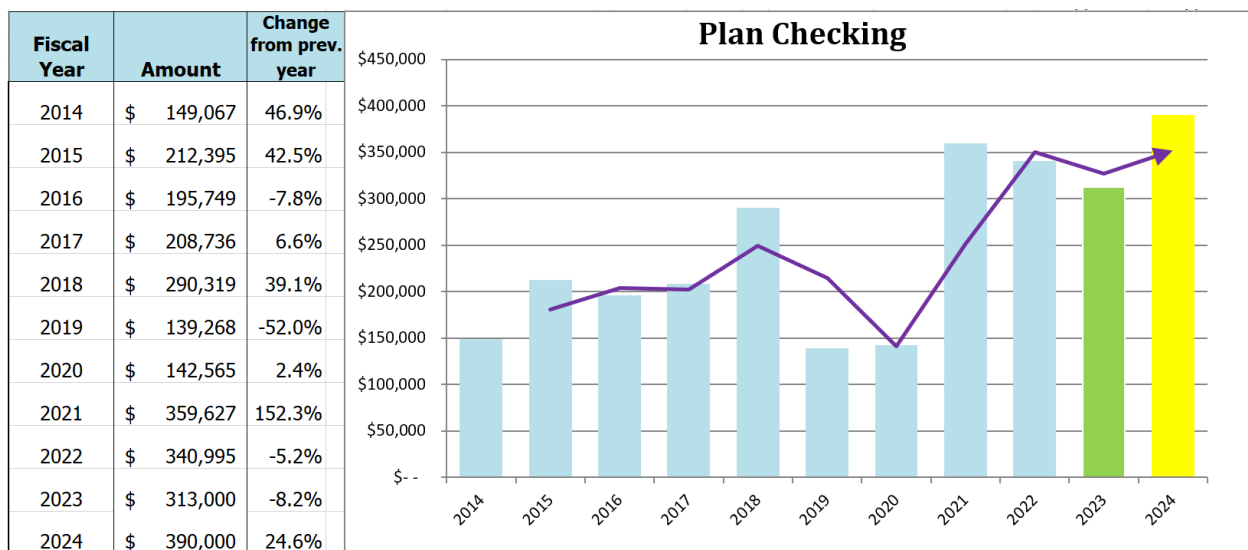


LICENSES AND PERMITS

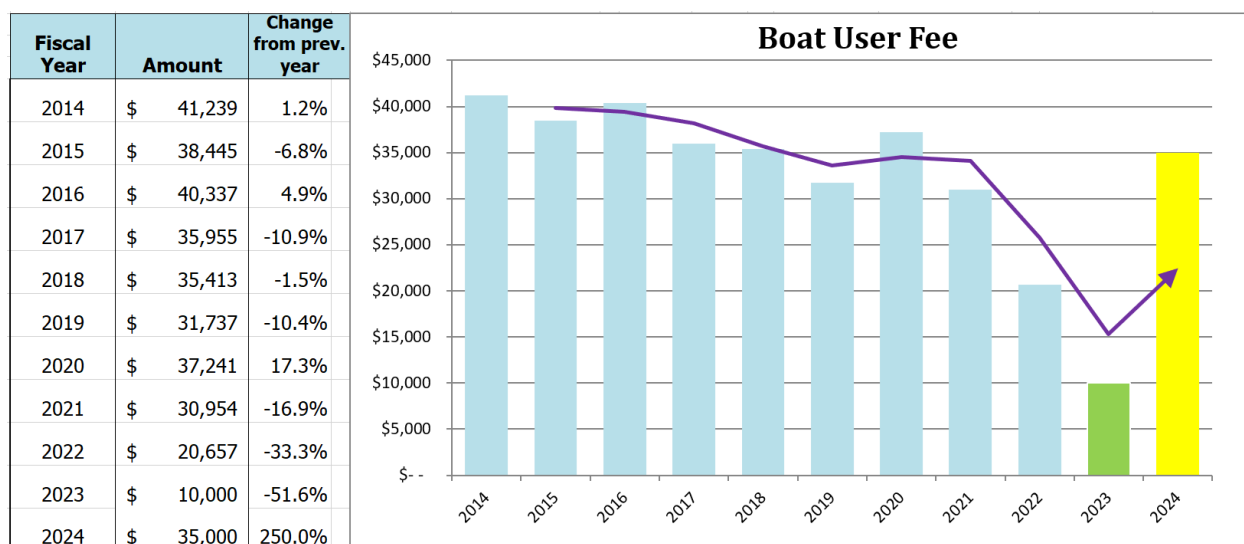
Building Permits: Revenues are generated from a combination of fees including: permit, inspection, electrical, plumbing, and special items. Permits are issued for new commercial and residential structures, alterations, roofs, mechanical projects, swimming pools, signs, fences, and fire protection systems. After issuing a permit, the City performs various inspections of the property to ensure compliance with appropriate plumbing, mechanical, gas, Americans with Disabilities Act, flood protection and fire codes. Revenue estimates are based on projected construction and renovation. The FY 2024 budget projection is 8.6% less than the FY 2023 revised collections. Through the first nine months of FY 2023, the actual receipts are on track for surpassing the original budget of \$847 thousand, as it appears construction activity will remain strong throughout the fiscal year.



Plan Checking: Plan checking fees, also tied directly to construction activity, are budgeted at a 24.6% increase for FY 2024 as compared to FY 2023 projections. FY 2023 revenues are projected at \$313 thousand. Actual fees are dependent on timing of projects coming into the City as developer projects near permitting.

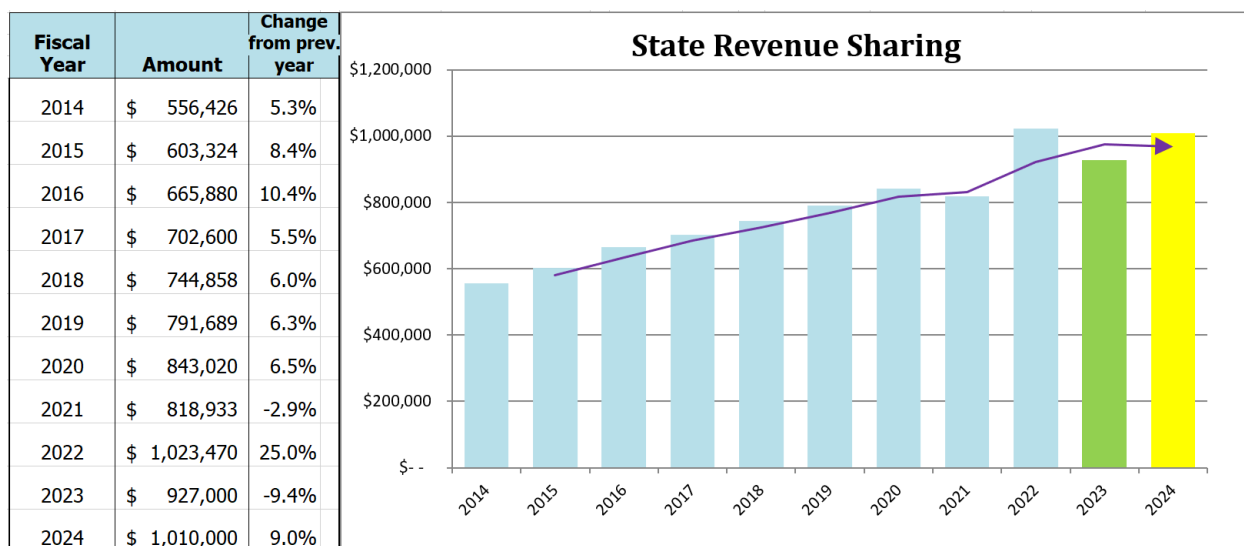


Boat User Fees: A user fee is charged to boat operators wishing to use the Maitland/Winter Park Chain of Lakes. Annual passes are based on boat and motor size and daily passes are a flat fee regardless of size. Projections are based on historical data. Projected revenue for FY 2024 is currently estimated at \$35 thousand, a 250% increase compared to the FY 2023 anticipated revenue. This is due to construction in FY 2022-2023 which has rebounded following the limited the number of boats able to access the City's boat ramp during FY 2023.



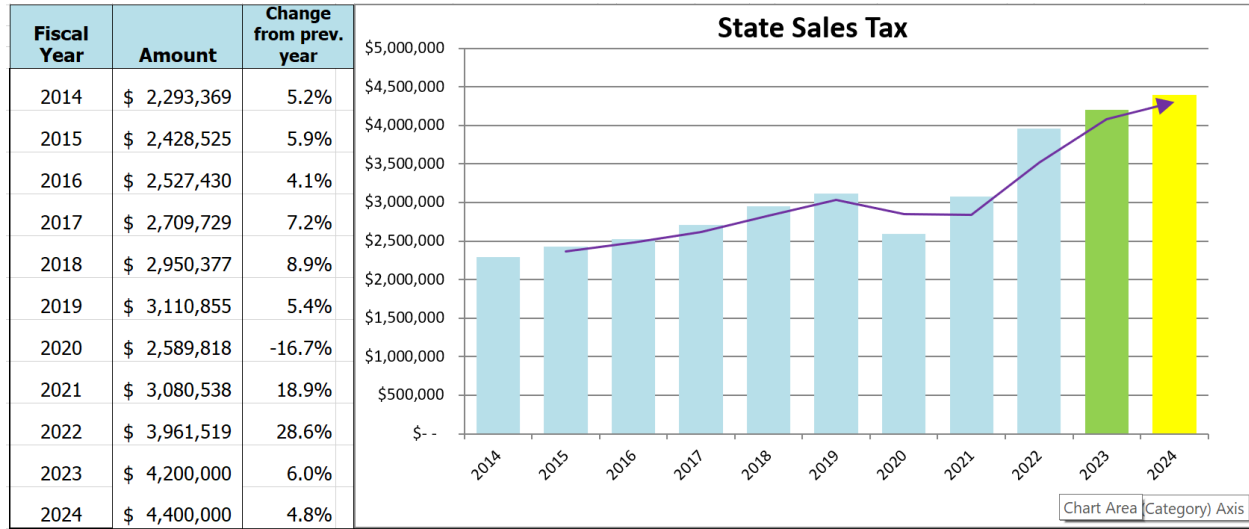
INTERGOVERNMENTAL REVENUES

State Revenue Sharing: The Municipal Revenue Sharing Program is based on a percentage of taxes and user fees collected by the State of Florida and allocated based on a formula that considers population, taxes collected within the area and ability to maintain collection. In July the State will release estimates for revenue sharing, given current inflationary trends, the City is estimating a 9% increase over FY 23 of \$927 thousand. In August the City will receive a true-up of actual receipts versus the estimated amounts paid over the State's fiscal year.

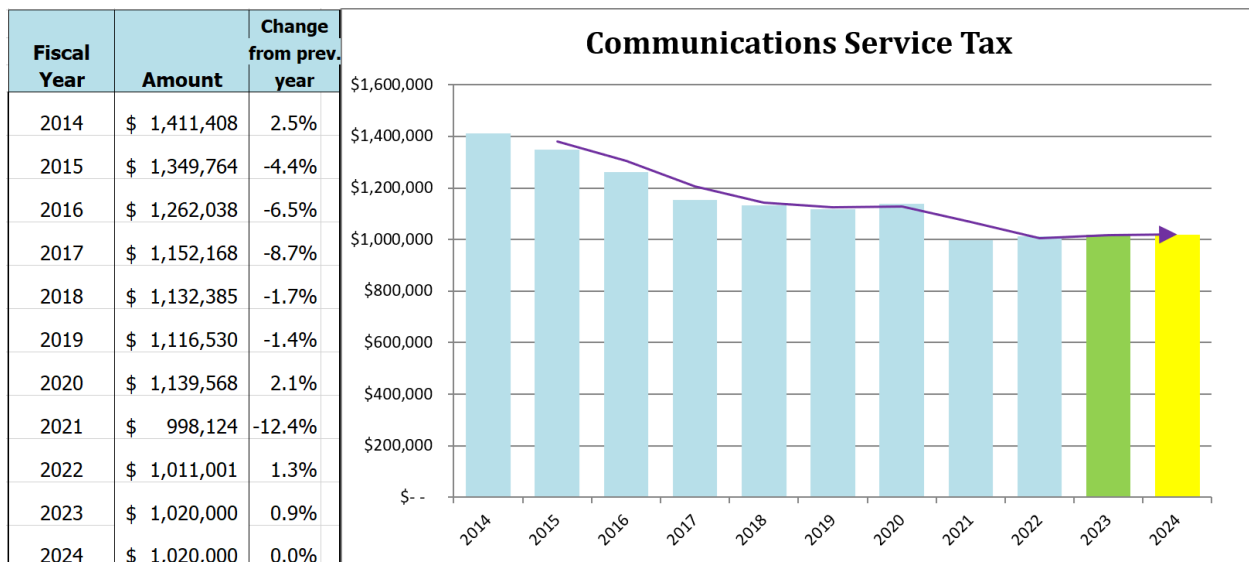


State Sales Tax: Revenues are allocated from a base consisting of one half of the fifth cent of sales tax remitted to the state. Factors considered in this distribution formula are: total sales tax collected and distributed by the State, population of the City, population of the county and population of the unincorporated areas of the county. Revenues of approximately \$3.1million were realized in FY 2021, an increase of 18.9% over FY 2020 actual receipts. Revised estimates for FY 2023 have the City projecting a 23.4% increase or \$3.8 million over FY 2021. The first estimate for FY 2024 from the State's Department of Revenue, Office of Economic and Demographic Research (information formerly provided by the Legislative Committee on

Intergovernmental Relations) will be available in late July. The FY 2024 projection anticipates \$4.2, a 10.5% increase over anticipated FY 2023.



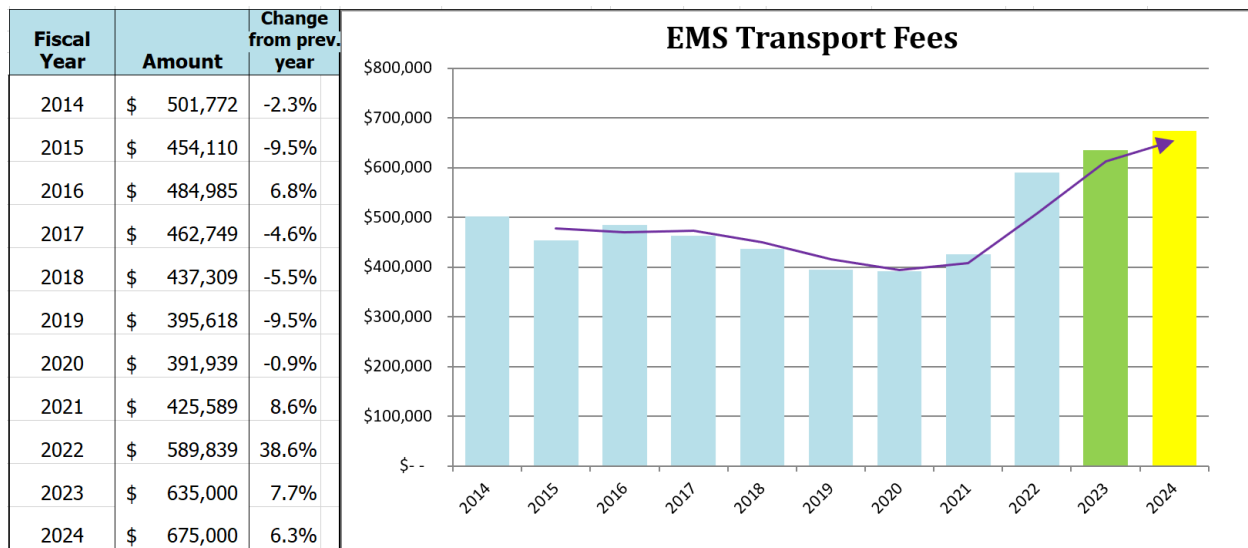
Communications Services Tax: The Communications Services Tax (“CST”) allows both the state and local communications service tax to be imposed on a broad base of telecommunications and cable services and does not discriminate between services or providers. The tax base includes the transmission of voice, data, audio, video or other information services, including cable services. The State of Florida is responsible for collecting the tax and remitting it to the various local agencies. The reliability of this revenue stream in the future is uncertain due to shifting consumer preferences away from traditional cable and phone services. Non-traditional services, such as streaming media services, are not covered by the CST legislation. Estimates from the State’s Department of Revenue, Office of Economic and Demographic Research for FY 2024 are expected to be released in July 2023. The City’s FY 2024 estimate is \$1 million.



CHARGES FOR SERVICES

General Government: Revenues consist of zoning fees, sales of maps/publications, equipment repair verification, and copying. These revenues represent an insignificant portion of overall revenues.

Public Safety: The Fire Department provides ambulance transportation services to local hospitals, which generates revenues and fees designed to cover direct costs of providing the service in accordance with *Policy 2001-2P*. The FY 2024 estimate is \$675K, an increase of \$40 thousand from the revised FY 2023 anticipated amount. In addition, EMS is supported from the Public Emergency Medical Transportation Supplemental Reimbursement Program (PEMT) available from and administered by the State Medicaid program.



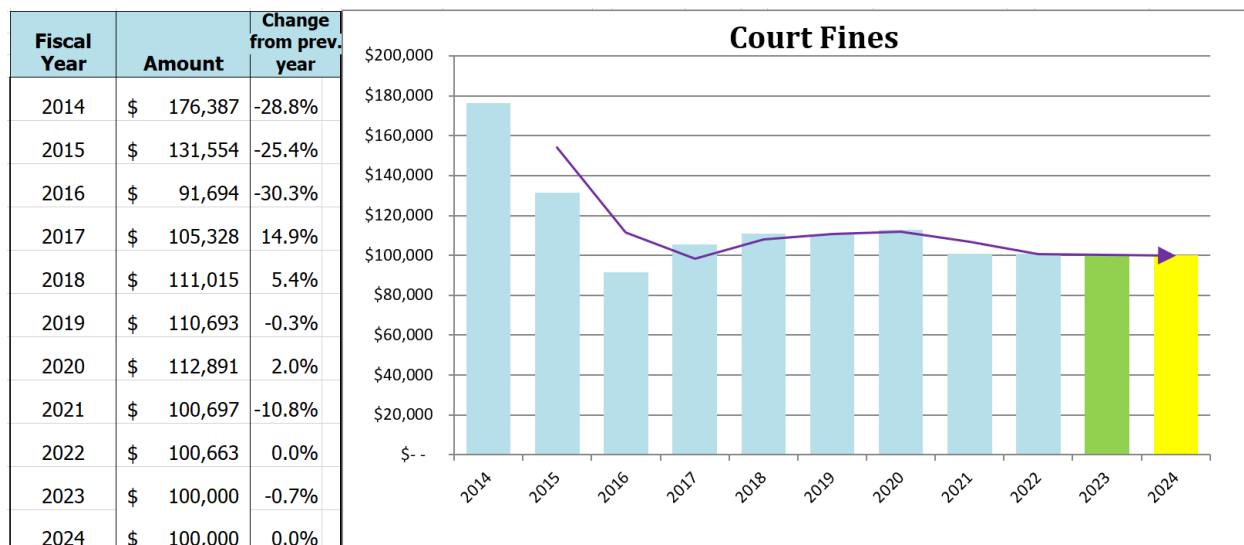
The Police Department provides off-duty officers the opportunity to work off shift hours providing security services to local businesses, non-profit organizations, and other governments. Other revenues in this category primarily include fees for responses to false security alarms and for fire alarm violations. These revenues represent a very minor portion of the City's total revenues, as they are intended to provide incentive to the property owner to correct a malfunctioning system.

Culture/Recreational: The bulk of these revenues are user fees, which are generated by athletic and recreational programs non-resident fees and/or commissions. In addition, fees are collected for concessions and facility rentals, including the Maitland Farmers' Market and park pavilions. These fees generally cover the direct costs associated with the above-mentioned programs. *Policy 1995-1J* outlined the fee schedule which was last updated at the start of FY 2023. These fees total \$403 thousand for FY 2024.

FINES AND FORFEITURES

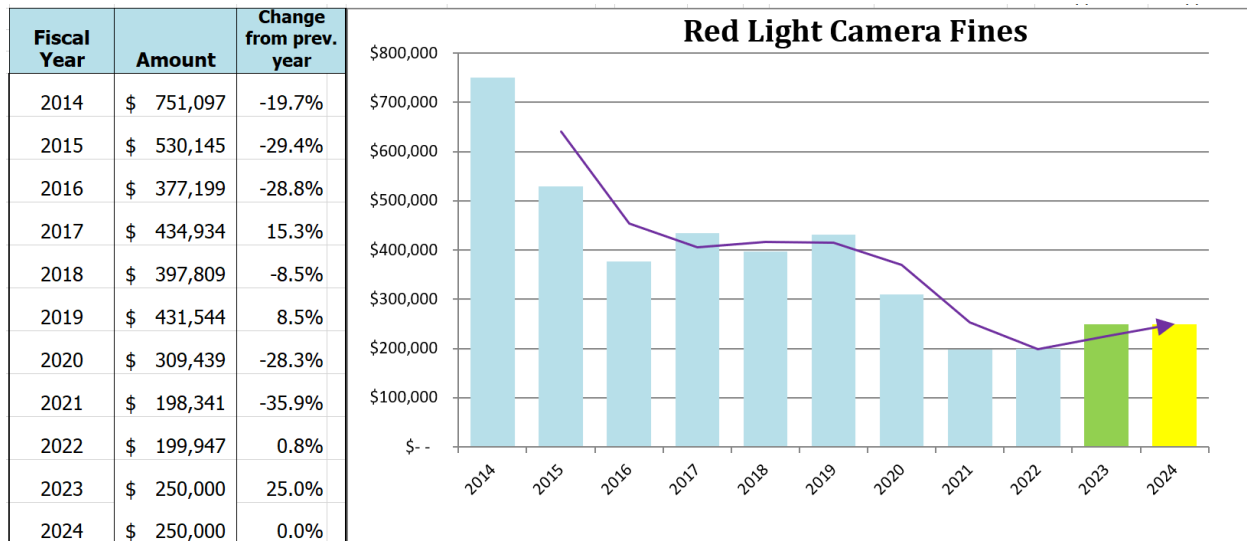
Court Fines: This revenue is the result of fines and penalties imposed by the court system for crimes committed in Maitland. The City maintains some degree of control over the number of tickets issued and arrests made, but no control over judicial sentencing. The increase in fines received in 2012 and 2013, was directly related to the implementation of the Red Light Camera

program, which was amended by the State legislature in FY 2017 and the majority of the red light camera fines that are contested now are handled via a special magistrate process at the local, rather than court level.



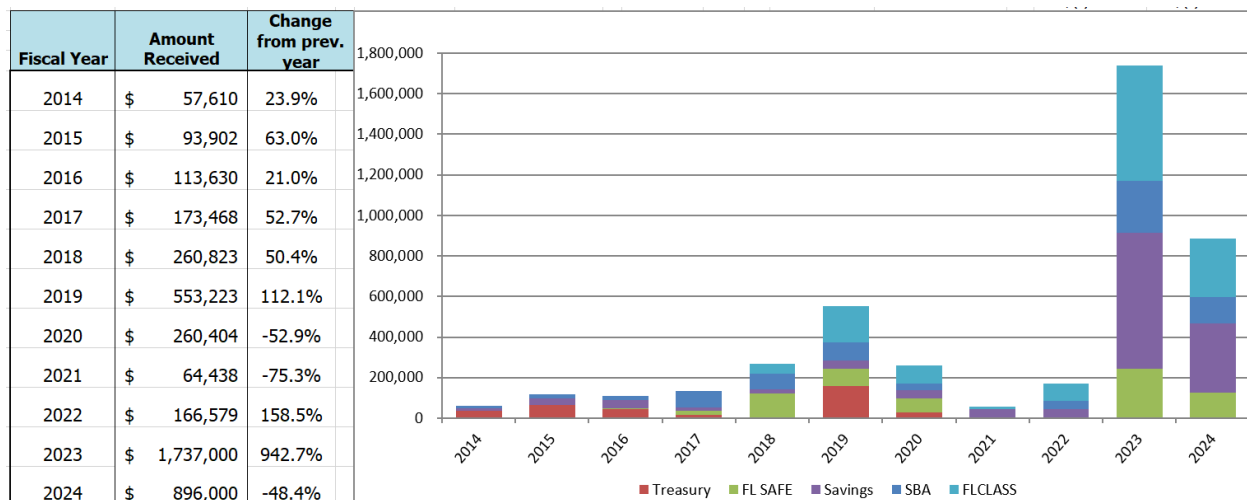
Police Education: This revenue is derived from a \$2 assessment on all moving traffic violations, including red light violations captured on camera. The use of this revenue is restricted to police educational expenses and is projected at \$9 thousand for FY 2024 for those processed through the Clerk's office and \$5 thousand for those paid to the City.

Red Light Camera Violation Fines – In June 2009, City Council approved an Ordinance which established a method and fee for charging those who do not stop appropriately at red lights. The State of Florida receives \$83 (collected by the City and remitted to the State on a weekly basis) of each \$158 violation. Of the remaining funds, \$2 of each ticket paid is deposited into an account for training expenditures for City of Maitland police officers, as mentioned above. Red light camera revenue reported in the revenue budget is the balance of the fine, or \$73 for each ticket paid. The City is then responsible for payment to the camera vendor. In 2012, the City had nine red light cameras installed, five of which were removed by roadway construction projects at those intersections. The City currently has four red light cameras operational: NB 17-92 and Lake Avenue, Horatio Avenue and NB 17-92, and NB/SB Maitland Avenue at Marion Way. The FY 2024 projection is \$250 thousand, the same as it was for 2023. Receipts decreased both in FY 2020 and in FY 2021 due to the removal of cameras and decreased traffic due to the pandemic, where we expect it to remain in the upcoming year.



MISCELLANEOUS

Investment income: This represents interest earned on savings accounts and investments authorized by the City's investment policy. The City's primary investment goal remains the preservation of principal. Given the past history of interest rate volatility, management has taken a conservative approach with respect to investment income for FY 2024. The 2024 projection is based on year-to-date FY 2023 and factoring in a conservative investment approach, given the City's past 10-year history and volatility of the Federal Reserve policy makers and the City's risk adverse investment policy. With this in mind, staff does not want to be overly reliant on investment income in developing the budget. However, if rates remain at the current levels of around 5%, this will come to Council with a request to appropriate the additional funds for projects ready to move forward.



Rents: The City has three leases from property held. One rental property is the O'Heir property (Thurston House) which is operated by a third party as a bed & breakfast. The lease was renewed in November 2021 for five years. In addition to the Thurston House, the City receives \$5 thousand per year from a billboard lease between the City and Clear Channel

Administrative Fees: These revenues to the General Fund represent expenses to the Enterprise Funds (Utilities and Solid Waste Funds) and the Stormwater Fund. The major component of the calculated revenues are charges for personnel and building expenses. The number is recalculated each year with input from the operating departments which furnish support to the Enterprise Funds and the Environmental Stormwater Fee Fund. The estimated allocation for FY 2024 administrative expenses is \$1.8 million. In addition to administrative fees, the Solid Waste Fund remits a contribution in lieu of franchise fees which is projected at \$460 thousand for FY 2024.

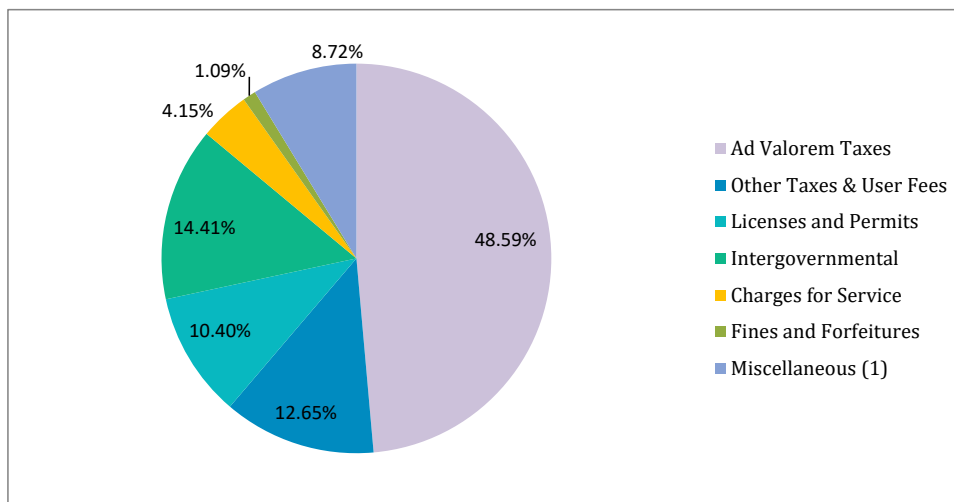
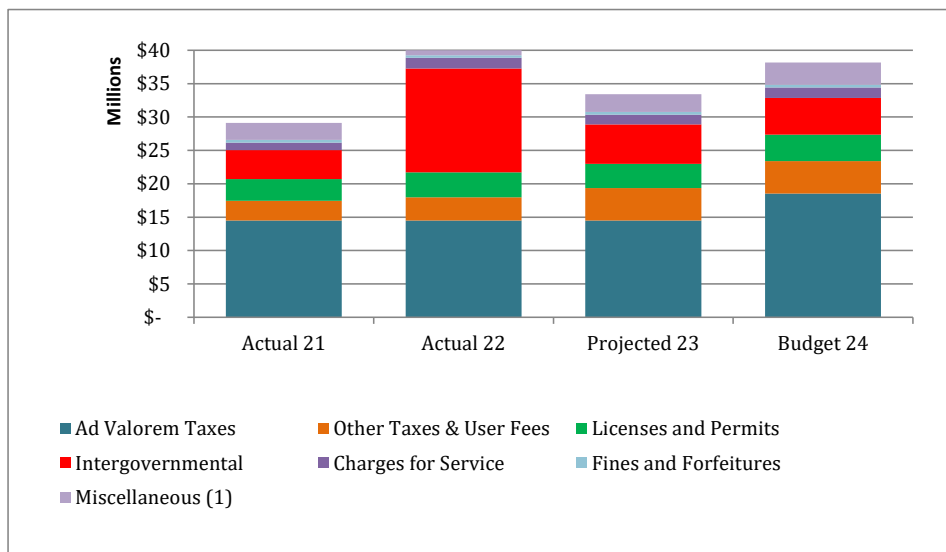
Interfund Repayment from Community Redevelopment Agency: Beginning in FY 2019, the CRA began repaying advances to the General Fund, Parks Trust Fund, Road Impact Fee Fund and Utilities Fund; that were loaned for debt service, operations and capital projects. The scheduled repayment for FY 2024 to the General Fund is \$2.7 million, which will leave a balance of \$3.1 million at the end of FY 2024.

GENERAL FUND REVENUE SUMMARY

	Mills	Actual 21 4.3453	Actual 22 4.3453	Projected 23 4.3453	Budget 24 5.2400	Increase/ (Decrease)	
Ad Valorem Taxes	\$	14,483,500	\$ 14,483,500	\$ 14,483,500	\$ 18,553,000	4,069,500	28.1%
Other Taxes & User Fees		2,960,578	3,502,126	4,859,500	4,828,000	(31,500)	-0.6%
Licenses and Permits		3,257,452	3,712,325	3,638,600	3,969,000	330,400	9.1%
Intergovernmental		4,333,086	15,591,040	5,916,000	5,502,000	(414,000)	-7.0%
Charges for Service		1,147,001	1,573,674	1,444,600	1,583,000	138,400	9.6%
Fines and Forfeitures		377,471	377,217	410,500	417,000	6,500	1.6%
Miscellaneous ⁽¹⁾		2,554,555	2,626,996	2,664,800	3,328,300	663,500	24.9%
		29,113,643	41,866,878	33,417,500	38,180,300	4,762,800	14.3%

Transfer To/(from) Fund Balance **4,674,700**

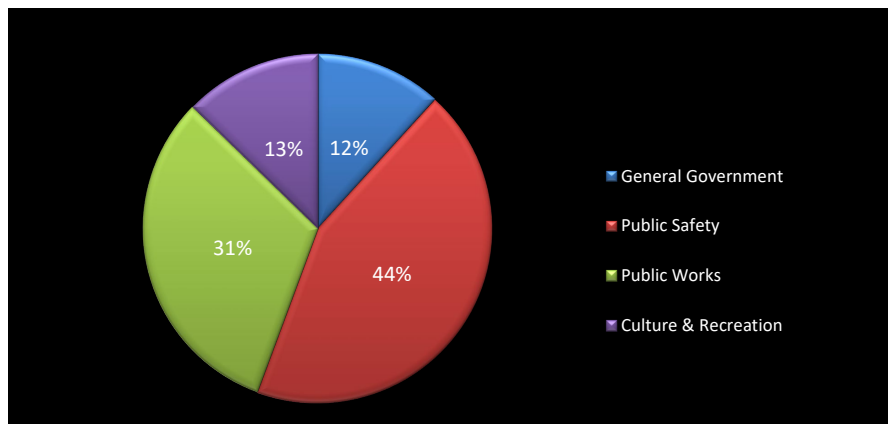
Total Sources of Funds **\$ 42,855,000**



(1) - Miscellaneous includes investment income, rents, penalties, assessments, administrative revenue, interfund transfers and contributions.

FY 2024 PROGRAM BUDGETS - GENERAL FUND - SUMMARY BY FUNCTION

Function	Personnel	Operating	Contributions / Transfers	Capital	Recommendations	Budget FY24	Adjusted Budget FY23	Change
General Government	\$ 3,677,000	\$ 1,186,150	\$ 8,850	\$ 110,000	\$ 46,000	\$ 5,028,000	\$ 5,685,328	-12%
Public Safety	14,613,000	3,872,000	-	320,000	-	18,805,000	17,087,756	10%
Public Works	4,151,000	5,844,000	-	3,569,000	-	13,564,000	16,672,856	-19%
Culture & Recreation	1,007,000	928,000	1,157,000	2,330,000	36,000	5,458,000	4,163,382	31%
Total	\$ 23,448,000	\$ 11,830,150	\$ 1,165,850	\$ 6,329,000	\$ 82,000	\$ 42,855,000	\$ 43,609,322	-2%



FY 2024 PROGRAM BUDGETS - GENERAL FUND								
PROGRAM	Personnel	Operating	Contribution / Transfer	Capital	Recom-mendations	Budget FY24	Adjusted Budget FY23	Change
110 - City Council	\$ 31,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 51,000	\$ 44,000	16%
121 - City Mgr	574,000	230,000	-	-	-	804,000	783,120	3%
122- Communications	-	170,000	-	-	-	170,000	160,000	6%
131 - Info Tech	448,000	318,000	-	110,000	-	876,000	1,435,633	-39%
132 - Finance	508,000	82,000	-	-	-	590,000	529,073	12%
133 - Citizen Serv.	298,000	2,000	-	-	-	300,000	247,000	21%
134 - Human Resources	457,000	200,000	-	-	46,000	703,000	828,349	-15%
136 - Comm Rel.	158,000	12,000	-	-	-	170,000	126,000	35%
151 - P & Z	807,000	30,150	8,850	-	-	846,000	882,742	-4%
152 - GIS	120,000	82,000	-	-	-	202,000	259,215	-22%
191 - City Clerk	276,000	40,000	-	-	-	316,000	390,196	-19%
210 - PD Admin	313,000	11,000	-	-	-	324,000	256,000	27%
211 - PD Operations	6,634,000	646,000	-	80,000	-	7,360,000	6,376,829	15%
212 - PD Support	874,000	995,000	-	-	-	1,869,000	1,630,250	15%
220 - Fire Admin	385,000	16,000	-	-	-	401,000	303,000	32%
221 - Fire Ops	5,980,000	1,202,000	-	240,000	-	7,422,000	7,273,785	2%
240 - Bldg Dept	427,000	1,002,000	-	-	-	1,429,000	1,247,892	15%
270 - Arbor	352,000	701,000	-	5,000	-	1,058,000	1,128,224	-6%
272 - P&R Admin	294,000	30,000	4,000	300,000	-	628,000	912,558	-31%
276 - Comm. Parks	436,000	113,000	-	-	36,000	585,000	515,030	14%
277 - Athletic Svc.	110,000	200,000	-	-	-	310,000	250,000	24%
278 - Seniors	73,000	9,000	-	-	-	82,000	79,000	4%
280 - Events	93,000	173,000	-	-	-	266,000	284,000	-6%
410 - PW Admin	557,000	33,000	-	-	-	590,000	492,439	20%
412 - Traffic Eng.	347,000	2,305,000	-	1,506,000	-	4,158,000	8,148,508	-49%
414 - Facilities Maint.	469,000	920,000	-	250,000	-	1,639,000	2,091,114	-22%
416 - Enginnering	360,000	410,000	-	-	-	770,000	1,048,848	-27%
420 - Fleet Maint.	436,000	806,000	-	1,580,000	-	2,822,000	1,576,177	79%
422 - Grounds	1,630,000	669,000	-	228,000	-	2,527,000	2,187,546	16%
Art & History - Maitland	-	309,000	336,000	15,000	-	660,000	1,047,374	-37%
Maitland Public Library	1,000	94,000	817,000	2,015,000	-	2,927,000	1,075,420	172%
Total GF	\$ 23,448,000	\$ 11,830,150	\$ 1,165,850	\$ 6,329,000	\$ 82,000	\$ 42,855,000	\$ 43,609,322	-2%

NOTE: Negative lines due to internal allocations

FY 2024 - 2028 RECOMMENDATIONS						
		2024	2025	Fiscal Year 2026	2027	2028
Administration Department						
134-23-001	Additional HR Specialist position	60,000	64,000	69,000	72,000	77,000
Finance Department						
None						
Community Development						
None						
Fire/Rescue Department						
None						
Parks and Recreation						
276-24-001	Upgrade 2 temporary parks to FT	36,000	38,000	40,000	42,000	44,000
Police Department						
None						
Public Works Department						
351-24-01	Wastewater Supervisor	88,000	93,000	99,000	105,000	111,000
303-24-001	Water Lead Operator	88,000	93,000	99,000	105,000	111,000
Reductions						
	Mid year hire	(68,000)	-	-	-	-
	Deferred	-	-	-	-	-
Total		\$ 204,000	\$ 288,000	\$ 307,000	\$ 324,000	\$ 343,000
Funded in Budget Draft		\$ 204,000	\$ 288,000	\$ 307,000	\$ 324,000	\$ 343,000

**HUMAN RESOURCES DEPARTMENT
RECOMMENDATION# 134-24-001
ONE (1) NEW HUMAN RESOURCES SPECIALIST POSITION**

RECOMMENDATION FY 2024

Recommendation: The Human Resources Department recommends the addition of one Human Resources Specialist to the Human Resources Department.

History: The Human Resources Department is composed of three positions and handles core duties and functions for Human Resources (HR) and Risk Management (RM). Upon a review of the functions and duties of the three positions, it became evident that maintaining effective operations and proper levels of service has become increasingly challenging with the current staffing level. The city has increased and continues to add positions, the workforce growth directly impacts Human Resources in every function of HR from recruitment, onboarding, benefits, retirement, training, labor relations, risk management, so on. Further, developments in law and regulation require a level of professional staff that is proficient in the practice of Human Resources and continuously trained to maintain the level of knowledge required for the practice. Our current staffing are essential human capital assets and retaining their skills long-term is a desirable goal of the department. To continue to operate with minimum staffing only causes that some projects do not receiving the needed attention, or staff to become over burden with the level of work required to maintain operations. Minimal staffing also prevents the department from having redundancies build in because current staff only have time for performing their assigned functions. In order to modernize the department, staff has been working on using technology to automate some of these tasks, however, even with the use of new software, the three-person team is challenged with training on new software while performing the full scope of their duties.

In addition, the city's enterprise Risk Management approach requires closer motoring and attention in order to continue to effectively manage the city's risks while monitoring the loss fund and ensuring that the city's insurance policies are up to date. This is a critical function that the team struggles to effectively maintain in between their other tasks and duties. The level of regular claims and the management of FEMA claims take significant amounts of time that current staff does not have.

Therefore, it is the recommendation to add one more Human Resources Specialist to the department in order to maintain appropriate levels of service.

Description: One new Human Resources Specialist positions assigned to the Human Resources.

Costs: FY2024 - cost per employee (salary, benefits, first year equipment (computer, etc.) \$73,543 per = **Total \$73,543.**

Implementation: The Human Resources department will phase in the one new position at the start of the fiscal year 2024.

Other Departmental Impacts: The addition of the new position will have a positive impact on the Department's ability to respond to internal and external customers while maintaining essential operations and providing a high level of customer service.

**PARKS AND RECREATION DEPARTMENT
RECOMMENDATION # 276-24-001
ADDITION OF PARKS TRADESWORKER POSITION**

RECOMMENDATION FY24

Recommendation: Eliminate various part-time shifts in the Park and Recreation Department and replace with an additional full-time Parks Tradesworker position

History: By its nature, the Parks and Recreation Department serves various recreational needs of the community and has busier activity periods on weekends with facility rentals, special events, athletics, weddings, and increased park activities. One Parks Tradesworker position is currently approved within the department and currently works a Monday to Thursday schedule.

Description: The proposed position would work opposite days of the existing Parks Tradesworker and would be scheduled to work Friday to Monday. This schedule would provide support to the aforementioned activities which have gradually increased as new facilities and events have been developed. Furthermore, the added expense of a new Parks Tradesworker would be mitigated by eliminating the shifts of approximately one and a half part-time employees that currently work approximately 25-28 hours per week. The new Parks Tradesworker would provide additional stability, reliability, and offer a more diverse range of skills than a typical part-time employee allowing the department to deliver more consistent, reliable service.

Costs: \$49,650 in full-time salaries and benefits; however, first year funding is reduced to \$24,825 for this position which would be a mid-year hire.

Implementation: The Department would advertise for the position closer to the end of the first quarter of FY24, with the expectation that recruitment and processing would take several months prior to beginning employment. This position would use an existing vehicle and workstation (when needed). Additional costs may approximate \$750 for uniforms and safety equipment.

Other Departmental Impacts: The new position would work a ten-hour shift and provide additional coverage as opposed to part-time shifts that typically range between five and eight hours each. Additionally, there is typically quicker turnover with part-time staff as opposed to full-time staff.

**PUBLIC WORKS DEPARTMENT
RECOMMENDATION # 351-24-001
ADDITION OF A WASTEWATER SUPERVISOR POSITION**

RECOMMENDATION FY 24

Recommendation: The Public Works Department recommends the addition of a Wastewater Supervisor position.

History: The division services a total of 61 Lift Stations, 14.4 miles of force main, 42 miles of gravity sewer and over 950 sanitary manholes city wide. The division also provides support with emergency and scheduled maintenance to South Seminole North Orange County Wastewater Transmission Authority (SSNOCWTA). The Wastewater Division consists of a Foreman, one Wastewater Technician II and four Wastewater Technician I's and is one of three Divisions that report to the Utilities Superintendent.

Description: The addition of a Wastewater Supervisor would allow for a full time supervisor day-to-day that is focused on the Wastewater System.

Costs: \$88,000 per year salary and benefits.

Implementation: The Department would advertise for the position in the first quarter of FY24, with the expectation that recruitment would take up to 6 months to find the right candidate.

Other Departmental Impacts:

The addition of the position will allow the Utilities Superintendent to focus on the transition of the Water Production Operation from Altamonte Springs back to the City when the agreement with Altamonte expires in 2028. This position has also been identified as a position critical for the succession management planning in the Utilities Divisions.

Attachments:

**NAME OF DEPARTMENT
RECOMMENDATION # 303-24-001
DESCRIPTION OF ITEM/SERVICE/RECC**

ADDITION OF A LEAD WATER OPERATOR C

RECOMMENDATION FY 24

Recommendation: The Public Works Department recommends the addition of a Lead Operator "C".

History: On February 20, 2018, the City and Altamonte Springs entered into an interlocal agreement for Altamonte Springs to operate Maitland's three water treatment plants. This agreement was initiated in response to the retirement of the City's Water Operator of 30 years, and filling his position proved to be difficult. The term of the agreement is for ten years, and Public Works has developed a staffing plan with the goal of transferring the operations back in-house. This staffing plan was included in the latest Rate Study.

Description: The addition of a Lead Water Operator "C".

Costs: \$88,000 per year salary and benefits.

Implementation: The Department would advertise for the position in the first quarter of FY24, with the expectation that recruitment would take up to 6 months to find the right candidate.

Other Departmental Impacts:

The addition of the position will allow the Water Division to focus on the transition of the Water Production Operation from Altamonte Springs back to the City when the agreement with Altamonte expires in 2028. This position has also been identified as a position critical for the succession management planning for the Water Division.

Attachments:

MISCELLANEOUS FUNDS SECTION

General Obligation Debt Service Fund – Fund 22

On September 3, 2014, the City secured an \$11,970,000 limited tax general obligation note from TD Bank secured by a lien upon and pledge of the revenues received from the levy and collection of voted debt service millage not to exceed one-half of one mill (0.50) per year. The note carries an interest rate of 3.15%, matures on July 1, 2034, and has level, annual principal and interest payments. The note refunded the General Obligation Bonds, Series 2005. This refunding transaction resulted in a net present value savings of \$1.2 million and reduced future debt services payments by \$1.7 million. As of July 31, 2023, \$6.9 million of principal remains outstanding.

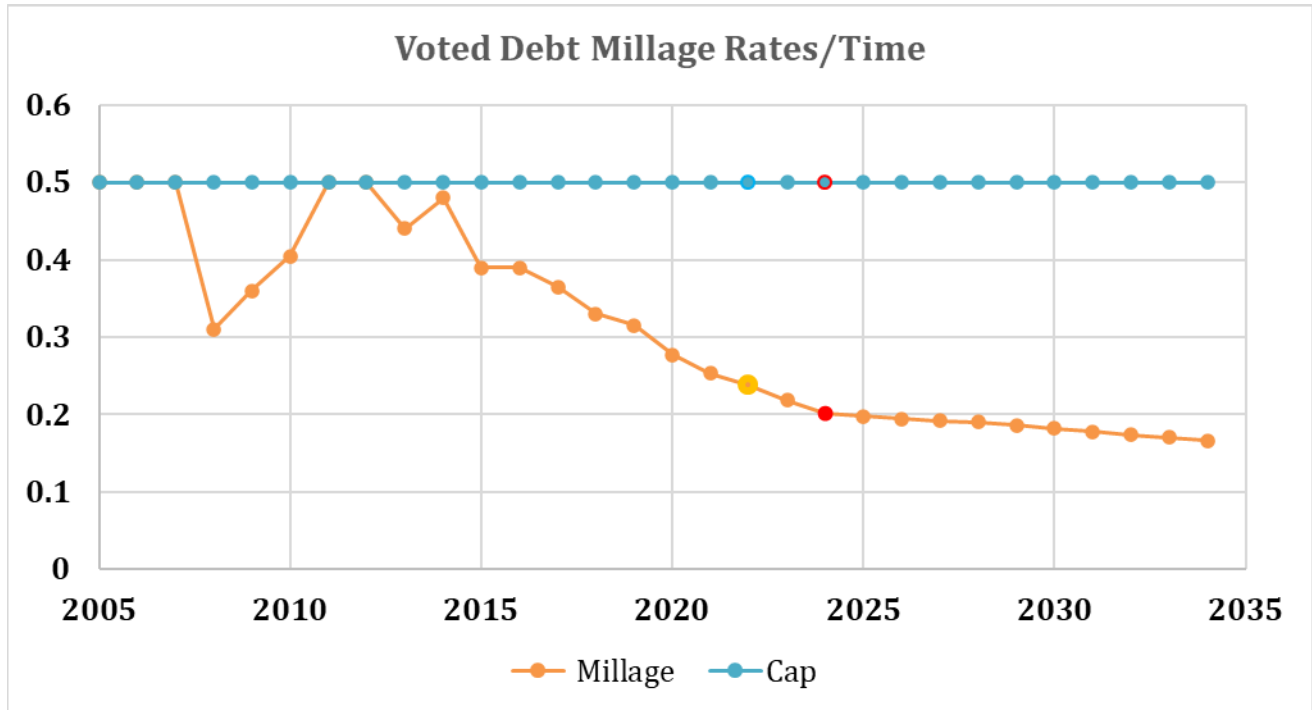
A debt service millage rate of 0.202 mills is required to generate the FY 2024 debt service interest and principal payments. This leaves \$111 thousand to offset any future reduction in taxable value that could erode the 0.50 mill cap on the tax levy under the bond referendum.

Fund 22 - Voted Millage Debt Service							
	Actual 22	Projected 23	Budget 24	Plan 25	Plan 26	Plan 27	Plan 28
Assumed Millage	0.2370	0.2180	0.2020	0.1980	0.1940	0.1920	0.1900
SOURCES							
Starting Balance	\$ 130,057	\$ 118,350	\$ 115,347	\$ 111,347	\$ 115,347	\$ 118,347	\$ 122,347
Voted Millage	805,865	811,572	803,000	803,000	803,000	810,000	817,000
Interest Income	3,328	4,000	14,000	14,000	14,000	14,000	14,000
Total Sources:	\$ 939,250	\$ 933,922	\$ 932,347	\$ 928,347	\$ 932,347	\$ 942,347	\$ 953,347
USES							
Debt Service							
Principal	\$ 550,000	\$ 565,000	\$ 585,000	\$ 595,000	\$ 615,000	\$ 640,000	\$ 655,000
Interest	270,900	253,575	236,000	218,000	199,000	180,000	160,000
Total Uses:	\$ 820,900	\$ 818,575	\$ 821,000	\$ 813,000	\$ 814,000	\$ 820,000	\$ 815,000
Ending Balance:	\$ 118,350	\$ 115,347	\$ 111,347	\$ 115,347	\$ 118,347	\$ 122,347	\$ 138,347

Below is a five-year summary of the debt service requirements under the general obligation note:

Limited General Obligation Refunding Note			
Year	Principal	Interest	Total
FY 2024	585,000	235,778	820,778
FY 2025	595,000	217,350	812,350
FY 2026	615,000	198,608	813,608
FY 2027	640,000	179,235	819,235
FY 2028	655,000	159,075	814,075
Total	\$ 3,090,000	\$ 990,046	\$ 4,080,046

The graph below shows the comparison of the millage levied against the 0.50 mill cap.



All projects authorized under the initial bond issue have been completed, and no additional bonds under the 0.50 mill authorization (originally \$18.5 million in authorized bonds) were issued.

Community Redevelopment Agency Trust Fund - Fund 61

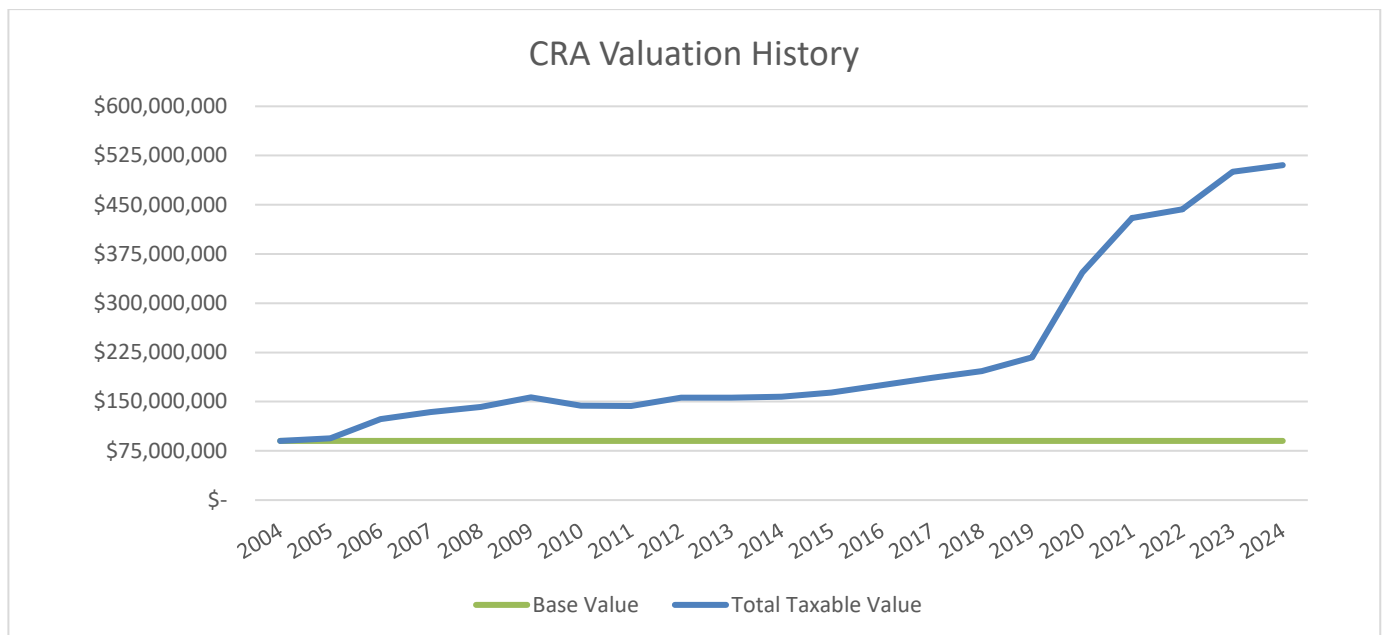
The Community Redevelopment Agency (the “CRA”) is an incremental tax district created by City Resolution #13-2003 on August 25, 2003, pursuant to Florida Statutes 163.356. The City Council and one representative appointed by the Board of Orange County Commissioners serve as the governing board, approve the budget, provide funding, and perform all accounting functions for the CRA. The CRA’s services are provided exclusively to the City.

On November 4, 2014, the City refinanced \$13,485,000 of outstanding CRA Revenue Bond Series 2005, with the Refunding Community Redevelopment Revenue bank loan secured by tax increment financing (TIF) revenue and a covenant to budget and appropriate available funds from the City’s General Fund. The difference between TIF revenues generated and the CRA bank loan principal and interest payments are reflected as transfers between the CRA and the City’s General Fund. As of July 31, 2023, \$9.9 million of the original loan remains outstanding.

Below is a five-year summary of the debt service requirements for the CRA loan.

Community Redevelopment Refunding Revenue Note, Series 2014			
Year	Principal	Interest	Total
FY 2024	635,000	309,290	944,290
FY 2025	685,000	289,351	974,351
FY 2026	730,000	267,842	997,842
FY 2027	780,000	244,920	1,024,920
FY 2028	830,000	220,428	1,050,428
Total	\$ 3,660,000	\$ 1,378,287	\$ 4,991,831

The initial FY 2024 estimate from the Orange County Property Appraiser indicates the total taxable value of the CRA increased \$42.8 million or approximately 10.4% from the prior year. In terms of total increment above the base year value of \$90.2 million, this is a cumulative 403% increase. Below is the history of the CRA’s tax increment.



TIF Revenue projections for the plan years include an anticipated 6% growth CRA-wide with the expectation of an additional 10 thousand square feet of retail completing construction by the end of calendar year 2025 (impacting the FY 2026 taxable value).

In FY 2024, the City budgets a repayment of \$2.7 thousand from the CRA back to the General Fund for funds that were advanced for previous CRA capital projects. Below is a three-year projection of the CRA and the impact on the current fund deficit. The current fund deficit is funded by advances from the General Fund, Road Impact Fee Fund, Parks Trust Fund and Utilities Fund.

Fund 61 - CRA	Actual 22	4.34530 Projected 23	5.24000 Budget 24	5.24000 Plan 25	5.2400 Plan 26
SOURCES					
Starting Deficit	\$ (9,441,912)	\$ (9,441,912)	\$ (7,538,071)	\$ (5,254,843)	\$ (4,106,739)
TIF Revenues					
City	1,462,572	1,693,224	2,259,000	2,421,000	2,593,000
County	1,344,863	1,509,642	1,638,000	1,724,000	1,797,000
Investment	20,842	35,000	52,000	50,000	50,000
Total Sources:	\$ 2,677,055	\$ 2,815,010	\$ 3,949,000	\$ 4,195,000	\$ 4,440,000
USES					
Operating	\$ 10,947	\$ 16,755	\$ 20,800	\$ 21,070	\$ 21,634
N. Independence Lane	-	1,200,000	-	1,200,000	-
Downtown Pedestrian	-	-	-	200,000	800,000
Debt Service					
Principal	550,000	590,000	635,000	685,000	730,000
Interest	345,100	327,900	320,500	299,700	277,200
Advances to Other Funds	1,905,830	264,018	2,674,700	2,029,230	1,635,166
Total Uses:	\$ 906,033	\$ 2,134,655	\$ 2,134,655	\$ 2,159,896	\$ 990,838
Ending Balance:	\$ (9,441,912)	\$ (7,597,459)	\$ (5,254,843)	\$ (4,106,739)	\$ (1,717,577)
Repay Advances:	\$ 1,905,830	\$ 264,018	\$ 2,674,700	\$ 2,029,230	\$ 1,635,166
Advance Balance:	\$ 7,928,510	\$ 7,664,492	\$ 4,989,792	\$ 2,960,562	\$ 1,325,396

In FY 2012, on the funds advanced, Council discontinued the accrual of interfund interest on the outstanding balances. Operating costs consists of legal services, audit, and other administrative costs. In FY 2024, there is no planned capital outlay as \$1.2 million from FY 23 will be carried forward for the completion on Independence Lane north. Future improvements of \$2.0 million are outlined in the 2024-2028 CIP and consists downtown pedestrian improvements, and additional parking spaces in a centralized garage that is anticipated to be funded through developer agreements, which is not included in the budget above.

Parks Impact Fee Fund – Fund 65

The Parks Impact Fee Fund accounts for the receipt and disbursement of park impact fees. Use of these funds is restricted by City ordinance to capital outlay for City parks or other recreational facilities.

Fund 65 - Parks Trust Fund					
	Actual 22	Projected 23	Budget 24	Plan 25	Plan 26
SOURCES					
Starting Balance	\$ 1,283,296	\$ 52,905	\$ 22,477	\$ 792,065	\$ 805,407
Impact Fees	10,755	8,604	804,588	83,889	6,453
Grants	-	-	-	-	-
Interest Income	6,223	4,500	30,000	30,000	30,000
Total Sources:	\$ 1,296,912	\$ 66,009	\$ 106,366	\$ 905,954	\$ 842,407
USES					
Southhall Trail	\$ 41,986	\$ 18,532	\$ -	\$ -	\$ -
Sandspur Rd Trail	97,406	-	-	-	-
Comm. Park Bldg Expansion	-	25,000	-	-	-
Hill Passive Park	-	-	65,000	-	-
Sybellia Beach	-	-	-	100,000	-
Ft. Maitland Park	1,104,615	-	-	-	-
Total Uses:	\$ 1,244,007	\$ 43,532	\$ 65,000	\$ 100,000	\$ -
Ending Balance:	\$ 52,905	\$ 22,477	\$ 792,065	\$ 805,954	\$ 842,407

Projects listed can only be accomplished as funding becomes available. Funds loaned to the CRA were repaid in FY 2021. Detailed information about the projects listed above is available in the Capital Improvements Section in the Recreation and Open Space Improvements element.

Mobility Fee Fund – Fund 36

The Mobility Fee Fund accounts for the receipt and disbursement of mobility impact fees and related grant revenue. This fund was set up in FY 2017 with the purpose of the mobility fees ensuring that new development pays a fair share of the anticipated costs of mobility improvements necessary to serve the new development.

Fund 36 - Mobility Fee Fund					
	Actual 22	Projected 23	Budget 24	Plan 25	Plan 26
SOURCES					
Starting Balance	\$ 638,788	\$ 876,897	\$ 315,223	\$ 913,201	\$ 984,149
Impact Fees	230,719	47,399	567,978	40,948	3,568
Grants	-	-	-	-	-
Interest Income	7,390	39,482	30,000	30,000	30,000
Miscellaneous Revenue	-	-	-	-	-
Total Sources:	\$ 876,897	\$ 963,778	\$ 913,201	\$ 984,149	\$ 1,017,717
USES					
Sandspur/Maitland Ave Signal	\$ -	\$ -	\$ -	\$ -	\$ -
Keller Road Design	-	648,555	-	-	-
Total Uses:	\$ -	\$ 648,555	\$ -	\$ -	\$ -
Ending Balance:	\$ 876,897	\$ 315,223	\$ 913,201	\$ 984,149	\$ 1,017,717

Since the timing of impact fee payments is tied to development, projects can only be accomplished as funding becomes available. In addition to Mobility Fees, projects may have other funding sources such as grant funds, developer contributions, or special assessment revenue. Detailed information about the projects listed above are presented in the Capital Improvements Section under the Traffic and Pavement Elements.

Road Impact Fee Fund – Fund 35

The Road Impact Fee Fund accounts for the receipt and disbursement of road impact fees and related grant revenue. Council Resolution established these fees on November 26, 1990. The purpose of the road impact fees is to ensure that new development pays a fair share of the anticipated costs of road system improvements necessary to serve new development.

Fund 35 -- Road Impact Fee						
	Actual 22	Projected 23	Budget 24	Plan 25	Plan 26	
SOURCES						
Starting Balance	\$ 8,655	\$ 810,289	\$ -	\$ -	\$ -	
Transfer from CRA	800,000	264,018	-	-	-	
Interest Income	1,634	38,000	-	-	-	
Total Sources:	\$ 810,289	\$ 1,112,307	\$ -	\$ -	\$ -	
USES						
Ind. Lane ROW	-	1,112,307	-	-	-	
Total Uses:	\$ -	\$ 1,112,307	\$ -	\$ -	\$ -	
Ending Balance:	\$ 810,289	\$ -	\$ -	\$ -	\$ -	
Advance Balance:	\$ 264,018	\$ -	\$ -	\$ -	\$ -	

The Road Impact fee was repealed with the implementation of the Mobility Fee, the advance from the CRA was fully repaid to the Road Impact Fund in FY 2023. Projects can only be accomplished as funding becomes available. The Road Impact Fund will be closed following the funding of the acquisition of Right Of Way for a new road / extension of Independence Lane.

Detailed information about the projects listed above are presented in the Capital Improvements Section under the Traffic Element (TRO01).

CAPITAL IMPROVEMENTS SECTION

SUMMARY TABLES

TABLE 1
CAPITAL IMPROVEMENTS PROGRAM FY 2024 - 2028

Agent	Fund	Fund	Proj #	Project	2024	2025	2026	2027	2028	TOTAL
TRAFFIC CIRCULATION										
PW	Gen	01	TR001	Transportation Improvements	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 200,000	\$ 1,700,000
PW	CRA	61	TR001	Transportation Improvements	-	200,000	800,000	1,000,000	1,000,000	3,000,000
PW	Mob	36	TR001	Transportation Improvements	-	-	-	-	-	-
INFRASTRUCTURE										
PW	Util	41	WA001	Water Transmission / Distribution	1,800,000	2,300,000	3,300,000	3,300,000	1,000,000	11,700,000
PAVEMENT										
PW	Gen	01	PV001	Pavement Treatment	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
PW	Gen	01	BS001	Bicycle / Sidewalk Network	-	900,000	1,000,000	1,000,000	1,000,000	3,900,000
SANITARY/SEWER										
PW	Util	41	WW001	Lift Station Improvements	1,220,000	3,500,000	3,000,000	650,000	1,000,000	9,370,000
STORMWATER/LAKES MGT										
PW	SEU	32	LK001	Stormwater Lakes Management Plan	750,000	175,000	685,000	1,200,000	500,000	3,310,000
RECREATION AND OPEN SPACE										
PR	Parks	65	PR001	Parks Master Planning Implementation	65,000	100,000	-	-	-	165,000
PR	Gen	01	PR001	Parks Master Planning Implementation	300,000	300,000	-	50,000	200,000	850,000
OTHER IMPROVEMENTS										
PW	DEV	99	CF001	City Facilities - Master Planning	-	-	-	-	1,800,000	1,800,000
PW	SpN	39	CF001	City Facilities - Master Planning	2,000,000	1,432,000	20,000,000	-	-	23,432,000
PW	Util	39	UT001	City Facilities - Master Planning	-	1,200,000	-	-	-	1,200,000
PW	Fire	31	CF001	City Facilities - Master Planning	-	-	-	-	-	-
PW	Gen	01	CF001	City Facilities - Master Planning	450,000	500,000	300,000	100,000	100,000	1,450,000
PW	Gen	01	UT001	Utility Relocation	-	-	-	-	-	-
CRA/PW	Res	99	UT001	Utility Relocation	-	-	-	-	-	-
TOTAL					\$ 9,085,000	\$ 11,607,000	\$ 30,085,000	\$ 8,300,000	\$ 7,800,000	\$ 66,877,000
Fund Key										
Gen	GENERAL FUND				\$ 3,250,000	\$ 2,700,000	\$ 2,300,000	\$ 2,150,000	\$ 2,500,000	\$ 12,900,000
Mob	MOBILITY FEE FUND				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RIF	ROAD IMPACT FEE FUND				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CRA	CRA TRUST FUND				\$ -	\$ 200,000	\$ 800,000	\$ 1,000,000	\$ 1,000,000	\$ 3,000,000
Util	UTILITIES FUND				\$ 3,020,000	\$ 7,000,000	\$ 6,300,000	\$ 3,950,000	\$ 2,000,000	\$ 22,270,000
Parks	PARK TRUST FUND				\$ 65,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 165,000
SpN	SPACE NEEDS FUND				\$ 2,000,000	\$ 1,432,000	\$ 20,000,000	\$ -	\$ -	\$ 23,432,000
SEU	STORMWATER ENVIRONMENTAL UTILITY				\$ 750,000	\$ 175,000	\$ 685,000	\$ 1,200,000	\$ 500,000	\$ 3,310,000
Fire	FIRE IMPACT FEE FUND				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEV	DEVELOPER/GRANT/FINANCING				\$ -	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 1,800,000

* Grant funded, SAD Bonds, Earmarked or paid by Developer.

TABLE 2 - PROJECT LISTING BY CATEGORY
CAPITAL IMPROVEMENTS PROGRAM FY 2024 - 2028

Project	2024	2025	2026	2027	2028	TOTAL
TR001 - Transportation						
N. Keller Road Improvements	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Downtown Pedestrian Impr	-	200,000	-	1,000,000	1,000,000	2,200,000
Mechanic Street Impr Design	-	-	-	-	200,000	200,000
Horatio / Maitland Ave Mast	-	-	800,000	-	-	800,000
Total	\$ 1,500,000	\$ 200,000	\$ 800,000	\$ 1,000,000	\$ 1,200,000	\$ 4,700,000
WA001 - Water Transmission/Distribution						
Water Plant #6 Rehabilitation	800,000	-	-	-	-	800,000
Water Plant #5 Rehabilitation	-	-	2,300,000	-	1,000,000	3,300,000
Water Plant #4 Rehabilitation	-	1,500,000	-	-	-	1,500,000
Water Line Replacement / Upgrade Program	1,000,000	600,000	1,000,000	1,000,000	-	3,600,000
Cons. Use Permit Update	-	200,000	-	2,300,000	-	2,500,000
Total	\$ 1,800,000	\$ 2,300,000	\$ 3,300,000	\$ 3,300,000	\$ 1,000,000	\$ 11,700,000
PV001- Paving						
Multiple streets throughout	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Total	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
BS001 - Bicycle / Sidewalk Network						
Minnehaha Park Boardwalk	-	300,000	-	-	-	300,000
Dommerich Sidewalk	-	100,000	1,000,000	1,000,000	-	2,100,000
S. Lake Sybelia Drive (Boynton Road to Cranes Court new sidewalk)*	-	500,000	-	-	-	500,000
New sidewalk	-	-	-	-	1,000,000	1,000,000
Total	\$ -	\$ 900,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 3,900,000
WW001 -Wastewater Improvements						
LS No. 7 Construction	1,020,000	-	-	-	-	1,020,000
Keller Road Gravity Sewer	-	3,500,000	-	-	-	3,500,000
LS #17 FM Replacement	200,000	-	3,000,000	-	-	3,200,000
LS Nos. 1A, 1C, and 13A Rehabilitation (Design)	-	-	-	300,000	-	300,000
Lift Stations 13 & 13A Rehabilitation (Construction)	-	-	-	-	1,000,000	1,000,000
SCADA Upgrades	-	-	-	350,000	-	350,000
Total	\$ 1,220,000	\$ 3,500,000	\$ 3,000,000	\$ 650,000	\$ 1,000,000	\$ 9,370,000

TABLE 2 - PROJECT LISTING BY CATEGORY
CAPITAL IMPROVEMENTS PROGRAM FY 2024 - 2028

Project	2024	2025	2026	2027	2028	TOTAL
LK001 - Stormwater/Lakes						
Lake Minn Watershed Study	-	100,000	500,000	500,000	-	1,100,000
Greenwood Drainage	500,000	-	-	-	-	500,000
Park/Gem Lake Basin Sty	250,000	-	-	-	-	250,000
Lake Lily Watrshd Basin Sty	-	75,000	100,000	400,000	400,000	975,000
SLMP Master Plan	-	-	-	200,000	-	200,000
Lake Nina Wtrshd Basin Sty	-	-	85,000	100,000	100,000	285,000
Total	750,000	175,000	685,000	1,200,000	500,000	3,310,000
PR001 - Parks and Recreation Master Plan						
Bellamy Park Restroom Rehabilitation	150,000	-	-	-	-	150,000
Bellamy Park Basketball Court Rehabilitation	50,000	-	-	-	-	50,000
Lake Lily Improvements	100,000	-	-	-	-	100,000
Sybelia Beach Improvements (Contruccion)	-	400,000	-	-	-	400,000
Park Signage Rehabilitation	-	-	-	50,000	-	50,000
Hill Passive Park	-	65,000	-	-	-	65,000
Comm Park Bldng Exp	-	-	-	-	200,000	200,000
Total	300,000	465,000	-	50,000	200,000	1,015,000
CF001 - City Facilities Master Planning						
Downtown Parking Facility	-	-	-	-	1,800,000	1,800,000
City Facilities - Bldngs - UF	-	-	-	-	-	-
City Facilities - Bldngs - GF	150,000	200,000	50,000	50,000	50,000	500,000
City Facilities - HVAC - GF	100,000	100,000	50,000	50,000	50,000	350,000
City Facilities - Art & History	200,000	200,000	200,000	-	-	600,000
Space Needs - Public Works	-	2,632,000	-	-	-	2,632,000
Space Needs - Library	2,000,000	-	20,000,000	-	-	22,000,000
Total	2,450,000	3,132,000	20,300,000	100,000	1,900,000	27,882,000
Utility Relocation						
Utility Relocation - Dommerich Es	-	-	-	-	-	-
Total	-	-	-	-	-	-
TOTAL	\$ 9,020,000	\$ 11,672,000	\$ 30,085,000	\$ 8,300,000	\$ 7,800,000	\$ 66,877,000

TABLE 3
CAPITAL IMPROVEMENTS PROGRAM
TOTAL FUNDING OF PROJECTS
PROJECT DATA
FISCAL YEAR 2024 THROUGH FISCAL YEAR 2028

Project Number	Project Name	Fund							
		General	Mobility	CRA Trust	Enterprise ¹	Park Trust	Space Needs	Stormwater	Total
TR001 ²	Transportation Improvements	\$ 1,700,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ 4,700,000
WA001	Water Transmission / Distribution	-	-	-	11,700,000	-	-	-	11,700,000
PV001	Pavement Treatment	5,000,000	-	-	-	-	-	-	5,000,000
BS001	Bicycle / Sidewalk Network	3,900,000	-	-	-	-	-	-	3,900,000
WW001	Lift Station Improvements	-	-	-	9,370,000	-	-	-	9,370,000
LK001	Stormwater Lakes Management Plan	-	-	-	-	-	-	3,310,000	3,310,000
PR001	Parks Master Planning Implementation	850,000	-	-	-	165,000	-	-	1,015,000
CF001 ²	City Facilities - Master Planning	1,450,000	-	-	1,200,000	-	23,432,000	-	26,082,000
TOTAL		<u>\$12,900,000</u>	<u>\$ -</u>	<u>\$ 3,000,000</u>	<u>\$22,270,000</u>	<u>\$ 165,000</u>	<u>\$23,432,000</u>	<u>\$ 3,310,000</u>	<u>\$65,077,000</u>

¹ Includes Utilities Fund and Solid Waste Fund

² Does not include Grant / Financing / Developer funding

City Financed	\$65,077,000
Earmark/Financing/Developer Funding	1,800,000
CIP Total	<u>\$66,877,000</u>

TABLE 4
CAPITAL IMPROVEMENTS PROGRAM
TOTAL FUNDING OF PROJECTS
PROJECT DATA
FISCAL YEARS ENDING 2024 - 2028

Project Number	Project Name	Fund							
		General	Mobility	CRA Trust	Enterprise ¹	Park Trust	Space Needs	Stormwater	Total
TR001 ²	Transportation Improvements	13.2%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	7.2%
WA001	Water Transmission / Distribution	0.0%	0.0%	0.0%	52.5%	0.0%	0.0%	0.0%	18.0%
PV001	Pavement Treatment	38.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	7.7%
BS001	Bicycle / Sidewalk Network	30.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6.0%
WW001	Lift Station Improvements	0.0%	0.0%	0.0%	42.1%	0.0%	0.0%	0.0%	14.4%
LK001	Stormwater Lakes Management Plan	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	5.1%
PR001	Parks Master Planning Implementation	6.6%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	1.6%
CF001 ²	City Facilities - Master Planning	11.2%	0.0%	0.0%	5.4%	0.0%	100.0%	0.0%	40.1%
TOTAL		100.0%	0.0%	100.00%	100.0%	100.0%	100.0%	100.0%	100.0%

¹ Includes Utilities Fund and Solid Waste Fund

² Does not include Grant / Financing / Developer funding



MAITLAND
F L O R I D A

PRIORITY GROUP

CAPITAL IMPROVEMENTS PROGRAM FY 2024 - FY 2028
PRIORITY GROUP CLASSIFICATION
GENERAL FUND

PROJECT NUMBER	PROJECT NAME	P.G. Rating	CLASSIFICATION CRITERIA				PRIORITY GROUP
			1	2	3	4	
TR001	Transportation Improvements	1	B	A	A	A	1st
PV001	Pavement Treatment	1	B		A	A	2nd
CF001	City Facilities - Master Planning	2	B		A	B	2nd
BS001	Bicycle/Sidewalk Network	3	B		A	A	2nd
PR001	Park System Capital Replacement	1	B			B	3rd
ST001	Entry Features and Streetscape	2	B		A		3rd
UT001	Utility Relocation	3	B		A		3rd

CAPITAL IMPROVEMENTS PROGRAM FY 2024 - FY 2028
PRIORITY GROUP CLASSIFICATION
ENTERPRISE FUND

PROJECT NUMBER	PROJECT NAME	P.G. Rating	CLASSIFICATION CRITERIA				PRIORITY GROUP
			1	2	3	4	
WW001	Lift Station Improvements	1	B	A	A	A	1st
WA001	Water Transmission/Distribution	2	B	A	A	A	1st

CAPITAL IMPROVEMENTS PROGRAM FY 2024 - FY 2028
PRIORITY GROUP CLASSIFICATION
STORMWATER ENVIRONMENTAL UTILITY

PROJECT NUMBER	PROJECT NAME	P.G. Rating	CLASSIFICATION CRITERIA				PRIORITY GROUP
			1	2	3	4	
LK001	Stormwater Lakes Management Plan	1	B		A	A	2nd

Classification Criteria 1 : A) Time of the essence or B) Subsequent phase of previously approved project.

Classification Criteria 2 : A) Significant health & safety benefit or B) High economic return.

Classification Criteria 3 : A) Has long useful facility life or B) Low acquisition, construction, operation, and maintenance costs.

Classification Criteria 4 : A) High service population/facility/use ratio or B) Preserves prior investment.

CAPITAL IMPROVEMENTS PROGRAM FY 2024 - FY 2028
PRIORITY GROUP CLASSIFICATION
ALL FUNDS

PROJECT NUMBER	PROJECT NAME	P.G. Rating	CLASSIFICATION CRITERIA				PRIORITY GROUP
			1	2	3	4	
WW001	Lift Station Improvements	1	B	A	A	A	1st
WA001	Water Transmission/Distribution	2	B	A	A	A	1st
TR001	Transportation Improvements	3	B	A	A	A	1st
LK001	Stormwater Lakes Management Plan	1	B		A	A	2nd
PV001	Pavement Treatment	2	B		A	A	2nd
CF001	City Facilities - Master Planning	3	B		A	B	2nd
BS001	Bicycle/Sidewalk Network	4	B		A	A	2nd
PR001	Park System Capital Replacement	1	B			B	3rd
ST001	Entry Features and Streetscape	2	B		A		3rd
UT001	Utility Relocation	3	B		A		3rd

Classification Criteria 1 : A) Time of the essence or B) Subsequent phase of previously approved project.

Classification Criteria 2 : A) Significant health & safety benefit or B) High economic return.

Classification Criteria 3 : A) Has long useful facility life or B) Low acquisition, construction, operation, and maintenance costs.

Classification Criteria 4 : A) High service population/facility/use ratio or B) Preserves prior investment.



MAITLAND
F L O R I D A

TRAFFIC



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 - 28
TR001 - TRANSPORTATION**

PART 1. (Public Works Department)

A. Project Name: Maitland Transportation Improvements

B. Project Number: TR001 – 821-00

C. Project Description: This program includes improvements needed to bring the roadway network to a satisfactory level of service “E” for all arterial and collector roadways within the Maitland Planning Area (MPA). Improvements are based on priority and funding, as these projects are funded through Mobility Fee revenues and supplemental sources of revenue (grants, CRA Trust Fund, Joint Participation Agreements, etc.)

FY 2024

- Construct the north section of Independence Lane from Horatio Avenue to George Avenue.
- Keller Road - Construct roadway on South Keller Road from Fennell Street to the City Limits.

FY 2025

- Design of Downtown pedestrian and traffic improvements

FY 2026

- Construction of Maitland Avenue and Horatio Avenue mast arms and signal improvements.

FY 2027

- Construction of Downtown pedestrian and traffic improvements.

FY 2028

- Construction of Downtown pedestrian and traffic improvements.
- Design of Mechanic Street Roadway Improvement.

D. Estimated Useful Life: All improvements are designed to be effective for ten to twenty years.

E. General Information

1. Federal/State Agency Mandated?

Yes	No	X
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2. Time of the essence?

Yes	X	No
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3. Subsequent phase of previously approved project?



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 - 28
TR001 - TRANSPORTATION**

Yes	No	X
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- F. Existing Level of Service:** Consistent with the City's 2035 CDP, the City of Maitland is located within a Transportation Concurrency Exception Area (TCEA). Although development within TCEA's are exempt from Concurrency, new development and redevelopment are required to submit to the City, a traffic impact analysis. (TIA). Exemption from concurrency does not exempt any development from conducting a TIA necessary to evaluate traffic safety and operational standards or from installing road and access improvements necessary to promote public safety. However, mitigation may also be in the form of the mobility strategies.

Level of Service (LOS) is addressed in various Objectives, Policies and Standards within Goal 2 of the *Mobility Element of the 2035 CDP*. These address LOS standards for arterial and collector roadways, pedestrian facilities, bicycle facilities, and transit facilities.

Projects: Projects will be prioritized which provide improved efficiency during peak hours when compared to existing traffic operations at critical intersections.

- G. Priority Group Classification:** Second Priority Group

- H. Implementation Schedule:** Projects with grant, developer or transportation impact fee funding are implemented as funding becomes available.

- I. Estimated Costs:**

Submitted By:

Kimberley Tracy P.E., Public Works Director

Date:

7/6/2023



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 - 28
TR001 - TRANSPORTATION**

PART II. (Community Development Department)

- J. Goal, objective(s), or policy to be accomplished by project (reference City Comprehensive Development Plan):** Mobility Element:

Policy 2.1.2. The City hereby adopts a peak hour Level of Service (LOS) standard of E for all arterial and collector roadways within the MPA.

- K. Ranking of Project both within category (i.e., 1 of 4 etc.) and priority group:** 3 of 10 (Traffic Circulation) and 3 of 3 (1st Priority Group)

Justification for ranking and priority group: There is one traffic project within the five-year time frame which require City mobility fee funding. The projects could be moved up if funding from the grants or impact fees are received. These projects are tied to both adopted Levels of Service for the road network and to development approvals.

- L. What city agency or agent will be responsible for completion of project?**
The Public Works Department.

- N. Other comments:** See FDOT Work Plan Table.

O. Decision-making criteria:

- 1. Does this project eliminate or assist in the elimination of a public hazard?**

Yes	No	X
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- 2. Does this project eliminate or assist in the elimination of existing capacity deficits?**

Yes	X	No
-----	---	----

- 3. What percent of the City's five-year capital funding is necessary to complete this project?**

0.7 % General Fund 100 % Mobility Fees Fund 100 % CRA 100 % Road Impact Fee
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- 4. Should this project be coordinated with any projects being undertaken by state agency, water management district, or the City?**

Yes	X	No
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**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 - 28
TR001 - TRANSPORTATION**

If coordination should take place, explanation and detail time is necessary. Orlando Avenue improvements are controlled by State Department of Transportation and Horatio Avenue is controlled by Orange County. Coordination with outside agencies can be time consuming.

5. **If not already stated, what benefits will be gained from the purchase of this capital item? Please quantify as much as possible.** Intersection improvements will alleviate the need to widen any of the affected roadways. Level of service at all intersections will be improved to at least "E" which is the adopted level of service in the City.
6. **What service will be provided as a result of this item?** Traffic flow and access to private property in the Maitland downtown area will be improved.
7. **Identify any risk areas or uncertainties associated with the project:** Some projects may change to respond to development opportunities. The City will seek funding from FDOT and MetroPlan Orlando for qualified projects.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 - 28
TR001 - TRANSPORTATION**

DETAILED TRAFFIC IMPROVEMENTS		
DESCRIPTION	SOURCE	TOTAL (\$)
FISCAL YEAR 2024		
Keller Road Construction	GF	1,500,000
TOTAL		\$ 1,500,000
FISCAL YEAR 2025		
Downtown Pedestrian/Traffic Improvements Design**	CRA	200,000
TOTAL		\$ 200,000
FISCAL YEAR 2026		
Horatio Avenue/Maitland Avenue Mast Arms	CRA	800,000
TOTAL		\$ 800,000
FISCAL YEAR 2027		
Downtown Pedestrian/Traffic Improvements Construction**	CRA	1,000,000
TOTAL		\$ 1,000,000
FISCAL YEAR 2028		
Downtown Pedestrian/Traffic Improvements Construction**	CRA	1,000,000
Mechanic Street Road Improvement Design	G	200,000
TOTAL		\$ 1,200,000
Grand Total		\$ 4,700,000

* Contingent on outcome of traffic study and feasibility analysis

**Contingent on outcome of Maitland Area-wide Planning Study



MAITLAND
F L O R I D A

BICYCLE / SIDEWALK



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
BS001 – BICYCLE/SIDEWALK NETWORK**

PART I. (Public Works Department)

A. Project Name: Bicycle/ Sidewalk Network

B. Project Number: BS001 - 412-20

C. Project Description: This project includes the design and installation of safe pedestrian and bicycle paths connecting the numerous parks and activity areas within the City.

Sidewalk

FY 2024

- Year off for project completion and assessments for future projects.

FY 2025

- S. Lake Sybelia Drive (Boynton Road to Cranes Court): Clear up right-of-way issues and construct a sidewalk along Lake Sybelia Drive to improve safety and promote mobility in this area.
- Dommerich Drive Sidewalk Design – Design continuation of Dommerich Drive sidewalks from Choctaw to Arapaho via Sequoia.
- Minnehaha Park Boardwalk: Replace the pressure treated lumber deck, bannisters and balusters with composite materials

FY 2026

- Dommerich New Sidewalks – Install additional sidewalk as determined feasible by the Dommerich Drive design.

FY 2027

- Dommerich New Sidewalk – Install additional sidewalks.

FY 2028

- New Sidewalk

D. Estimated Useful Life: 20+ years

E. General Information

1. Federal/State Agency Mandated?

Yes	No	X
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2. Time of the essence?

Yes	No	X
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3. Subsequent phase of previously approved project?



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
BS001 – BICYCLE/SIDEWALK NETWORK**

Yes	X	No
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- F. Existing Level of Service (without project):** The city has three complete bicycle systems, with sidewalks on various streets and a pedestrian overpass spanning Orlando Avenue at Maitland Boulevard.

Level of Service with Project: Provides for the safety of pedestrian travel within a residential neighborhood and links residential areas to cultural, commercial, and recreational uses in the city.

- G. Priority Group Classification:** Second Priority Group

H. Implementation Schedule:

Specific projects have been identified by the Public Works Department in conjunction with the Community Development Department. Attachments include detailed project costs and a time frame for completion.

- I. Estimated Costs:** See attached schedule.

Explain how costs were derived, including sources: A preliminary design survey was used to calculate the length and physical impediments involved in the project. A cost-estimate that included survey, design, permitting and construction administration was derived by staff to estimate costs (2023 dollars) for all sidewalk projects that are scheduled.

- J. Targeted Revenue source(s):** General Fund - \$4,640,000

Submitted By:

Kimberley Tracy P.E., Public Works Director

Date:

7/6/2023

PART II. (Community Development Department)

- K. Goal, objective(s), or policy to be accomplished by project (reference City Comprehensive Development Plan):** Mobility Element:

Policy 1.3.1: The city promotes a sidewalk network and pedestrian connections to serve the needs, desires, and safety of the city's pedestrians and cyclists, including



CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
BS001 – BICYCLE/SIDEWALK NETWORK

connections and access to schools, parks, public open spaces, and regional trail facilities.

Standard 1.3.1.1: Sidewalk networks to schools, parks and transit facilities shall be given priority.

L. Ranking of Project both within category (i.e., 1 of 4 etc.) and priority group: 7 of 11 (Infrastructure) and 4 of 4 (2nd Priority Group)

Justification for ranking and priority group: These improvements implement Policy 1.3.1 and Standard 1.3.1.1 of the Mobility Element of the *Comprehensive Development Plan 2035*.

M. What city agency or agent will be responsible for completion of project? The Public Works Department, Streets Division

N. Other comments:

O. Decision-making criteria:

1. Does this project eliminate or assist in the elimination of a public hazard?

Yes	X	No
-----	---	----

2. Does this project eliminate or assist in the elimination of existing capacity deficits?

Yes	X	No
-----	---	----

3. What percent of the City's five-year capital funding is necessary to complete this project?

52.6% General Fund

4. Should this project be coordinated with any projects being undertaken by state agency, water management district, or the City?

Yes	X	No
-----	---	----

If coordination should take place, explanation and detail time is necessary. Plans are coordinated with the adjacent property owner if easements are required for locating the sidewalk and Utility improvements are reviewed prior to construction.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
BS001 – BICYCLE/SIDEWALK NETWORK**

5. **If not already stated, what benefits will be gained from the purchase of this capital item? Please quantify as much as possible.** City residents and property owners will benefit from the opportunity to travel safely through the city to commercial areas, parks, cultural areas, and schools by foot or bicycle.
6. **What service will be provided as a result of this item?** Pedestrian safety and a form of non-automobile transportation will be promoted.
7. **Identify any risk areas or uncertainties associated with the project:** The condition of the existing sidewalk and bicycle network shall be upgraded systematically, and be based upon the Bicycle Sidewalk Master Plan and the city's ADA Transition Plan.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
BS001 – BICYCLE/SIDEWALK NETWORK**

DETAILED SIDEWALK IMPROVEMENTS

DESCRIPTION	TOTAL (\$)
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FISCAL YEAR 2024	
TOTAL	\$ -

FISCAL YEAR 2025	
Dommerich Drive Sidewalk (Choctaw to Sequoia) Design	75,000
Minnehaha Park Boardwalk	300,000
S. Lake Sybelia Drive (Boynton Road to Cranes Court new sidewalk)*	445,000
TOTAL	\$ 820,000

FISCAL YEAR 2026	
Dommerich Sidewalk	1,000,000
TOTAL	\$ 1,000,000

FISCAL YEAR 2027	
Dommerich Sidewalk	1,000,000
TOTAL	\$ 1,000,000

FISCAL YEAR 2028	
Dommerich Sidewalk	1,000,000
TOTAL	\$ 1,000,000

GRAND TOTAL	\$ 3,900,000
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* Construction schedule depends on rights-of-way/easement acquisition

New Sidewalk	1,000,000
TOTAL	\$ 1,000,000



MAITLAND
F L O R I D A

WATER



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
WA001 – WATER IMPROVEMENTS**

PART I. (Public Works Department)

A. Project Name: Water Production/Distribution Improvements

B. Project Number: WA001 - 303-20

C. Project Description: This program provides for production and distribution of potable water in the required amounts where and when requested. It includes adding and upgrading transmission mains to increase pressure and flows to provide for adequate fire protection and system reliability throughout system as recommended in the City's Potable Water Utility Master Plan (FY 2018 to FY 2038) and the 10-year Water Supply Facilities Work Plan (WSFWP) (2021-2031 Planning Period).

FY 2024

- Water Plant #6 Rehabilitation
- Water Line Replacement/Upgrade Program

FY 2025

- Water Plant #4 Rehabilitation
- Water Line Replacement/Upgrade Program
- Update Master Plan/Consumptive Use Permit

FY 2026

- Water Plant #5 Improvements
- Water Line Replacement/Upgrade Program

FY 2027

- Water Plant #5 Improvements
- Water Line Replacement/Upgrade Program

FY 2028

- Water Line Replacement/Upgrade Program

D. Estimated Useful Life: 30+ years

E. General Information

1. Federal/State Agency Mandated?

Yes	X	No
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2. Time of the essence?

Yes	X	No
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3. Subsequent phase of previously approved project?



CITY OF MAITLAND
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Yes	X	No
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F. Existing Level of Service (without project): Current Level of Service (LOS) while acceptable, Public Works does receive citizen calls regarding lack of pressure. Rehabilitation activities of upgrading the existing mains will preserve the existing Levels of Service.

Level of Service with Project: Improvements to maintain current Levels of Service (LOS) will enhance the integrity of the potable water system and provide fire flow. Capacity improvements will accommodate future growth.

G. Priority Group Classification: First Priority Group

H. Implementation Schedule: The individual water main projects are spread over five years and are coordinated with other utility upgrades or street resurfacing so that the disruption during construction is minimized. Water Plant projects are phased to maintain continuous level of service.

I. Estimated Costs: see attached table.

Explain how costs were derived, including sources: Project costs were derived from the Master Plan estimates and updated based on 2022 market construction costs.

J. Targeted Revenue source(s): Enterprise Fund - \$12,800,000

Submitted By:

Kimberley Tracy P.E., Public Works Director

Date:

7/6/2023

PART II. (Community Development Department)

K. Goal, objective(s), or policy to be accomplished by project (reference City Comprehensive Development Plan): Infrastructure Element, Goal 4 -- Potable Water Sub-Element:

Objective 4.2: Upon adoption of this Plan, provide potable water system improvements and expansion in a timely, cost effective and equitable manner in



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accordance with the Water Facilities and Supply Plan developed by the Public Works Staff.

- L. Ranking of Project both within category (i.e., 1 of 4 etc.) and priority group:** 2 of 10 (infrastructure) and 2 of 3 (1st Priority Group)

Justification for ranking and priority group: This is considered a system deficiency; however, service has a better fire flow and pressure, so the need is mixed.

- M. What city agency or agent will be responsible for completion of project?**
The Public Works Department, Water Division

- N. Other comments:**

- O. Decision-making criteria:**

- 1. Does this project eliminate or assist in the elimination of a public hazard?**

Yes	X	No
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- 2. Does this project eliminate or assist in the elimination of existing capacity deficits?**

Yes	X	No
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- 3. What percent of the City's five-year capital funding is necessary to complete this project?**

45.2 % Enterprise Fund

- 4. Should this project be coordinated with any projects being undertaken by state agency, water management district, or the City?**

Yes	X	No
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If coordination should take place, explanation and detail time is necessary. Projects will be coordinated with other non – emergency infrastructure and utility improvements. In neighborhoods where pavement or sewer projects are proposed, water upgrades are scheduled for the same or prior year.

- 5. If not already stated, what benefits will be gained from the purchase of this capital item? Please quantify as much as possible.** This project will provide better flow in established service areas, upgrading pressure to the minimum service adopted for emergency services.
- 6. What service will be provided as a result of this item?**



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7. **Identify any risk areas or uncertainties associated with the project:**
Increased pipe sizing should be evaluated annually using field data and modeling to determine overall system efficiency and cost effectiveness of system upgrades.

DETAILED WATER IMPROVEMENTS

DESCRIPTION	LOS Impact	TOTAL (\$)
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FISCAL YEAR 2024

Water Plant #6 Rehabilitation	Increase level of service	800,000
Water Line Replacement/Upgrade Program	Increase Level of Service	1,000,000
TOTAL		\$ 1,800,000

FISCAL YEAR 2025

Water Plant #4 Rehabilitation	Increase Level of Service	1,500,000
Water Line Replacement/Upgrade Program	Increase Level of Service	600,000
Update Master Plan	Study	200,000
TOTAL		\$ 2,300,000

FISCAL YEAR 2026

Water Plant #5 Rehabilitation	Increase Level of Service	2,300,000
Water Line Replacement/Upgrade Program	Increase Level of Service	1,000,000
TOTAL		\$ 3,300,000

FISCAL YEAR 2027

Water Plant #5 Rehabilitation	Increase Level of Service	2,300,000
Water Line Replacement/Upgrade Program	Increase Level of Service	1,000,000
TOTAL		\$ 3,300,000

FISCAL YEAR 2028

Water Line Replacement/Upgrade Program	Increase level of service	1,000,000
TOTAL		\$ 1,000,000

Grand Total	\$ 11,700,000
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MAITLAND
F L O R I D A

PAVEMENT



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
PV001 – PAVING TREATMENT**

PART I. (Public Works Department)

A. Project Name: Pavement Treatment

B. Project Number: PV001 - 412-20

C. Project Description: This program is designed for individual projects at different stages of the Pavement Life Cycle that were selected for treatment with the most serious (lowest score). Pavement Surface Evaluation and Rating (PASER) getting priority consideration. The program will be coordinated with all other infrastructure improvements (water, sewer and stormwater) to maintain the PASER above 7 (equivalent to a 70 PCR).

FY 2024

- Multiple streets throughout the City determined by need.

FY 2025

- Multiple streets throughout the City determined by need.

FY 2026

- Multiple streets throughout the City determined by need.

FY 2027

- Multiple streets throughout the City determined by need.

FY 2028

- Multiple streets throughout the City determined by need.

D. Estimated Useful Life: 20+ years

E. General Information

1. Federal/State Agency Mandated?

Yes	No	X
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2. Time of the essence?

Yes	No	X
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3. Subsequent phase of previously approved project?

Yes	No	X
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F. Existing Level of Service (without project): Determined by the current Pavement Surface Evaluation and Rating (PASER).



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PV001 – PAVING TREATMENT**

Level of Service with Project: Maintenance to stabilize the City-wide PASER score above 7.

G. Priority Group Classification: Second Priority Group

H. Implementation Schedule: The sections with the greatest need (lowest PASER score) were selected for implementation early in the five-year plan. Followed by detailed costs, time frame, and inventory.

I. Estimate Costs: See attached detail table

Explain how costs were derived, including sources: Costs were estimated for each section of pavement at \$12.50/SY for milling and resurfacing. Striping Curbing, Driveways, and Sod are estimated at 5% of the paving cost. The individual jobs were aggregated for each fiscal year to get a total annual cost.

J. Targeted Revenue source(s): 1. General Fund - \$ 2,500,000

Submitted By:

Kimberley Tracy P.E., Public Works Director

Date:

7/6/2023

PART II. (Community Development Department)

K. Goal, objective(s), or policy to be accomplished by project (reference City Comprehensive Development Plan): Infrastructure Element, Pavement Sub Element

Goal 5: Maintain the City's streets in a condition that provides safe and comfortable vehicular and pedestrian travel that is efficient and cost effective.

Objective 5.1: Maintain the City's roadway network at an average pavement condition rating (PCR) based on a ten-component rating system with a rating of at least 70. The City may consider simplifying the standard to be based on a three-component PCR.

Policy 5.1.2: The City shall ensure that maintenance, rehabilitation and reconstruction projects meet the standards established for new construction.



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PV001 – PAVING TREATMENT**

- L. Ranking of Project both within category (i.e., 1 of 4 etc.) and priority group:** 5 of 10 (Infrastructure) and 2 of 4 (2nd Priority Group)

Justification for ranking and priority group: Research has shown that there is an exponential increase in cost for repair as pavement ages and begin to deteriorate. Consequently, routine and preventive maintenance are very cost effective. The program has achieved its objective to date.

- M. What city agency or agent will be responsible for completion of project?** The Public Works Department

- N. Other comments:** At this point, emphasis will be on maintenance, with the majority of roads in Maitland scoring 7+. Pavement Surface Evaluation and Rating supplied by Public Works Department was updated in FY 2019.

O. Decision-making criteria:

1. Does this project eliminate or assist in the elimination of a public hazard?

Yes	No	X
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2. Does this project eliminate or assist in the elimination of existing capacity deficits?

Yes	No	X
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3. What percent of the capital funding is necessary to complete this project? City's five-year

28.3 % General Fund

4. Should this project be coordinated with any projects being undertaken by state agency, water management district, or the City?

Yes	X	No
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If coordination should take place, explanation and detail time is necessary. All projects will be coordinated with any other non-emergency infrastructure or utility improvements in respective areas.

5. **If not already stated, what benefits will be gained from the purchase of this capital item? Please quantify as much as possible.** Early detection of problems and preventive maintenance to pavement reduces the overall cost of repair. A score of 7+ in the condition rating illustrates a satisfactory roadway by City standards.

6. **What service will be provided as a result of this item?** Repair of pavement, elimination of ponding areas on roadways, and direction of storm water flow to adequate treatment areas.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
PV001 – PAVING TREATMENT**

7. **Identify any risk areas or uncertainties associated with the project:** In addition to improving road conditions for existing paved roads, this program assists in eliminating unimproved roadways.

DETAILED PAVEMENT IMPROVEMENTS		
DESCRIPTION	S.Y.	TOTAL (\$)
FISCAL YEAR 2023		
Multiple streets throughout the City to be determined by need	approx. 40,000	1,000,000
TOTAL	approx. 40,000	\$ 1,000,000
FISCAL YEAR 2024		
Multiple streets throughout the City to be determined by need	approx. 40,000	1,000,000
TOTAL	approx. 40,000	\$ 1,000,000
FISCAL YEAR 2025		
Multiple streets throughout the City to be determined by need	approx. 40,000	1,000,000
TOTAL	approx. 40,000	\$ 1,000,000
FISCAL YEAR 2026		
Multiple streets throughout the City to be determined by need	approx. 40,000	1,000,000
TOTAL	approx. 40,000	\$ 1,000,000
FISCAL YEAR 2027		
Multiple streets throughout the City to be determined by need	approx. 40,000	1,000,000
TOTAL	approx. 40,000	\$ 1,000,000
FISCAL YEAR 2028		
Multiple streets throughout the City to be determined by need	approx. 40,000	1,000,000
		1,000,000
Grand Total		\$ 5,000,000



MAITLAND
F L O R I D A

SANITARY/ SEWER



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
WW001 – WASTEWATER**

PART I. (Public Works Department)

A. Project Name: Lift Station Improvements

B. Project Number: WW001 - 351-20

C. Project Description: Lift Station Improvements included the overall sewer system improvements referenced in the City's Sanitary Sewer Master Plan Update ("SSMPU") 2020.

FY 2024

- Construction of Lift Station #7
- Design of Lift Station #17 Force Main Replacement

FY 2025

- Phase 1 of Keller Road Gravity Sewer construction.

FY 2026

- Construction of Lift Station #17 force main replacement.

FY 2027

- Upgrade SCADA (Supervisory Control and Data Acquisition) System.
- Lift Station Rehabilitations Design for LS #13 and #13A.

FY 2028

- Lift Station Rehabilitations Construction for LS #13 and #13A.

D. Estimated Useful Life: 30+ years

E. General Information

1. Federal/State Agency Mandated?

Yes	No	X
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2. Time of the essence?

Yes	No	X
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3. Subsequent phase of previously approved project?

Yes	No	X
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F. Existing Level of Service (without projects): Current Level of Service (LOS) is acceptable. Rehabilitation activities will preserve limited reserved sewage treatment capacity at both Iron Bridge and Altamonte Wastewater Treatment Facilities by reducing infiltration and inflow.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
WW001 – WASTEWATER**

Level of Service with Project: Improvements to maintain current LOS protect limited reserved sewage capacity and reduce operating expenses associated with infiltration and inflow.

G. Priority Group Classification: First Priority Group

H. Implementation Schedule: Specific projects have been identified by the Public Works Department with a time frame for completing the projects. Attachments include detailed costs and a time frame for each lift station service area.

I. Estimated Costs: \$14,300,000 see attached detail table

Explain how costs were derived, including sources: The Public Works Department consulted with Burgess & Niple, Inc. and CPH, Corp. to estimate individual project costs (2022-2027 dollars). The Public Works Department aggregated unit costs and arranged the timing of the various improvements.

J. Targeted Revenue source(s): Enterprise Fund - \$14,300,000

Submitted By:

Kimberley Tracy, P.E., Public Works Director
--

Date:

7/6/2023

PART II. (Community Development Department)

K. Goal, objective(s), or policy to be accomplished by project (reference City Comprehensive Development Plan): Infrastructure Element, Sanitary Sewer Sub Element:

Objective 1.1: The City shall address existing deficiencies and increase the capacity of the sanitary sewer system to meet projected demands as they occur.

Policy 1.1.1: The useful life of the current system shall be preserved and made more efficient through a preventative maintenance program.

Standard 1.1.1.1: Annual work program includes periodical inspection of lift stations and force mains, gravity sewer system and manholes, and replacement or repair of needed facilities.

L. Ranking of Project both within category (i.e., 1 of 4 etc.) and priority group: 1 of 10 (Infrastructure) and 1 of 3 (1st Priority Group). Detail on SSMPU 2020 Chapter 7, pages 61-64.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
WW001 – WASTEWATER**

Justification for ranking and priority group: Most of these improvements are designed as preventative maintenance and not as replacing deficiencies, but the impacts of these improvements serve all residents, protect the environment and quality of the City and preserve a major investment.

M. What city agency or agent will be responsible for completion of project? The Public Works Department, Wastewater Division.

N. Other comments: With this program, City staff is able to maintain forty-one lift stations, twenty-seven mini lift stations, 41.7 miles of gravity sewer pipe and 14.4 miles of force main in the City.

O. Decision-making criteria:

1. Does this project eliminate or assist in the elimination of a public hazard?

Yes	X	No
-----	---	----

2. Does this project eliminate or assist in the elimination of existing capacity deficits?

Yes	X	No
-----	---	----

3. What percent of the City's five-year capital funding is necessary to complete this project?

50.5 % Enterprise Fund

4. Should this project be coordinated with any projects being undertaken by state agency, water management district, or the City?

Yes	X	No
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If coordination should take place, explanation and detail time is necessary. Coordination should be with any road improvements proposed for two (2) years, to avoid cutting into the road unnecessarily; and with streetscape improvements to avoid tearing up sidewalks and landscaping.

5. **If not already stated, what benefits will be gained from the purchase of this capital item? Please quantify as much as possible.** The benefit is that the City will be able to meet the sewer demands of our growing community for the next 30+ years by building and operating a more cost efficient system. Proper flow diversions and facility rehabilitations will reduce operating and

replacement cost, reduce the potential for negative health and environmental impacts associated with sewage spills, and increase the available system capacity which allows the City to remove border-line septic systems. This plan will provide improved water quality in our lakes.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
WW001 – WASTEWATER**

6. **What service will be provided as a result of this item?** Various projects will be carried out in a number of lift station service areas throughout the City.
7. **Identify any risk areas or uncertainties associated with the project:** Construction of major sewer systems result in minor inconveniences during the actual construction.

DETAILED SEWER IMPROVEMENTS		
PROJECT	LOS Impact	TOTAL (\$)
FISCAL YEAR 2024		
LS No. 7 Construction	To improve level of service, reduce maintenance, and provide additional capacity	1,020,000
LS No. 17 Force Main Replacement (Design)	To improve level of Service	200,000
TOTAL		\$ 1,220,000
FISCAL YEAR 2025		
North Keller Road Gravity Sewer - Phase 1 (Construction)	To increase sewer capacity for development	1,300,000
TOTAL		\$ 1,300,000
FISCAL YEAR 2026		
LS No. 17 Force Main Replacement (Construction)	To improve level of Service and reduce maintenance	3,000,000
TOTAL		\$ 3,000,000
FISCAL YEAR 2027		
SCADA Upgrades	To improve level of service	350,000
LS Nos. 1A, 1C, and 13A Rehabilitation (Design)	To improve level of service and reduce maintenance	300,000
TOTAL		\$ 650,000
FISCAL YEAR 2028		
Lift Stations 13 & 13A Rehabilitation (Construction)	To improve level of service and reduce maintenance	1,000,000
TOTAL		\$ 1,000,000
GRAND TOTAL		\$ 9,370,000



MAITLAND
F L O R I D A

STORMWATER/ LKS



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
LK001 – STORMWATER/LAKES**

PART I. (Public Works Department)

A. Project Name: Stormwater Lake Management Plan (SLMP)

B. Project Number: LK001 - 371-20

C. Project Description: This project includes the repair of existing, or the construction of new, stormwater drainage and treatment facilities (stormwater ponds, wetlands, underground systems, etc.) to continue to improve the water quality of the city's lakes. Corrective maintenance of aging infrastructure to resolve flooding issues and to improve lake water quality is also included.

FY 2024

- Greenwood Gardens Stormwater Improvement – Year 2 of 2 for design and construction of Greenwood Gardens stormwater improvements. The purpose of the stormwater improvement is to address right-of-way, structure, and yard flooding.
- Dommerich Drive Culvert Replacement and Drainage Improvement Design – Design for the replacement and upsizing of Culvert at Dommerich Drive at Lake of the Woods Creek.

FY 2025

- Dommerich Drive Culvert Replacement and Drainage Improvement Construction – Construction of the replacement and upsizing of Culvert at Dommerich Drive at Lake of the Woods Creek.

FY 2026

- North Thistle Lane Drainage Improvements – Upsizing and extension of pipe along Thistle Lane from 200' south of Dyan Way to Mohawk Trail.

FY 2027

- Northwind/Westwind Drainage Improvements – Design of drainage improvements to increase level of service for the area of Northwind/Westwind/Cypress.
- Citywide Stormwater/Lakes Master Plan Update – Update the citywide Stormwater/Lakes Master Plan.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
LK001 – STORMWATER/LAKES**

FY 2028

- Northwind/Westwind Drainage Improvements – Construction of drainage improvements to increase level of service for the area of Northwind/Westwind/Cypress.
- Stormwater/Lakes Master Plan Project – Design of project identified as a priority in the updated Stormwater/Lakes Master Plan.

D. Estimated Useful Life: 50+ years

E. General Information

1. Federal/State Agency Mandated?

Yes	X	No
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2. Time of the essence?

Yes		No	X
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3. Subsequent phase of previously approved project?

Yes	X	No
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F. Existing Level of Service (without project): No treatment of stormwater runoff will result in a decline in the service levels (water quality) for all lakes.

Level of Service with Project: city intends to meet and exceed EPA, MS4 (Municipal Separate Storm Sewer Systems) standards for stormwater quality entering Maitland's 21 lakes through the implementation of the Stormwater Lake Management Plan.

G. Priority Group Classification: Second Priority Group

H. Implementation Schedule: See attached detail sheet for capital improvements. Specific projects have been developed and identified through joint efforts by the

Public Works Department, the Lakes Advisory Board, and the city's engineering consultants. Attachments include detailed costs and a time frame for each individual project.

I. Estimated Costs: see attached table



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
LK001 – STORMWATER/LAKES**

Explain how costs were derived, including sources: See detail for capital improvements following this section. Land costs are based on assessed values in general area.

J. Targeted Revenue source(s): 1. Environmental Stormwater Fund: \$ 3,195,000

Submitted By:

Kimberley Tracy P.E., Public Works Director

Date:

7/6/2023

PART II. (Community Development Department)

K. Goal, objective(s), or policy to be accomplished by project (reference city Comprehensive Development Plan): Infrastructure Element, Stormwater Sub-Element:

Objective 3.1: The drainage system shall be managed to minimize property damage, other hazards and maximize personal safety during flood conditions.

Policy 3.1.1: The city shall upgrade existing drainage facilities to manage surface water quality as well as quantity where practical.

Standard 3.1.2.1: In coordination with the Comprehensive Development Plan Conservation Element, water quality in lakes shall be maintained or improved, if feasible within financial resources of the city.

Standard 3.1.4.2: Improvements recommended within the Stormwater/Lake Management Plan 2016 are to be included in the capital improvements program, as appropriate.

Open Space Element, Conservation sub-element:

Objective 1.5: The lakes in the area are of important recreational, economic and aesthetic value to the city's residents and are integral parts of the city's neighborhoods. It is the city's objective to maintain a program which provides definitive water quality data and measures to protect and improve water quality.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
LK001 – STORMWATER/LAKES**

Objective 1.6: The city shall maintain a program and implement improvements to upgrade stormwater system and ensure water quality.

- L. Ranking of Project both within category (i.e., 1 of 4 etc.) and priority group:** 4 of 10 (Infrastructure) and 1 of 4 (2nd Priority Group)

Justification for ranking and priority group: This project covers a number of projects for correcting deficiencies in the storm water management system. This represents the 28th year of the city implementing a Stormwater/Lakes Management Plan to continue to improve the water quality of the City's lakes.

- M. What city agency or agent will be responsible for completion of project?** The Public Works Department, Lakes Management Division

- N. Other comments:** A Stormwater & Lake Management Plan for city-wide drainage and lakes improvements was originally adopted in FY 1996 and updated in 2006, 2011, and 2016. An update to the plan is underway utilizing historical water quality monitoring data and the most recent regulations to prioritize the lakes.

O. Decision-making criteria:

1. Does this project eliminate or assist in the elimination of a public hazard?

Yes	X	No
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2. Does this project eliminate or assist in the elimination of existing capacity deficits?

Yes	X	No
-----	---	----

3. What percent of the City's five-year capital funding is necessary to complete this project?

100 % Stormwater Utility Fund

4. Should this project be coordinated with any projects being undertaken by state agency, water management district, or the City?

Yes	X	No
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If coordination should take place, explanation and detail time is necessary. Coordination will be made with any road improvements or utility improvements for each area.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
LK001 – STORMWATER/LAKES**

5. **If not already stated, what benefits will be gained from the purchase of this capital item? Please quantify as much as possible.** This plan will reduce the hazards of storm water damage to aquatic life and property in the City. Designs to retrofit land areas shall be accomplished with the master plan and improvements, consistent with standards adopted in the Comprehensive Development Plan.
6. **What service will be provided as a result of this item?** The proposed improvements will upgrade drainage systems to meet current level of service and improving lake water quality to meet or exceed city objectives.
7. **Identify any risk areas or uncertainties associated with the project:** The Stormwater/Lakes Master Plan has escalated costs for programs including maintenance requirements.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 - 28
LK001 - STORMWATER/LAKES**

DETAILED STORMWATER IMPROVEMENTS		
DESCRIPTION	LOS Impact	TOTAL (\$)
FISCAL YEAR 2024		
Greenwood Gardens Stormwater Improvement Construction (Yr 2 of 2)	To improve level of service	500,000
Dommerich Drive Culvert Replacement/Drainage Improvements (Design)	To improve level of service	100,000
TOTAL		\$ 600,000
FISCAL YEAR 2025		
Dommerich Drive Culvert Replacement/Drainage Improvements (Construction)	To improve level of service	1,000,000
TOTAL		\$ 1,000,000
FISCAL YEAR 2026		
N Thistle Lane Drainage Improvement	To improve level of service	1,000,000
TOTAL		\$ 1,000,000
FISCAL YEAR 2027		
Northwind/Westwind Drainage Improvements (Design)	To improve level of service	100,000
Citywide Stormwater/Lakes Master Plan Update	To improve lake water quality	200,000
TOTAL		\$ 300,000
FISCAL YEAR 2028		
Northwind/Westwind Drainage Improvements (Design)	To improve lake water quality	100,000
Citywide Stormwater/Lakes Master Plan Update	To improve level of service	1,750,000
TOTAL		\$ 1,850,000
Total		\$ 4,750,000



MAITLAND
F L O R I D A

RECREATION



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
PR001 – PARKS AND RECREATION**

PART I. (Parks and Recreation Department)

A. Project Name: Parks and Recreation Master Plan

B. Project Number: PR001-272-00

C. Project Description: This project plans for the long-term development and redevelopment of the park system through the implementation of the Parks and Recreation Master Plan. Primary funding for new park development and the addition of new park amenities is generated through impact fees collected and tracked through the Park Trust Fund (as funding allows). Secondary funding is scheduled from the General Fund to accomplish maintenance type items of existing recreational infrastructure. Each project is referenced in the Parks and Recreation Master Plan as noted below.

FY 2024

- Lake Lily Improvements.
- Bellamy Park Basketball Court Rehabilitation.
- The Bellamy Park Restroom Rehabilitation project will renovate the existing restroom facilities at this location (PRMP p.45).
- The Hill Passive Park Improvements will provide some minor upgrades to the entry area of this location as identified in Parks and Recreation Master Plan (p. 48-9).

FY 2025

- Sybelia Beach Improvements Construction

FY 2026

- (nothing planned)

FY 2027

- Park Signage Rehabilitation

FY 2028

- Maitland Community Park Building Expansion Design.

D. Estimated Useful Life: Twenty (20) Years

E. General Information

1. Federal/State Agency Mandated? (CDP)

Yes	X	No
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2. Time of the essence?

Yes	No	X
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**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
PR001 – PARKS AND RECREATION**

3. Subsequent phase of previously approved project?

Yes	X	No
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F. Existing Level of Service (without project): The City currently has sufficient Level of Service (LOS) for park acreage for the existing population of Maitland residents. The project is not needed in order to satisfy local park LOS standards.

Level of Service with Project: Not affected by project.

G. Priority Group Classification: Third Priority Group

H. Implementation Schedule: FY 2024-FY 2028

I. Estimated Costs: See attached schedule.

Explain how costs were derived, including sources: FY 2022 cost estimates are based on quotes obtained by CPH Engineering, Burkhardt Construction and Rep Services Inc. Future park development costs were obtained from these same sources plus other estimates from the Florida Recreation and Park Association, Orange County Parks and Recreation Department, as well as Commercial Park and recreation vendors. These cost estimates will be refined as more detailed information is developed through the preparation of construction documents for each project and the park site master plan development process that will be utilized for certain projects.

J. Targeted Revenue source(s):

1. General Fund -	\$	902,000
2. Park Trust Fund -	\$	90,000

Submitted By:

Jay Conn, Parks and Recreation Director

Date:

7/6/2023

PART II. (For Community Development Department Use Only).

K. Goal, objective(s), or policy to be accomplished by project (reference City Comprehensive Development Plan): Open Space Element, Recreation sub-element:



CITY OF MAITLAND
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PR001 – PARKS AND RECREATION

Objective 2.1: Provide and maintain an adequate inventory of land, with an equitable geographic distribution, to meet public recreation space needs.

Objective 2.2: Make best use of all existing recreation sites and facilities to ensure efficient and effective service delivery to all citizens.

Policy 2.2.3: The City shall include the necessary facility improvements for park sites to implement completed master plans.

Standard 2.2.3.1: Implement the PRMP 2.0 Chapter 8 Implementation Plan, specifically 8.2 Proposed Improvement Costs.

- L. Ranking of Project both within category (i.e., 1 of 4 etc.) and priority group:** 8 of 10 (Recreation and Open Space) and 1 of 3 (Third Priority Group).

Justification for ranking and priority group: The project achieves service standards adopted in the Parks and Recreation Master Plan in January of 2002.

- M. What city agency or agent will be responsible for completion of project?** Parks and Recreation Department.
- N. Other comments:** The program is established to implement the Parks and Recreation Master Plan and monitor results.

O. Decision-making criteria:

1. Does this project eliminate or assist in the elimination of a public hazard?

Yes	No	X
-----	----	---

2. Does this project eliminate or assist in the elimination of existing capacity deficits?

Yes	X	No
-----	---	----

3. What percent of the City's five-year capital funding is necessary to complete this project?

100 % Park Trust Fund
6.1 % General Fund

4. Should this project be coordinated with any projects being undertaken by state agency, water management district, or the City?

Yes	X	No
-----	---	----

If coordination should take place, explanation and detail time is necessary. The Parks and Recreation Master Plan was adopted in Fiscal Year 2017, from which the program shall derive the individual implementation tasks.



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 – 28
PR001 – PARKS AND RECREATION**

5. **If not already stated, what benefits will be gained from the purchase of this capital item? Please quantify as much as possible.** The City will maintain its level of service for park and recreational facilities to serve City of Maitland residents.
6. **What service will be provided as a result of this item?** Park areas and recreational facilities in the community will be improved with the implementation of these items and are reflect identified needs as noted by residents of Maitland.
7. **Identify any risk areas or uncertainties associated with the project:** Priorities for park development/improvement have been set forth in the Parks and Recreation Master Plan (p. 61). Prioritization will be reviewed on an annual basis and funding is subject to change. Revenues will be identified to balance proposal expenditures.

PARK AND RECREATION IMPROVEMENTS		
DESCRIPTION	SOURCE AND TOTAL	
FISCAL YEAR 2024	Fund 65	General Fund
Bellamy Park Restroom Refurbishment	-	150,000
Bellamy Park Basketball Court Refurbishment	-	50,000
Hill Passive Park Improvements	65,000	-
Lake Lily Improvements	-	100,000
Total	\$ 65,000	\$ 300,000
FISCAL YEAR 2025	Fund 65	General Fund
Lake Sybelia Beach Improvements Construction	100,000	300,000
Total	\$ 100,000	\$ 300,000
FISCAL YEAR 2026	Fund 65	General Fund
	-	-
Total	\$ -	\$ -
FISCAL YEAR 2027	Fund 65	General Fund
Park Signage Rehabilitation	-	50,000
Total	\$ -	\$ 50,000
TOTAL	\$ -	\$ 902,000
FISCAL YEAR 2028	Fund 65	General Fund
Maitland Community Park Building Expansion Design	-	200,000
Total	\$ -	\$ 200,000



MAITLAND
F L O R I D A

OTHER IMPROVEMENTS



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 - 28
CF001 - CITY-WIDE FACILITIES**

PART I. (Public Works Department)

- A. **Project Name:** City-Wide Facilities / Master Planning
- B. **Project Number:** CF001 – 414 – 19
- C. **Project Description:** This project provides for general maintenance for all city facilities programmed throughout the five-year period as well as the need for a parking garage in the Downtown core area.

FY 2024

- Public Works Complex (Public Works Space) Needs - Design funds for space needs study and design.
- Roof and A/C replacements.
- City of Maitland Library- library design.
- A&H- Structural repairs.

FY 2025

- Roof and A/C replacements.
- A&H- Structural repairs.

FY 2026

- Roof and A/C replacements.
- A&H- Structural repairs.
- City of Maitland Library- library construction.

FY 2027

- Roof and A/C replacements.

FY 2028

- Roof and A/C replacements.
- Downtown Parking Garage- estimate for 90 spaces (at \$20,000 each) in a parking garage in the downtown area. It is anticipated to be a developer driven project based on redevelopment for the block north of Horatio Avenue. If the City parking lot on the northwest corner of Horatio Avenue were to redevelop, the City would require the developer to allocate sufficient spaces to cover the needs of the City's municipal complex.

- D. **Estimated Useful Life:** 20-35 Years

E. **General Information**

1. Federal/State Agency Mandated



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 - 28
CF001 - CITY-WIDE FACILITIES**

Yes	No	X
-----	----	---

2. Time of the essence?

Yes	No	X
-----	----	---

3. Subsequent phase of previously approved project?

Yes	No	X
-----	----	---

F. Existing Level of Service (without project): Not applicable

Level of Service with Project: Not applicable

G. Priority Group Classification: Second Priority Group

H. Implementation Schedule:

I. Estimated Costs: \$20,643,000

J. Explain how costs were derived, including sources: Roof replacement costs were obtained from vendors and contractors that specialize in roof replacement and repairs. They will be reviewed and updated each year. For the required parking spaces in the downtown centralized parking garage, each space is estimated to cost \$20,000 to construct.

Submitted By:

Kimberley Tracy P.E., Public Works Director

Date:

7/6/2023

Targeted Revenue source(s):	1. General Fund	\$ 711,000
	2. Enterprise Fund	1,200,000
	3. Grants/Developer	1,800,000
	4. Space Needs	12,432,000
	5. Fire Impact Fee	<u>4,200,000</u>
		<u>\$ 20,343,000</u>

*As originally planned, the downtown parking garage is to be funded via a developer agreement (\$1.8M).



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 - 28
CF001 – CITY-WIDE FACILITIES**

PART II. (Community Development Department)

K. Goal, objective(s), or policy to be accomplished by project (reference city Comprehensive Development Plan): Governance and Implementation Element, Capital Improvements Sub-element:

Policy 2.1.3: The city shall include programs to meet and maintain the adopted levels of service and to accommodate growth service needs within the five-year capital improvements program and the operating budget.

L. Ranking of Project both within category (i.e., 1 of 4 etc.) and priority group: 6 of 10 (Infrastructure) and 3 of 4 (Second Priority Group)

Justification for ranking and priority group: Projects are intended to preserve a prior investment, but do not affect adopted levels of service.

M. What city agency or agent will be responsible for completion of project? The Public Works Department.

N. Other comments: This five-year capital improvements program incorporates administrative efficiency as well as space needs considerations to provide long-term benefits to the citizens.

O. Decision-making criteria:

1. Does this project eliminate or assist in the elimination of a public hazard?

Yes	No	X
-----	----	---

2. Does this project eliminate or assist in the elimination of existing capacity deficits?

Yes	X	No
-----	---	----

3. What percent of the city's five-year capital funding is necessary to complete this project?

8.1% General Fund 4.2% Enterprise Fund 100% Fire Impact Fee Fund 100% Space Needs Fund



**CITY OF MAITLAND
CAPITAL IMPROVEMENTS PROGRAM
FY 24 - 28
CF001 - CITY-WIDE FACILITIES**

4. **Should this project be coordinated with any projects being undertaken by state agency, water management district, or the city?**

Yes	X	No
-----	---	----

If coordination should take place, explanation and detail time is necessary. Improvements should be made to entire sites, rather than only to structures, to ensure efficient upgrades.

5. **If not already stated, what benefits will be gained from the purchase of this capital item? Please quantify as much as possible.** The city's administrative and storage infrastructure needs will be achieved for the 20-year planning.
6. **What service will be provided as a result of this item?** Residents of Maitland will be efficiently and effectively served in achieving objectives of the city.
7. **Identify any risk areas or uncertainties associated with the project:** As the city grows, facilities must be maintained to meet the needs of the community. Long term planning for future facility expansion or renovation should be on-going to ensure facilities do not become functionally obsolete.

	2024	2025	2026	2027	2028
Downtown Parking					
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000
Total	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000

Maintenance of Existing Facilities General Fund					
Buildings	\$ 150,000	\$ 200,000	\$ 50,000	\$ 50,000	\$ 50,000
Buildings HVAC	100,000	100,000	50,000	50,000	50,000
Cap Improv. - MAHA	200,000	200,000	200,000	-	-
Total	\$ 450,000	\$ 500,000	\$ 300,000	\$ 100,000	\$ 100,000

Space Needs Citywide					
Public Works	-	2,432,000	-	-	-
Library	2,000,000	-	20,000,000	-	-
Police	-	-	-	-	-
Total	\$2,000,000	\$ 2,432,000	\$20,000,000	\$ 100,000	\$ -
Grand Total	\$2,450,000	\$ 2,932,000	\$20,300,000	\$ 100,000	\$ 100,000

POLICY SECTION



**POLICY
INFORMATION
TRANSMITTALS**

POLICY / INFORMATION TRANSMITTALS

PIT #	Title	Date Accepted	Date Revised
1993-1	Establishes Process	06/08/92	-
1993-2	Use of Contingency Account for “Savings”	06/08/92	-
1993-4 A	Budget Transfer “Untouchables”	07/11/92	06/30/00
1993-5 A	Contract Maintenance	07/11/92	06/30/08
1993-6 B	Vehicle Replacement (Operations)	05/09/94	06/30/06
1994-3	Solid Waste Funds Transfer	07/14/93	-
1994-6 A	“Carry Forward” – Manager’s Contingency	07/14/93	07/27/20
1995-1 I	Parks and Recreation Fee Schedule	09/01/95	06/30/23
1997-1 B	Fund Balance Designations	09/23/96	07/07/21
1999-1 A	Board Member Travel & Training	09/22/98	06/30/19
1999-2	City Contributions	09/22/98	-
1999-3 C	Personnel Budgeting Policy Guidelines	09/22/98	10/01/01
2000-1	City Council Compensation Policy Guidelines	03/03/99	-
2000-2 A	Capital Contracting	06/22/99	04/09/07
2001-2 R	EMS Transport Rate	07/15/01	04/26/21
2007-2 A	Self Insurance Fund Budgeting	06/29/07	06/28/10
2007-3	Budgeting for Building Maintenance	09/25/07	-
2008-1 A	401a Forfeiture Distribution	09/25/07	07/10/23
2010-1	Stormwater Fee Methodology	08/28/08	-
2010-3	Expenditure of Public Funds – Bottled Water	04/27/09	-

POLICY / INFORMATION TRANSMITTALS

PIT #	Title	Date Accepted	Date Revised
2010-4K	Redistribution of Unreserved Fund Balance	06/29/09	07/10/23
2011 - 1	Interaction with City Attorney	05/14/10	-

MEMORANDUM

Administrative Services

TO: Mayor and Council

FROM: Wm Brian Jones, Assistant City Manager

DATE: May 29, 1992

SUBJECT: POLICY/INFORMATION TRANSMITTAL #1993-1

I would like to introduce a new piece into the budget process. I hope you will not consider this an attempt to "fix something that ain't broken", but rather an enhancement to an already pretty good process.

Whenever we go through the rather hectic summer months of budget, we sometimes run into the following problems:

- Staff intends to discuss something with Council, but fails to do so
- A "no response" is incorrectly assumed to be a positive response
- A statement by one Councilman is incorrectly taken to be a consensus
- Policy decisions are not documented
- There is simply more information to transmit and discuss than time allows

We have NOT had major problems in these areas in recent years, but I believe we can minimize these problems by issuing and accepting POLICY/INFORMATION TRANSMITTALS (PITs). Each PIT will be numbered in the format "fiscal year-sequential", starting with 1993-1, 1993-2, etc.. At each budget workshop, Council will be asked to accept PITs received since the previous workshop, much as you would approve a Consent Agenda at a formal meeting. If memos get revised, an alpha character will be attached to the PIT number, i.e., 1993-1 will become 1993-1A. PIT numbers will be assigned by the Manager.

We will be providing you with a Budget Draft notebook, and there will be a section in the notebook for PITs. I would like to initiate the process by asking you to "accept" PIT 1993-1 (this memo) at your next Council meeting.

MEMORANDUM

Administrative Services

TO: Mayor and Council

FROM: Wm Brian Jones, Assistant City Manager

DATE: May 29, 1992

SUBJECT: PIT #1993-2 Use of Contingency Account for "Savings"

In an effort to better track our financial condition on a timely basis, we installed a practice this year of transferring recognized savings to one of the two contingency accounts. When the cost for a capital purchase or project is completed, and a savings is recognized, the savings is transferred to the Council Contingency account. Similarly, if operating savings are recognized, a budget transfer is made to the Manager's contingency. Thus, we can track the expansion and contraction of the two accounts throughout the year, and maintain an ongoing pulse as to how we are doing relative to budget.

We started this practice in fiscal 1992, and have found it to be quite useful. As an incentive to encourage savings, we recommend instituting the following:

- At the end of the fiscal year, the Finance Department closes budgeted revenues and expenses against actual revenue and expense (as is currently done).
- Any available balance in either of the contingency accounts not needed to cover revenue shortfalls will be transferred to that portion of the Unreserved Fund Balance designated for Capital Improvements.

Historically, "savings" automatically end up in the Unreserved, Undesignated balance. Using the above approach, "savings" acknowledged and transferred to a Contingency account would end up in that portion of the Unreserved Balance Designated for the CIP, with the balance going to the Unreserved, Undesignated Fund Balance.

The change is subtle, and does not effect Council's control of Fund Balance, but I believe it helps to focus employee attention on "if we can save money on project A, we will be in a better position to do project B next year." I recommend we establish the procedure as outlined.

MEMORANDUM

Administrative Services

TO: Mayor and Council

FROM: Wm Brian Jones, Assistant City Manager

DATE: June 30, 2000

SUBJECT: PIT #1993-4A Budget Transfer "Untouchables"

There are certain line items within the budget that we feel should not be "available" for a budget transfer, for a variety of reasons. Council established this concept in Resolution 14-89 by indicating the savings on capital purchases could not be transferred to another line item. While we recognize this places constraints on Staff, we believe in the long-term this will establish better control and communication between Council and Staff.

Upon acceptance of this PIT, certain line items will be designated as budget transfer "untouchables". "Untouchable" shall mean the only budget transfer which can be made from these accounts is a transfer of funds to the Council contingency (note: an exception would be an accounting "clean-up" where the money was incorrectly budgeted in the wrong line item).

Accounts may be declared "untouchable" by Council or the Manager, and a list will be maintained by updating this PIT (to 1993-4A, 1993-4B, etc.). Accounts declared "untouchable" are

- all 6XXX (capital) accounts
- All debt service line items
- All 46XXX (repair and maintenance) accounts
- All 91XXX (interfund transfer) accounts
- 01.210.521.3431 Traffic Impact Service
- 01.414.541.3470 Contract Resurfacing
- 01.272.572.3400 Contract Services (rev offset)
- 01.134.513.2400 Workers Comp Deductible
- 01.210.521.2210 City Contribution - Police Pension
- 01.220.522.2220 City Contribution - Fire Pension

MEMORANDUM

Administrative Services

TO: Mayor and Council

FROM: Wm Brian Jones, Assistant City Manager

DATE: June 10, 1992

SUBJECT: PIT #1993-5 Contract Maintenance

Purchasing maintenance contracts for machines (copiers, radios, typewriters, computers, etc.) allows cities, as well as other businesses and individuals, to "insure" against unanticipated repair expense. Certainly this makes budgeting easier.

Besides ease of budgeting, maintenance contracts often provide for "preferred" service, preventative maintenance, and other benefits. The problem is they are expensive, and generally considered a high margin item for vendors.

During budget discussions last year we established a line item in department 121 (Management Services) called "Repair Maintenance - Group Contingency". As we review individual maintenance contracts and determine to "self insure", we budget an amount equal to the contract in this line item, and drop the contract. We then use this line item to pay for repairs to those specific pieces of equipment. This eliminates the "smoothness" of individual contracts, but we feel it will save money in the long run. We have not dropped contracts across the board, but on a contract by contract basis after weighing the savings against the risks.

Via acceptance of this PIT, I recommend we "carry forward" any unused balance in this account from year-to-year, so as to build up a "self insurance" cushion for when major repairs are needed. The total in the account (budget plus anticipated carry forwards) should not exceed two years worth of contract costs. This line item shall be a budget transfer "untouchable".

MEMORANDUM

Administration

TO: Mayor and Council

FROM: Wm Brian Jones, Assistant City Manager

DATE: June 30, 2008

SUBJECT: PIT 1993-5A - Contract Maintenance

Seventeen years ago PIT 1993-5 was established. We have followed the policy and monitored the validity of the concept over the years. Contract prices were generally not updated (since they were only needed for analytical purposes), making our tracking relatively easy and conservative. We can say with confidence that the policy has saved taxpayers well over \$200,000 since it was instituted. The passage of time requires the monitoring to be updated or abandoned, and we do not recommend expending further effort to monitor in the original format. We are confident the point has been proven, and we will continue to “self insure” repair of operating equipment.

Going forward we will continue to minimize department budgets for repair of certain types of equipment, and centralize funding for such repair in the City Manager’s (121) budget. Any remaining balance in the line item at year end will be carried forward. For budgeting purposes, we will generally budget for year “C” based on an analysis of the actual amount spent in year “A” and our projected *carry forward* from year “B”. Expenditures will be tracked and reported annually in the Budget Draft.

MEMORANDUM

Administrative Services

TO: Mayor and Council

FROM: Wm Brian Jones, Assistant City Manager

DATE: June 15, 1992

SUBJECT: PIT #1993-6 Vehicle Replacement

Vehicles and equipment represent a major investment for Maitland. Cars, pick-up trucks, dump trucks, fire vehicles, back hoes, et cetera, all have a relatively predictable life expectancy. In any given year the City will need to replace certain vehicles and equipment. Some years the replacement needs are great, some years relatively minor. The key is that equipment should be replaced when it makes good operational and financial sense, not "when there is money available."

In 1987 the City established a designation within the unreserved fund balance for vehicle replacement. We generally refer to this designation as the Vehicle Replacement Fund. The City made "contributions" to the Fund every year subsequent to 1987, and in 1992 the goal of having a fiscally sound designation became a reality.

Each vehicle or piece of equipment is assigned a life expectancy. Annually, staff reviews the life expectancy assumption, determines the current replacement cost, estimates the actual replacement cost based on life expectancy and inflation assumptions, and calculates the current contribution needed to amortize the cost of each vehicle. The amounts needed to amortize each vehicle are then summed to determine the total budget-year amortization requirement. Once the current year amortization requirement is established, a cost for those vehicles needing replacement in the forthcoming budget is established. We then add to, or subtract from, the Fund based on a comparison of the current year replacement needs with the current year amortization requirement. For example, if the amortization requirement is \$200K but the actual replacement needs for the budget year are \$125K, we would budget to ADD \$75K to the Fund. If, on the other hand, current year replacement requirements were \$325K, we would REDUCE the Fund by \$125K. In either case, the impact on the current budget would be \$200K -- the amortization requirement.

The purpose of the Fund is to "smooth" the funding requirements for inevitable vehicle and equipment replacement. Details on the Fund, and specific, current-year replacement recommendations are included in the budget package presented to Council in early July.

MEMORANDUM

Administrative Services

TO: Mayor and Council

FROM: Wm Brian Jones, Assistant City Manager

DATE: June 30, 2006

SUBJECT: PIT #1993-6B Vehicle & Equipment Replacement

On July 11, 1992, Council approved PIT #1993-6, which confirmed policy relative to vehicle replacement and on May 9, 1994, approved PIT# 1993-6A which offers flexibility to Staff in determining the appropriate time to make the final "replace" decision.

Over time, the Vehicle Replacement model and the Designation for Vehicle Replacement within the unreserved portion of the fund balance have stabilized the budgeting process, extended the life of projected replacements and allowed for early replacement of vehicles and large equipment such as tractors and fire related equipment as needed. By acceptance of this PIT, major copiers and certain parks maintenance equipment over \$10K will be added to the model and included in this replacement process.

MEMORANDUM

TO: Mayor and Council
FROM: Wm Brian Jones, Assistant City Manager
DATE: June 17, 1993
SUBJECT: PIT #1994-3 Solid Waste Fund Transfer

The 1994 budget presents a unique challenge and opportunity. The devaluation of Maitland Center is no longer a news flash, but the permanent loss of approximately \$365K out of our revenue stream is a lingering reality. Enter opportunity.

The timing of your decision to go out for new proposals on commercial solid waste, and the pending decision on the franchising of residential solid waste collection, presents an opportunity to at least partially fill the void created by the devaluation, without a major **additional** burden on the citizens or rate payers.

The key issue is how do we balance one fund's "gain" against the other fund's "loss"? There are numerous answers, including at least the following:

- Establish commercial and/or residential franchise fees
- Institute a Utility Tax on City owned utilities, similar to those on the power and telephone company customers
- Simply transfer money from the Solid Waste Fund to the General Fund
- Reduce solid waste rates (mostly commercial) and raise taxes

I will be anxious to get your feedback and have discussions in this area, for I truly have some mixed emotions in making my recommendation to you. However, I intend to submit the Budget Draft assuming the following policy. Should Council decide to go a different route, we will simply update the PIT. The 1994 Budget Draft will be based on the following policy:

Since the City does not impose a Utility Tax on City provided utilities nor a Franchise Fee on neither the commercial nor residential solid waste franchise holder (which would be passed on to the customers), and since garbage trucks are a major contributor to the wear and tear on City streets, it shall be the policy of the City to transfer \$200,000 per year, inflated at an annual rate of 2 percent with 1994 as the base year, from the Solid Waste Fund to the General Fund. Such transfers will be considered when establishing rate structures.

Given our current rate structure, and based on the proposals received, we should be able to easily invoke this policy with **no rate increases**. Financially this will work more easily if Council opts to privatize residential solid waste, but this policy in no way ties Council's hands relative to the residential issue. It may, however, force the issue of residential paying their own way if the decision is made to retain residential solid waste collection in-house.

The long-term continuation of this policy will place this Council, and Councils that follow, in a position of facing rate payers who are paying for more than the actual cost of the service. There is a fairness issue here that bothers me, yet the concept of an enterprise fund making a "profit" and paying "dividends" to its "shareholders" is clearly not a new idea. I believe the timing is appropriate.

MEMORANDUM

TO: Mayor and Council

FROM: Jerry Gray, Finance Director

DATE: July 27, 2020

SUBJECT: PIT #1994-6A Manager's Contingency

Some history and facts that draw us to this policy:

- In the late 1980's and early 1990's, we would budget both Manager and Council contingency accounts as part of the operating budget. In 1987 the Council contingency was budgeted at \$150K and the Manager's contingency at \$50K.
- Since 1987, with the growth of the Fund Balance and our establishment of a *designation for operating contingencies*, the amount budgeted in each line has consistently declined.
- For 1993, there was no budgeted contingency for Council, but a \$10K line was left for the Manager.
- PIT 1993-2 established the process for "funding" the contingency accounts through "savings" uncovered during the year.

Given the above, it was recommended in 1994 that the Manager's contingency account be funded each year via a "carry forward" of up to \$10K and was increased in FY 2008 to \$25K. This allowed the City flexibility during the early part of the year, prior to any "savings" being identified to fund minor unanticipated operating expenses.

Moving into FY 21, the operating budget has been reduced wherever possible to meet the challenges of declines in State revenues. It is recommended that the amount "carried forward" be increased to \$50K, if available, to allow the City flexibility in addressing unanticipated operating costs.

MEMORANDUM

TO: Mayor and Council

FROM: Jay Conn, Parks and Recreation Director

DATE: June 30, 2023

SUBJECT: PIT #1995-1J -- Parks and Recreation Fee Schedule

In an effort to improve communication between Council, Staff, PRAB, Citizens, and guests, all facility usage and program participation fees charged by the Parks and Recreation department will be incorporated into a schedule. All rate changes will be implemented only upon acceptance of a new schedule by Council, using the PIT process.

Changes may be recommended at any time, but it is envisioned that the rates will be reviewed annually, and that the schedule for the upcoming fiscal year will be adopted as part of the budget process. All recommended rate changes will be reviewed by the PRAB prior to presentation to Council.

Attached is a schedule of rates which has been reviewed and recommended by the PRAB. In the future, as changes are recommended, a revised schedule will be prepared, including an effective date, and will be stamped DRAFT until accepted by Council.

The attached schedule was prepared by staff and recommended for approval by the Parks and Recreation Advisory Board. By accepting this PIT, you accept the attached schedule which reflects an effective date of October 1, 2023.

This schedule includes a recommendation to introduce a Non-Resident Annual Pass fee for the Maitland Senior Center with a proposed effective date of January 1, 2013. The recommended fee is \$50 per year for Non-Residents and FREE access for Residents. A Non-Resident Annual Fee was debated and recommended by the Senior Citizens Advisory Board on September 30, 2010. Staff has elected to delay the implementation of this fee until such time as budgetary conditions warranted its introduction.

PARKS AND RECREATION FEE SCHEDULE
Effective October 1, 2023

BASKETBALL

Youth Basketball League	Resident	Non-Resident
New Registration	\$150	\$160
Returning Registration	\$135	\$145

TENNIS

Tennis	Resident	Non-Resident
Monthly group sessions	\$50	\$60
Private lessons and other programs	varies	varies

Tennis Annual Passes	Resident	Non-Resident
Youth (Under 16)	Free	\$25
Adult (16 & up) – 12 months	\$48	\$98
Adult (16 & up) – 9 months	\$36	\$76
Adult (16 & up) – 6 months	\$28	\$58

Tennis Court Reservations	All Players	All Players
Non-Pass Holder (Guest)	\$5/Hr before 5PM	\$8/Hr after 5PM

RACQUETBALL

Racquetball Court Rental	Resident	Non-Resident
All ages	\$5 / Hour	\$8 / Hour

SENIOR CENTER

Center Use Annual Pass	Resident	Non-Resident
Annual Membership Pass	Free	\$ 30

Non-Resident Annual Pass Conditions

- Annual membership pass subscribers will be entitled to access the Maitland Senior Center during normal program hours only.
- Special classes, activities and programs may require a participation fee in addition to the annual pass program subscription fee.
- Private use of facility rooms by groups, clubs, card groups or social gatherings will be by rental only according to amount of time reserved.

MARKETS

Maitland Farmer's Market Rentals	
10' x 12' space	Varies

FACILITY RENTALS

Athletic Field Rentals	
School Fields	\$25/Hr – 2 Hour minimum
Soccer Field	Before 5 pm - \$25/Hr After 5 pm - \$40/Hr
Baseball Fields	Before 5 pm - \$25/Hr After 5 pm - \$40/Hr
Field Preparation	\$65 per field

Wedding Facilities	Resident	Non-Resident
Wedding Gazebo & Overlook (Lake Lily & Quinn Strong)	\$175	\$250

Picnic Pavilions	Resident	Non-Resident
Mini - ½ Day	\$20 + tax	\$25 + tax
Mini – Full Day	\$30 + tax	\$35 + tax
Small ½ Day	\$55 + tax	\$70 + tax
Small Full Day	\$75 + tax	\$105 + tax
Large ½ Day	\$80 + tax	\$110 + tax
Large Full Day	\$110 + tax	\$140 + tax

Meeting Rooms	Resident	Non-Resident
Comm. Park (after 5 & Weekends)	\$80 for 4 hours (min.) + \$25 for each addn'l hour	\$135 for 4 hours (min.) + \$30 each addn'l hour
Comm. Park (M-F before 5PM)	\$15/Hr (2 Hour Min.)	\$20/Hr (2 Hour Min.)
Senior Center Ballroom + Kitchen (4Hr Min.)	\$225 for 4 hours + \$40 for each additional Hr.	\$280 for 4 hour + \$50 each additional Hr.

EVENTS

Event Venue Fees	Residents	Non-Residents
100-300 People	First Day - \$300 \$150 for each additional or partial day.	First Day - \$400 \$200 for each additional or partial day.
301 – 600 People	First Day - \$600 \$300 for each additional or partial day.	First Day - \$700 \$350 for each additional or partial day.
601 to 1,000 People	First Day - \$900 \$450 for each additional or partial day.	First Day - \$1000 \$500 for each additional or partial day.
>1,000 People	First Day - \$1200 \$600 for each additional or partial day.	First Day - \$1300 \$650 for each additional or partial day.
A La Carte Venue Use Fees		
Permit Fee	\$100	
Event Coordinator	\$37/Hr – 4 Hr Min	
8 Yd Dumpster Tipping Fee	TBD at time of application	
Additional City Support Staff (Fire, Police, Public Works, Etc.)	Varies according to length and scope of event (determined following evaluation of permit app.)	

BOAT PASSES

Boating Fee Information

Annual boating passes are issued from July 1st of each year and are valid through June 30th of the following year. The boating passes are valid for the Maitland Winter Park chain-of-lakes which can be accessed via 2 boat ramps; one at Fort Maitland Park in Maitland; the other at Dinky Dock in Winter Park.

- Boat Pass Rates for Maitland Residents – Length of boat + Horsepower of Boat x \$.50
- Rates for Non-Residents – Length of Boat + Horsepower of Boat x \$.75
- Daily passes are available for \$6.00
- A state of Florida Drivers License and a valid boat registration are required at the time of purchase.

YOUTH SPORTS LEAGUES

Youth Sports Leagues	Registration and Program Cost Information	Non – Resident Fees
Maitland Little League	http://www.maitlandlittleleague.us	\$35/season/player
Maitland Soccer Club	http://www.maitlandsoccer.com	\$25/season/player

OTHER RECREATION PROGRAMS

Throughout the year the Parks and Recreation Department offers numerous special programs, services and recreation activities that carry program specific fees based on cost. New activities may be added during the course of the year at an appropriate fee as approved by the Parks and Recreation Director. Please visit www.itsmymaitland.com or call (407) 875-2848 for more information.

MEMORANDUM

TO: Mayor and Council
FROM: Jerry Gray, Finance Director
DATE: July 7, 2021
SUBJECT: PIT #1997-1B Fund Balance Designations

In an effort to maintain long-term financial stability, the City utilizes *Designations of the Unreserved Fund Balance* and has established desired levels of funding for each. The GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. This equates to approximately 15% of operating expenditures. These *Designations* require replenishment from time to time. Historically this has been done on an "as needed" basis. This Policy establishes an annual review and replenishment of the following *Designations*:

<i>Designation for emergencies/disasters</i>	15% of Operating Budget (Excludes Capital Outlays)
<i>Designation for matching grants</i>	\$ 350,000
<i>Designation for operating contingencies</i>	\$ 750,000

Based on acceptance of this PIT, Council re-affirms their desire to maintain the above *Designations* at the levels shown, and directs that at the beginning of each fiscal year the above be replenished via transfer from the Undesignated Equity Fund Balance. In the event there are not sufficient funds within the Undesignated Equity Fund Balance, the City Manager will so notify Council, and funding of *Designations* will be addressed as part of the subsequent fiscal year budget process.

In addition to ensuring desired *Designation* levels, this policy allows any reader of the CAFR to determine the annual impact operations had upon the *Designations*.

MEMORANDUM

Administration

TO: Mayor and Council

FROM: Brian Jones, Assistant City Manager
Donna Williams, City Clerk

DATE: June 30, 1999

SUBJECT: PIT 1999-1A; Board Member Travel & Training

Over the years, budgeting and processing of travel & training for Board Members has evolved without formal policy. As it relates to travel & training by Board members, this policy, 1999-1, establishes:

- the process for budgeting
- the process for submitting and approving travel & training requests
- accountability for paperwork.

Starting with the budget for fiscal 2000, each Board desiring a budget for travel & training will submit a *training plan* to the City Clerk, through their Staff representative, for inclusion in the Council (110) program budget. While strictly for planning purposes, the *training plan* should indicate the type of training envisioned, the anticipated number of members to participate, and approximate cost. The City Clerk will summarize the various recommendations in line item 01.110.511.4000, and provide Council with a reconciliation as an attachment to this PIT with each year's *Budget Draft*. A prototype for the reconciliation is attached.

As training opportunities avail themselves, Boards should review at their regularly scheduled meeting, and forward recommendations for Council approval. A Staff representative preparing a "green sheet" as support for a Consent Agenda item will accomplish this. Staff representative will be reflected as "Contact Person" while the City Clerk will sign as "Department Head". Recognizing timing will sometimes preclude this process, *Board Chairman approval* may be substituted for Board approval and *Mayor approval* may be substituted for Council approval when timing dictates. In these cases, the Board and/or Council will review after-the-fact. When the total cost for a travel or training event is less than \$50, Council approval is not required.

Board Members are expected to follow guidelines established in the Finance Department *Purchasing/Payables Guidelines* manual. Staff representatives are accountable for providing Boards with appropriate excerpts from the manual, and reminding Boards of the process on an annual basis. Accountability for processing appropriate paperwork through Finance rests with the Staff representative.

**Board and Committee Travel & Training
Policy 1999-1A**

Board/ Committee	Budget FY 24		YTD FY 23			Actual FY 22		
	Type	Cost	Members	Type	Cost	Members	Type	Cost
Council	Tallahassee	\$ 500		Tallahassee	\$ 500			\$ -
	FL Mayors	\$ 500		FL Mayors	\$ 300			
	FLC	\$ 1,000		FLC	\$ 1,000			
P&Z	FPZA	\$ 700		FPZA	\$ 700			\$ -
Adj & Appeals								
Code Enf								
LAB								
PRAB								
Zoning Adjust								
SCAB								
Transportation								
Total		\$ 2,700			\$ 2,500			\$ -

MEMORANDUM
Office of Management and Budget

TO: Mayor and Council
FROM: Michelle del Valle, OMB Manager
THROUGH: Wm. Brian Jones, Assistant City Manager
DATE: June 22, 1998
SUBJECT: PIT 1999-2 City Contributions

The City contributes a significant amount in both dollars and resources to various charitable organizations. On June 8, 1992, Council adopted resolution 6-92 outlining the procedures and guidelines non-profit organizations must follow to request funds from the City.

In order to request funds the organization must direct the request to the City Manager, who will consider the request as part of the annual budget, if the following criteria is met:

- Request for funding must be in writing
- The organization must be a charitable organization which meets the criteria of the Internal Revenue Code Section 501(c)(3)
- The organization must demonstrate a significant benefit to the residents of the City of Maitland
- The organization must have a balanced budget and financial statements available for review

Approval for funding the request shall rest with the City Council.

In order to assist Council in the approval process, each year staff will supply a summary table indicating the organization, type of donation, service being provided, amount of contribution, and compliance with resolution.

City of Maitland FY 24 Contributions*

Organization	Type of Contribution	Service/ Event	Amount	Comply 6-93
Maitland Public Library	Cash Contribution	Library Services	817,000	Yes
Maitland Public Library	Other City Support	Benefits, O&M, Capital Outlay	2,110,000	Yes
Maitland Art & History Assoc	Cash Contribution	Cultural Services	336,000	Yes
Maitland Art & History Assoc	Other City Support	Facility R&M, Capital Outlay	324,000	Yes
Maitland Middle School	Gym Floor Refinishing	City Athletic League Play	-	Agreement

Total Requested \$ 3,587,000

Cash Direct Support 1,153,000
City Paid Support 2,434,000
Total \$ 3,587,000

*Funding shown as requested by organizations and is subject to City Council review and determination

MEMORANDUM

TO: Mayor and Council

FROM: Brian Jones, Assistant City Manager
Theresa Walker, Personnel Manager

DATE: June 30, 2003

SUBJECT: PIT 1999-3C; Personnel Budgeting Policy Guidelines

The purpose of Maitland's *Personnel Policies and Procedures* is "to foster and promote a positive employment environment ... which encourages employee and public confidence in the administration of a merit system of personnel management." The Classification/Compensation Plan (Pay Plan) is designed to provide parity between classifications based upon skill sets, knowledge, abilities, and scope of responsibility.

This policy (1999-3C) provides budgeting direction to Staff. The following are guidelines for budgeting purposes, and in no way supersede the adopted Personnel Policies and Procedures.

Recognizing that a Pay Plan provides a uniform, objective and equitable system for classifying all positions, it is the desire of Council that, within budgetary constraints, the Budget reflects an overall compensation package, which is **internally equitable and comparable** with surrounding jurisdictions. "Comparable with surrounding jurisdictions" will mean the plan, on balance, will be designed to be competitive with surrounding jurisdictions as to hiring minimums and range maximums. In terms of the Compensation, the City will review and make necessary annual adjustments to classifications and the overall plan in an effort to place the plan in a competitive posture with surrounding jurisdictions. It is anticipated this will be accomplished by:

- designating the following as core jurisdictions for surveying:

Altamonte Springs	Apopka
Casselberry	Ocoee
Lake Mary	Winter Garden
Longwood	Winter Park
Sanford	Oviedo
Winter Springs	

Non-core jurisdiction for data review will include:

Orange County
Seminole County
City of Orlando

- having a comprehensive salary survey performed every other year, if appropriate
- periodically having the survey performed by an outside source to confirm and validate the objectivity of internal processes

- adjusting, if applicable, on non-survey years, the entire plan based on a combination of economic indicators, to include but not limited to:

Consumer Price Index – CPI (Urban Wage Earners & Clerical Worker South Region)

April to April

Employment Cost Index- ECI (State and local government)

General strength of the current economy

- reviewing on non-survey years, individual classifications based on a combination of:
 - (a) information obtained from department heads
 - (b) analysis of turnover statistics
 - (c) classifications requiring higher workload and competency levels; and
 - (d) classifications that require additional attention due to lack of qualified applicants

This policy, effective October 1, 2003, provides management with budgeting direction and the ability to recruit and retain qualified employees. It should position the City to compete in the local labor market.

M E M O R A N D U M
Administration

TO: Mayor and Council

FROM: Brian Jones, Assistant City Manager

DATE: March 3, 1999

SUBJECT: PIT 2000-1; City Council Compensation Policy Guidelines

The intent of this policy is to provide procedural clarification for implementing changes to the City Charter created by Ordinance 956. Per the Amendments to the City Charter, effective March, 1999, the following are established as guidelines:

- The annual salary of City Council members is \$250.00 per month.
- The annual salary of the Mayor is \$375.00 per month.
- The annual salaries of City Council members and Mayor shall increase or decrease annually based on the change in the consumer price index (all urban consumers CPI).
- The annual salary change shall not exceed 5%.

The following will be used to implement the intent of the policies:

- All CPI increases or decreases will be effective October of each year.
- The percentage of change will be based on the CPI change from April to April.

The initial CPI adjustment will be made effective October 1, 2000.

MEMORANDUM
Public Works Department

TO: Mayor & Council
FROM: Tony Leffin, Public Works Director
Sharon M. Anselmo, Finance Director
THROUGH: Dean Sprague, City Manager
DATE: April 9, 2007
SUBJECT: PIT 2000-2A Capital Contracting

In February 1999, Council adopted PIT 2000-2, which established guidelines for communicating opinions of probable costs to Council prior to releasing a bid or RFP on a capital project. This PIT updates and expands the original policy to include the process for handling change orders on capital projects. Upon Council acceptance of this Policy, the following guidelines will become effective.

1. Opinions of Probable Cost:

- a. All capital projects over \$25,000 will be evaluated by one of the City's Continuing Engineering Consultants. When the City is not the appropriate consultant for the project, the City's continuing consultants will be contracted to determine an opinion of probable cost prior to releasing a bid/RFP.
- b. Capital projects that are anticipated to be within 15% of budget will be released for bid/RFP by the Department Head responsible for the project. A ranking of the responsible bidders will be provided to Council for a final decision prior to entering into a contract.
- c. Capital projects that are anticipated to exceed the approved budget estimate by more than 15% will be presented to Council for re-approval of the project prior to release of the bid/RFP.

2. Change Orders –

- a. A change order is the legal process for handling changes that occur during construction after the construction contract has been signed. Change orders shall be minimized and used appropriately for unforeseen conditions that occur during construction. A change order is required for changes in the scope of work, the contract sum, or the contract time. Approval will be based on justification of need and construction costs.
- b. Increases and decreases in a capital contract cannot be on the same change order.

- c. Every capital contract over \$100,000 should have a reasonable contract contingency.
- d. The approval process for each type of change order is outlined in the change order approval process matrix.

CHANGE ORDER APPROVAL PROCESS MATRIX

Type of Change Order	Description	Approval Process
Non Design-related	Unforeseen conditions, code-related issues, and building inspector changes.	<i>Within Project Contingency</i> – Only administrative approval required. <i>Exceeding Project Contingency</i> – Requires City Council approval prior to change order acceptance.
Design-related	Unforeseen conditions that affect the appearance, layout, functionality, dimensions, and/or quality of the project.	Requires City Council approval prior to change order acceptance.
Emergency Field Condition	Condition that causes an emergency situation where safety or other immediate losses may occur.	<i>Within Project Contingency</i> – Only administrative approval required. <i>Exceeding Project Contingency</i> –The contractor must provide in writing an abbreviated change order with a not-to-exceed sum and scope of work to directly mitigate the emergency condition. The City Manager is authorized to approve this abbreviated change order which shall be presented to City Council at the next regular meeting for their review.
Value Engineering/Betterment	A list of proposed items (upgrades in equipment or materials) that were deleted during the value engineering process and the costs associated with each of those items should be identified. This list with associated costs will be used to establish value engineering change orders.	Requires City Council approval prior to change order acceptance.

MEMORANDUM

Fire Rescue Department

TO: Mayor & Council
THROUGH: Sharon M. Anselmo, City Manager
FROM: Will Watts, Fire Chief
DATE: April 26, 2021
SUBJECT: PIT 2001-2R EMS Transport Rate

The Negotiated Rulemaking Committee on Medicare Ambulance Fee Schedule established fundamental changes to the method in which reimbursements are remitted for transport of Medicare patients. Effective April 1, 2002, the Health Care Financing Administration (HCFA), a division of the Department of Health, instituted a process that reimburses Emergency Medical Service (EMS) providers for actual care rendered to the patient rather than service level capabilities as had previously been the case.

In response, the Maitland Fire Rescue Department proposed annual rate modifications according to the provisions contained within PIT 2001-2B that was originally approved by Council Motion on May 13, 2002. At that time, an Activity Based Costing (ABC) model was developed to accurately define the true cost of a single patient transport. Costing factors associated with equipment, personnel and supplies were entered into this ABC model. Since that time, annual adjustments utilizing the guidelines of the PIT were made to the transport rates to adjust for inflation.

In June of 2010, an update to the ABC model was done to confirm that the adjustments made over the years to the transport rate had kept pace with the rising cost of transporting patients. This updated analysis showed that an increase over the "standard" annual adjustment using the previous ABC model was necessary for 2011. In addition, during 2011, we began the practice of itemized billing for high dollar specialized medical supplies. These supplies include, but are not limited to, intraosseous (IO) needles, ResQPODs, King LTS-D Tubes, CPAP disposable units, capnography devices, glucagon and romazicon. By billing for these items as they are used, the costs are passed on to the patients individually vs. globally.

Service	Base Year Rate (2002)	FY 2020 Rate	FY 2022 Proposed Rate (if PIT criteria met)
BLS (Basic Life Support)	\$501	\$985	\$1,024
ALS 1 (Advanced Life Support 1)	\$501	\$985	\$1,024
ALS 2 (Advanced Life Support 2)	\$501	\$985	\$1,024
Per Loaded Mile	\$6.50	\$10.50	\$10.50

The formula that is applied each October 1st for all patient categories is one which reflects a 4% rate increase when the total number of transports in the previous year does not increase by a minimum of 7%. Without the 7% increase, inflationary costs must be covered through a rate adjustment. This formula was developed as part of the Activity Based Costing Model and has been in place since 2001. The mileage charge for 2020 increased to \$10.50 per loaded mile.

The City continues to accept the Medicare Allowable Rates (MAR), as periodically amended, as payment in full for Medicare patients. As of this date, the rates are:

Service	MAR (CY 2021)
BLS (Basic Life Support)	\$363.14
ALS 1 (Advanced Life Support 1)	\$431.23
ALS 2 (Advanced Life Support 2)	\$624.15

MEMORANDUM

TO: Mayor and City Council
FROM: Wm. Brian Jones, Assistant City Manager
Sharon M. Anselmo, Finance Manager
DATE: June 23, 2006
SUBJECT: PIT 2007-2 Self Insurance Fund Budgeting

As of October 1, 2005, the City is administering a self-insured retention program with excess coverage in these areas:

- (a) worker's compensation liability with a \$350,000 retention;
- (b) general liability with a \$100,000 retention per occurrence;
- (c) law enforcement liability with a \$100,000 retention per occurrence;
- (d) public officials errors and omissions with a \$100,000 retention per occurrence;
- (e) employment related practices liability with a \$100,000 retention per occurrence; and
- (f) automobile liability with a \$100,000 retention per occurrence.

Claims in excess of the self-insured retention are covered through third-party insurance policies. In addition to each self-insured retention level, the City maintains a \$500,000 all-lines aggregate retention (claims in all lines covered excludes property and auto physical damage). To properly account for the claims, premiums and other expenses related to the transition to self insurance, the General Insurance Fund (Fund 51) was created. This internal service fund is used to pay all expenses associated with the City's risk management program. The total annual costs incurred by the fund are allocated to the City's operating funds (General Fund, Utilities Fund, Solid Waste Fund and Community Redevelopment Agency) as "premiums."

Premiums charged to the operating funds are comprised of three components: third-party insurance policy premiums, administrative expenses and losses. Policy premiums and administrative expenses are costs which can be estimated using existing budgeting procedures. The portion of the self-insurance fund premiums which is derived from losses is subject to more flexibility, specifically management's estimate of total incurred losses and method of funding retention. Retention funding methods range from a "cash flow" or unfunded loss retention plan to a fully-funded loss retention plan. In October 2005, the City established a fully-funded loss retention plan by creating the General Insurance Fund. Current assets are set aside in this fund to pay for retained losses as they occur. The estimate for total incurred losses can range from the City's discounted, average total incurred claims (most aggressive) to the maximum all-lines retention level (most conservative). In the initial year the estimate for losses was set at the most conservative level, the maximum all-lines retention level of \$500,000. The City's average losses paid over the most recent ten years is \$238,000. The lowest, closed-year, total incurred losses of \$131,000 occurred in 1999 and the highest, closed-year, total incurred losses of \$594,000 occurred in 2002.

Based upon a review of the various methodologies for estimating losses, and the potential impact of each scenario, a total incurred estimate of losses of \$375,000 per year has been established for the FY 2007 draft budget and FY 2008 and FY 2009 plans. The estimate will be monitored through quarterly financial statements and loss runs as each claim year matures. During each budget cycle, we will review the appropriateness of the estimates and adjust the budget accordingly.

MEMORANDUM

TO: Mayor and City Council

FROM: Sharon M. Anselmo, Management Services Director

DATE: June 28, 2010

SUBJECT: PIT 2007-2(a) Self Insurance Fund Budgeting

On June 23, 2006, PIT 2007-2 established a process for budgeting for the City's Self-Insurance Fund based upon the October 1, 2005 retention levels. As October 1, 2009, the City is administering a self-insured retention program with a significantly lower all-lines aggregate retention: reduced from \$500,000 to \$250,000.

Annually, the amount of the loss fund and actual losses will be tracked and reported in the Budget Draft. Below is a table reflecting each budget year and loss fund budgeted.

Fiscal Year	Loss Fund
2006	\$ 500,000
2007	\$ 238,000
2008	\$ 334,551
2009	\$ 292,500
2010	\$ 250,000
2011	\$ 250,000
2012	\$ 250,000
2013	\$ 250,000
2014	\$ 250,000
2015	\$ 250,000
2016	\$ 250,000
2017	\$ 250,000
2018	\$ 300,000
2019	\$ 375,000
2020	\$ 450,000
2021	\$ 500,000
2022	\$ 500,000
2023	\$ 525,000
2024	\$ 575,000

MEMORANDUM

City of Maitland

TO: Mayor & Council

THROUGH: Dean Sprague, City Manager

FROM: Tony Leffin, Public Works Director
Mike Parker, Operations Manager Public Works
Michelle del Valle, Budget Manager

DATE: June 28, 2006

SUBJECT: PIT 2007 – 3 Budgeting for Building Maintenance

Each year all City building and facilities are evaluated and a comprehensive schedule of maintenance and replacements needs are planned for the coming five year period. As many of the City's buildings age there is an increased demand for resources to be allocated to roof and HVAC replacement. After four years of documenting trend data associated with the Public Works' maintenance plan book, we have taken the position that a broader approach to budgeting for these high cost items would be more beneficial to the City's needs at this time.

This policy establishes a procedure for budgeting related to the capital replacement of building maintenance by budgeting 50% of the projected replacement costs associated with roofs and HVAC. Funds are then set aside within the Public Works Administration budget to be used as needed. If the required replacement is on the current list, it can be replaced under the authority of the Public Works Director, while items not included on the list requiring replacement will be addressed with the City Manager if less than \$25K or with City Council if above that threshold. Should annual replacement needs exceed the budgeted allowance for replacement, Council would be notified with a recommendation to fund additional repairs from the unreserved fund balance.

MEMORANDUM
Administration

TO: Mayor and Council

FROM: Brian Jones, Assistant City Manager

DATE: May 6, 2007

SUBJECT: PIT 2008 – 1a *401A Forfeiture Distribution*

The City maintains three pension plans, summarized as follows:

Type		Active EEs	City Contribution	FY 2007 Cost
Police/Fire	Defined Benefit	82	29.6%	\$ 1,200K
FRS	Defined Benefit	44	9.9%	\$ 218K
401(a)	Defined Contribution	90	6.0%	\$ 176K

Under the 401(a) plan, employees vest after five years in the program. Non-vested contributions made by the City on behalf of an employee that terminates are returned to the City, and are retained in a forfeiture account for a period of five years. As of the end of June 2007, the forfeiture account has accumulated, including interest, \$210,517

The FY 2008 Budget reduces the City's 401(a) contribution from 6% to a lesser amount based on available forfeitures. Our proposed long-term plan assumes at the end of the plan reactivation period, forfeited contributions will be used to offset the current fiscal year's contribution (20% of total forfeiture account balance at 6/30). In FY 2008 this amounts to approximately \$42K.

Upon Council acceptance, this process will be repeated annually, tracked and reported upon in the PIT section of the annual Budget Draft.

CITY OF MAITLAND, FLORIDA
PIT 2008-1(a)
401(A) Forfeiture Transfers

Fiscal Year	Beginning Balance	Forfeitures	Earnings	Transfers	Ending Balance
FY 2007	\$ 182,858	\$ 24,767	\$ 8,093	\$ (680)	\$ 215,038
FY 2008	215,038	20,223	9,454	(42,000)	202,715
FY 2009	202,715	16,535	7,210	(40,000)	186,460
FY 2010	186,460	16,760	6,277	(32,000)	177,497
FY 2011	177,497	26,432	93	(32,000)	172,022
FY 2012	172,022	15,932	159	(30,406)	157,707
FY 2013	157,707	8,780	79	(30,400)	136,166
FY 2014	136,166	35,560	147	-	171,873
FY 2015	171,873	6,329	171	(20,000)	158,373
FY 2016	158,373	7,419	157	(44,991)	120,958
FY 2017	120,958	10,892	121	(20,784)	111,187
FY 2018	111,187	11,971	634	(30,911)	92,881
FY 2019	92,881	2,833	874	(35,893)	60,695
FY 2020	60,695	22,907	227	(37,575)	46,254
FY 2021	46,254	23,762	-	(24,995)	45,021
FY 2022	45,021	38,432	-	(25,290)	58,163
FY 2023	58,163	30,000 *	-	(25,017)	63,146
FY 2024	63,146	25,000 *	-	(40,000)	48,146

* *Estimate*

MEMORANDUM

Administration

TO: Mayor and Council

FROM: Brian Jones, Assistant City Manager

DATE: August 28, 2008

SUBJECT: PIT 2010 – 1 *Stormwater Utility Fee Methodology*

The City has established via Ordinance # 1168 an environmental stormwater utility to fund the stormwater and the following rate classes were established:

Category	Structure Size	ERUs
Small Residential	(1 to 2,166 sq. ft.)	0.7
Medium Residential	(2,167 to 2,994 sq. ft.)	1
Large Residential	(2,995 to 4,499 sq. ft.)	1.4
Condominium	1 condo or apartment	0.7
General Parcel*	Any Size	Impervious Sq Ft. / 2,532

By acceptance of this PIT the methodology for calculating impervious area for residential rate classes is established as follows:

Single Story Residential Properties:

The square footage to be used in the calculation will be the *living square footage* as derived from the Orange County Property Appraiser's database, plus the addition of 400 square feet for a driveway.

Multi Story Residential Properties:

The square footage used in the calculation will be the *gross square footage* derived from the Orange County Property Appraiser's database divided by the number of stories, plus the addition of 400 square feet for a driveway.

Example:

7,800 Gross Square Feet / 2 Stories = 3,900 Square Feet + 400 square feet = 4,300
4,300 Square Feet = large residential home (1.4 ERU)

General Parcel Classes:

The impervious square footage for General Parcels was derived utilizing calculations from aerial images. To ensure that records are updated the Building Department shall send a list of properties receiving certificates of occupancy to the Lakes Management Coordinator on a quarterly basis. It shall be the responsibility of the Lakes Management Coordinator to make any necessary adjustments to the stormwater fee roll and to ensure the property is placed into, or adjusted in, the Utility Billing system accordingly.

MEMORANDUM
Management Services

TO: Mayor and Council

FROM: Wm Brian Jones, Assistant City Manager

DATE: April 27, 2009

SUBJECT: PIT 2010-3; Expenditure of Public Funds to Purchase Bottled Water

City Council has deemed it an *Essential Priority* that Maitland be committed to supporting initiatives that promote the conservation of resources. In the combined interest of environmental sustainability and fiscal conservatism, this policy will essentially prohibit the purchase of bottled water with public funds, and encourage environmentally responsible practices within the City.

The process by which bottled water is produced, transported, and consumed creates a significant negative impact on the environment. In contrast, the City produces and treats its own safe, dependable supply of drinking water from its six groundwater wells. As many top producers of bottled water have acknowledged that their bottled products come from these very same groundwater sources, it is the purpose of this policy to forego the unnecessary expense of purchasing a readily available resource.

Establishment of this policy limits the purchase of single-serving or multi-serving bottled water to the following exceptions:

1. Actual, imminent, or highly probable public safety emergencies
2. To comply with any governmental regulations for the provision of potable water in adequate supply
3. Any other situations that arise where no other reasonable or practical alternative exists, as deemed necessary by the City Manager or his/her designee.

This policy is not intended to preclude employee-funded water clubs, nor does it prohibit the purchase of bottled water with private funds. However, employees and representatives of the City are encouraged to use environmentally responsible practices for the personal consumption of water.

MEMORANDUM

TO: Mayor and City Council
FROM: Wm. Brian Jones, Assistant City Manager
DATE: June 29, 2009
SUBJECT: PIT 2010-4; Redistribution of Unreserved Fund Balance

Staff and Council have worked diligently in recent years to maintain financial stability in the face of Tax Reform and severe economic and financial market meltdowns. By recognizing and proactively addressing the situations (namely freezing positions and tightening cost controls) the City has been able to maintain and even enhance its solid long-term financial condition. In an effort to maintain financial stability as we continue to move forward in unprecedented financial times, the following movement of funds within Fund Balance is recommended:

CRA Debt Support. This designation is in place recognizing the City is obligated to cover any gap between CRA debt service payments and available TIF revenue. We anticipate the balance in this designation to be \$677K at the end of 2009. While this level may be adequate, we recommend increasing the balance to \$1M as a safeguard against property value erosion beyond current expectations. Once TIF revenue is sufficient to cover debt service, this designation will have served its purpose and can be closed to the benefit of Fund Balance. Until that time, we believe the recommended level is prudent.

Vehicle Replacement. Faced with budgetary pressures in 2005, the City drew down on this designation. Basically, this designation tracks a funded depreciation model, and transferring \$426K to this designation will return the designation to a fully-funded level.

Matching Grant. Recommend target be established at 1.5 percent of operating budget. This expands the designation in light of the importance Council has placed on exploring grant opportunities, and establishes the target more appropriately as a percentage rather than a fixed amount.

Space Needs. The City has been steadily working towards providing adequate facilities. We have consolidated Public Works into a centralized facility on Fennel, built our Westside fire station, and by the first of 2010 the police station on Fennel should be fully operational. Council has us moving forward on our Fire Headquarters on Packwood. Given the level of uncertainties associated with the remaining facilities (unbudgeted furnishings, temporary lease space, commodity prices, the construction market, location and timing for City Hall, among others) it is recommended that \$500K be set aside as potential funding to deal with unanticipated costs associated with culmination of the long term Space Needs plan. The 2010 Budget Draft assumes \$100K will be available from this Designation for improvements to the existing Police building thus allowing for the Community Development department to relocate, eliminating some \$139K in annual lease expense. The savings will be partially offset by electric and other associated operating costs. The balance will be available to Council, providing flexibility as we move towards the ultimate goal of completing a new Fire Headquarters and City Hall.

CIP. While funding and human resources continue to be short in supply, long-term capital needs continue. In many cases capital expenditures cannot be delayed without exponentially increasing the ultimate expenditures for those items. We believe the 2010 CIP and Budget Draft are approached conservatively, but only time will tell. We recommend shifting \$804K to the CIP designation to support future needs in the face of further funding declines.

Emergencies/Disasters. In 1995, Council established a 10 percent target for this designation. In today's financial times we recommend a target of 15 percent of the operating budget, with the designation being adjusted at this time.

The recommended shifts are summarized as follows:

(in 1,000's)

Designated for:	Existing	Recommended
CRA Debt service	\$678	\$1,000
Vehicle/Equip replacement	1,416	1,842
Grant Matching	195	315
Space Needs	18	500
CIP	2,196	3,000
Radio Infrastructure	760	760
Cultural Corridor	1	1
Operating Contingencies	150	150
Disaster/Emergencies	2,081	3,150
Undesignated	3,272	49
Total	\$10,767	\$10,767

Again in 2009 the City has been proactive in the face of continuing downward pressure on revenues and, in addition to cutting expenses wherever possible, we have frozen two more key positions with the expectation of those positions remaining frozen in 2010. We are confident these proactive operational moves, in conjunction with these recommended Fund Balance shifts, will best position us for what may prove to be an extended period of contracted core revenues.

MEMORANDUM

Finance

TO: Mayor and Council
FROM: Jerry Gray, Finance Director
THROUGH: Mark Reggentin, Interim City Manager
DATE: July 10, 2023
SUBJECT: PIT 2010-4L; Redistribution of Unreserved Fund Balance

PIT 2010-4 was established to communicate recommendations regarding redistributions of unreserved fund balance in light of concern about financial stability in the face of Tax Reform and severe economic, financial and real estate market meltdowns. Recommended shifts for October 1, 2023 are summarized as follows:

Designated for:	(1,000's)	Existing	Change	Recommended
Vehicle Replacement	\$	3,844	\$ 492	\$ 4,336
IT / Radios		129	129	258
Operating Contingency		750	-	750
CIP		1,232	-	1,232
Grant Matching		350	-	350
Council Capital		8,459	(2,000)	6,459
FL Building Code		(90)	-	(90)
Emergencies		6,327	(750)	5,577
Undesignated		9,826	-	10,236
TOTAL	\$	29,072	\$ (2,000)	\$ 29,072

Vehicle Replacement – Staff recommends transferring \$492 thousand to the vehicle replacement fund to keep the balance in line with the revised depreciation schedule developed by the Fleet Department and staff. This shift will compensate for price increases in future vehicle replacements in excess of the consumer price index for general goods and services. The current change is net of the early drawdown in FY 2023, that was needed to fund the purchase of a fire truck 1 year earlier than planned.

IT/ Radios – Staff recommends transferring \$129 thousand to the IT/Radio replacement fund to keep the balance in line with the revised depreciation schedule developed by the IT & Police Departments and staff.

Emergencies – Staff recommends transferring \$750 thousand from emergencies, the ending balance approximates 15% of General Fund expenditures, excluding capital, to the emergency designation to keep the balance in line with the continued growth in General Fund expenditures. A reduction is permitted due to the repayment from Hurricane Ian during FY 2022. The 15% balance is in keeping with GFOA recommendations that, at a minimum, general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.

Council Capital – Staff recommends creating a special designation for the APRA funding. In April 2022, Council approved defunding 6 months of FY 2022 personnel costs to cover the lost revenue due to the COVID-19 pandemic. The available City personnel funds are being set aside and can be used as City identifies appropriate projects. If approved during

FY 2024 to go forward with the library project, would use \$2 million from this designation to fund the initial phase of project.

FL Building Code – In keeping with requirements of FL Statute 553.80, staff recommends maintaining a designation for tracking the net impact from enforcing the Florida Building Code.

Grant Matching: Funds set aside that as grant opportunities develop mid-year the City can pull from this resource.

Operating Contingency: This is Council's money, the City used to establish a budget line within the Council budget grouping every year, but this was not always spent, so, since it took Council approval to move from the budget line, it was recommended to create a Council Contingency designation within Fund Balance should a Council priority come up for one-time funding.

Vehicle Replacement: City funds the Vehicle designation to "cash" fund vehicle replacements, such as big ticket items like fire trucks, multiple police vehicles that come up in a single year. The City projects out future replacement costs for the General Fund fleet, as sets aside money, so when the City needs to fund a million dollar fire truck or if need to replace or purchase a vehicle mid-year out of cycle due to a collision, the vehicle designation is drawn down and then replenished in future years. This functions similar to an accumulated depreciation account to smooth the budgeting process, to avoid spikes.

IT/ Radios – This is new designation beginning in FY 2023. It has been identified that certain non-routine IT equipment and public safety radio expenditures are incurred every 10 years, however these expenditures are significant. IT servers, routers, switches, and all radios, when they need to be replaced as a system, is significant, well over \$1M. Going forward, the City will budget approximately 1/10th of the expected cost, to have in reserve.

Council Capital: This is designation created in FY 2022 from the lost revenue that was created following COVID-19. Council approved defunding of City funded payroll and applying the ARPA funding to offset payroll costs for 6 months in FY 2022. As Council approves the City to move forward with the appropriate project, these funds can be drawn down.

FL Building Code: This was a new category created during the FY 2021 audit. FL Statute 553.80 requires the City to track net impact of enforcing the Florida Building Code (FBC). Money accumulated or spent enforcing the FBC can only be spent on allowable activities.

CIP: This used to be the Space Needs designation. This was established with General Fund money after the 2008 market crash, when the City's borrowing capacity was impacted. This was set aside for the construction of the new City Hall, Police Station, Fire Department, and Public Works facilities. This is for a future CIP one-time construction project.

Emergencies: Represents approximately 15% of operating expenditures. This is a rainy day fund for emergencies such as hurricanes economic downturns.

CRA Advance: Funds that were advanced to the CRA to pay for projects, cover debt service payments and operating expenses. This is Non-Spendable as it is not cash, it shows up on the General Fund Balance Sheet as an Advance to Other Funds. As the CRA repays the advance, since it is moving from one Fund Balance designation to another, this is used as a one-time funding opportunity to fund one-time capital projects.

As a benchmark the City tries to maintain an overall 45-55% Fund Balance. This is benchmarked against similar sized Cities with similar services.

MEMORANDUM

Administration

TO: Mayor and Council
FROM: Brian Jones, Assistant City Manager
Through: James S Williams, City Manager
DATE: May 14, 2010
SUBJECT: PIT 2011-1 -- Interaction with City Attorney

The City does not retain an in-house attorney or legal department. All legal services are contracted. Simply put, when we write, e-mail, c.c. or call the City Attorney, the City gets a bill. This is appropriate, yet the purpose of this PIT is to provide guidance to ensure cost effective use of our legal resources. While it is recognized that circumstances will necessitate exceptions, being guided by the following should position the City to better manage our legal resources in the ever-challenging fiscal environment.

City Council. Since the City Attorney is one of four positions that are appointed directly by Council, Council members normally contact the City Attorney directly on particular issues. Some answers may be available at the Staff level.

Board and Committee Members. Generally, questions or potential legal issues should be directed to the appropriate City staff liaison for the Board or Committee. When the liaison is unavailable or inappropriate for a given situation, the Department Head would be the appropriate next contact.

Citizens, developers, others. Contact should be made with staff, a Council member or a Board/Committee member. Direct calls to the City Attorney's office shall be diverted to the City Manager or an appropriate staff member.

Above is as amended and approved by Council on May 24, 2010.