

THE CITY OF

# MAITLAND

## FLORIDA



**FY 2025**  
**BUDGET DRAFT**

# **BUDGET DRAFT**

**FOR THE YEAR BEGINNING  
OCTOBER 1, 2024**



**CITY OF MAITLAND, FLORIDA**

**PREPARED BY: FINANCE DEPARTMENT**

# INTRODUCTORY SECTION

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**CITY OF MAITLAND, FLORIDA**  
**FY 2025 GENERAL FUND BUDGET DRAFT**  
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# CITY OFFICIALS



**MAITLAND**  
FLORIDA

## **CITY COUNCIL**

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

## **CITY MANAGER**

Mark Reggentin

## **ASSISTANT CITY MANAGER**

Stacey Kifolo

## **CITY CLERK**

Lori Hollingsworth

## **CITY ATTORNEY**

Clifford B. Shepard, Esq.

## **SENIOR MANAGEMENT**

Daniel Matthys – Community Development Director  
Jerry Gray – Finance Director  
Chris Morton – Fire Chief  
Liberty Gondar – HR/Risk Management Director  
Andrew Bentley – IT Director  
Joseph Conn – Parks and Recreation Director  
David Manuel – Police Chief  
Kimberley Tracy – Public Works Director



## MAITLAND FLORIDA

### MEMORANDUM

**TO:** Mayor and Council

**FROM:** Mark Reggentin, City Manager

**DATE:** July 15, 2024

**SUBJECT:** Recommended General Fund Budget

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Enclosed is the recommended budget for the fiscal year 2025 and summary financial plans for fiscal years 2026 through 2029. The budget draft is divided into four sections. The Introductory section includes the table of contents, City Officials, transmittal memorandums, five-year summary plan and organizational chart. The Financial section contains a revenue overview, program-based budgets, budget recommendations and miscellaneous funds expenditure plans. The Capital Improvements Program (CIP) section incorporates the FY 2025-2029 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 2025 budget, while broader estimates and assumptions have been used for the plan years 2026 through 2029. These are management's assumptions, which are based upon the best information available at the time. Assumptions and estimates inevitably vary from reality and may require the City to change future plans, but 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 2025 budget is presented with a \$813 thousand reduction in fund balance, as currently shown on the General Fund Budget Summary on page 17. This includes the following allocations: Vehicle designation of \$725K; IT/ Radio designation of \$129K; and Emergency Fund Balance designation of \$150K, which maintains the Emergency designation at the City's target allocation of 15% of the operating budget.

#### REVENUE

Ad valorem taxes have significantly decreased due to exemptions from taxation for land that meets certain affordable housing criteria under the Live Local Act (the Act). Two properties, 400 North on 17-92 & George Ave and the Tiffany at Maitland West qualified for the 75% ad valorem tax exemption for tax year 2024. The combined valuation decrease was approximately \$114 million, which represents a \$564 thousand reduction in revenue to the City. In addition to those two Act exemptions, there are forty commercial parcels that had tax year 2024 taxable value decreases ranging from \$1 million to \$28 million, which amounts to a \$235 million decrease in taxable value or \$1.16 million in revenue. The City did realize some increases from eleven parcels that had increases totaling \$51.3

million value added or \$254 thousand revenue, the largest of which is Lake Gem Apartments, which represents \$37.3 million of the increase. The result is a net decrease in revenue of \$906 thousand.

Due to these unusual circumstances, the internal budget process was suspended to allow for re-evaluation. Prior to receiving the ad valorem estimates from the Property Appraiser staff were estimating a 5% increase in ad valorem revenues. Based upon the current estimates of an approximate 2% decrease, departments were required to resubmit their draft budgets to reconcile any possible discrepancy. The result is a draft budget that is \$813 thousand dollars out of balance.

Within this budget, the intent is to continue to fund the required designations within fund balance to maintain funding for fleet, the emergency designation, and the IT/Radio designation. There are also increased costs associated with health and other insurances. Another priority is to fund phase 2 of the classification and compensation study which was started in FY24. These priorities are included in the draft budget. To fund these essential items, the FY 25 General Fund capital improvements program has largely been postponed and redistributed through the 5-year capital plan.

What is underfunded in the draft budget is capital maintenance, including sidewalk repair, repaving and building maintenance. To address these items within the 2025 budget year, a halt to all discretionary spending has been implemented in FY 2024. The intent is to reserve savings in FY24 to fund maintenance projects in FY 25. These funds will be carried forward and distributed through maintenance funds.

To overcome the imbalance in the budget there are three options. First would be to authorize the repayment of the CRA debt to the General Fund in an amount to cover the deficit. It is estimated that the CRA will generate approximately \$2.1 million in FY 25. The remainder would remain in the CRA fund for future capital improvements in the district. Another option is to reallocate a portion of the fund balance to cover the shortfall. The Emergency Fund designation is in place for all varieties of emergencies including financial emergencies. The final option is to raise the millage rate. The millage rate necessary to cover \$813 thousand is 5.1814 which is an increase of 0.2350 mils.

A budget summary is outlined below:

GENERAL FUND BUDGET SUMMARY		
FY 2025 - 4.9464 mills		
Source of Funds		
Ad Valorem Taxes	\$	17,108,000
Other Taxes & Fees		5,023,000
Licenses & Permits		4,193,000
Intergovernmental		5,330,000
Charges for Service		1,610,000
Fines & Forfeits		479,000
Miscellaneous Revenue		4,540,000
CRA Repay Advance		-
<b>Total Sources</b>	<b>\$</b>	<b>38,283,000</b>
Uses of Funds		
Personnel	\$	24,862,000
Other Operating Expenses		11,108,080
Capital		1,777,000
Contributions		1,248,920
Recommendations		100,000
<b>Total Uses</b>	<b>\$</b>	<b>39,096,000</b>
<b>Transfer to/(from) fund balance:</b>	<b>\$</b>	<b>(813,000)</b>

The programmed operating budgets continue to emphasize public safety and core City services. Key objectives, as defined in the Strategic Planning Session and summarized in the *Essential Priorities*, are threaded into the budget where applicable. More details surrounding these projects are discussed later in this memo.

## TAXES

This budget assumes that the 4.9464 millage rate remains the same as FY 2024. The rollback rate for FY 2025 is 5.0465, the maximum millage rate that can be levied with a simple majority vote is 5.4829 and the maximum millage rate that can be levied with a two-thirds vote is 6.0312. The potential rates are discussed in more detail in the Financial section.

## MANAGEMENT TOOLS

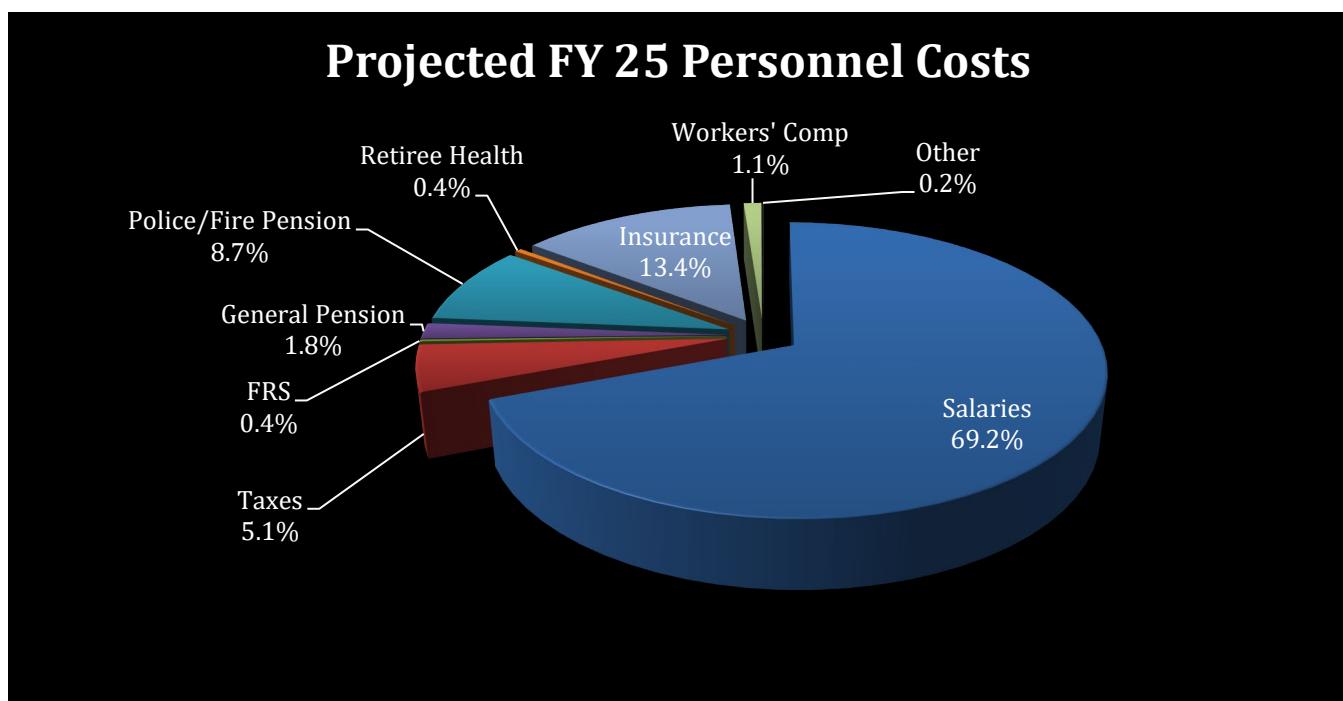
Having appropriate management tools has been critical in our ability to identify service delivery standards and make recommendations on program reductions. This Budget Draft reflects the City's continuing efforts to establish and build upon a functioning *Program Performance Based Budget*.

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 are used to develop the CIP and Budget and are intended to complement 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. These plans are updated monthly and monitored by senior staff to ensure progress on workplan priorities. The City Council is informed if there are issues or delays with priorities contained within the workplans.

## 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 \$24.9M. Following is a graph which depicts the allocation of those dollars.



## FY 2025 PERSONNEL PROJECTIONS

The Finance Department has submitted a recommendation with this budget to fund one new full-time position, Purchasing Manager, in the General fund; and one new full-time position, Water Supervisor, in the Utilities Fund. The City Manager is recommending unfunding the currently vacant Sustainability Coordinator position for FY 2025. As proposed, the City-wide FY 2025 staffing level remains the same, as the table includes 241 full-time positions, with the full-time Building Inspector position remaining unfunded.

When positions are vacated, organizational needs will be evaluated, and 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 quality, talented staff. Reduced productivity with nearly 25% of positions vacant spurred the City initiative beginning in FY 2023 to increase wages and improve benefits as a measure to attract and retain staff. These efforts have proven effective as evident in an upward trend of employee retention. An external, comprehensive Classification and Compensation Study was completed in December 2023. Given the wage adjustments needed to be competitive in the local labor market and attract qualified employees and given FY 2024 budget parameters, the consultant recommended a phased implementation approach. As such, the City implemented phase 1 in January 2024. The FY 2025 budget includes the implementation of phase 2 for employee compensation.

Effective with the first full payroll in October 2024 the City has budgeted to implement wage projections to address an annual increase for wage scales, implementation of phase 2 of the classification and compensation survey, and a merit increase allowance. Merit increases are awarded based upon performance at the employee's annual evaluation date.

The rising cost of health insurance continues to be a concern for many municipalities, private companies, and families. The City currently funds 100% employee coverage and 80% of the cost for dependent coverage. Based on information provided by the Hylant Group, and other sources, we have projected a 9% increase in premiums. It is anticipated that the funded plan may change to accommodate a new pricing model should the increase exceed 9%.

Prior to FY 2024, dependent benefits were subsidized at 15%. It had become increasingly evident that the City continued losing qualified applicants and employees to neighboring cities, which cover dependent insurance at higher rates of 75%-80%. By maintaining 80% cost coverage for dependent medical insurance, the City can offer a more competitive benefit packet to attract and retain a qualified, competent labor force.

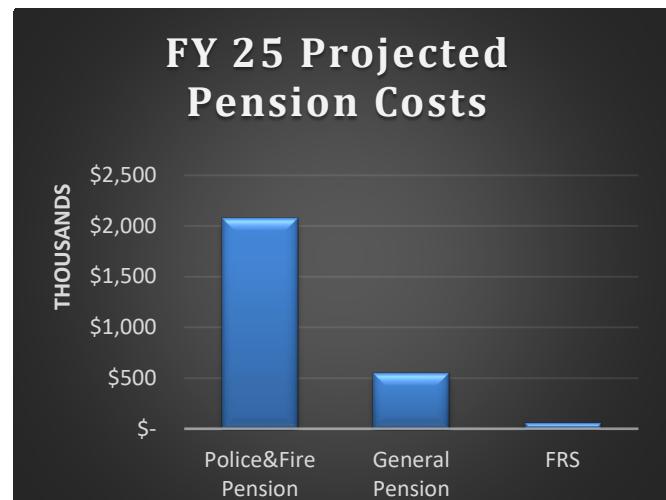
The City allows employees to opt between an open access plus plan or a high deductible health insurance plan partnered with a health savings account. The budget also continues the program instituted in FY 2006 which allows full-time active employees who are eligible for group health coverage through 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 \$12,360 per employee annually. The anticipated cost to provide medical insurance during FY 2025 is \$3.7 million for current employees and \$103K for eligible retirees. It should be noted that the City provides administration and access to employee dental and vision plans, with premiums paid by the enrolled employees. Access to group plans provides similar care coverage at rates that are greatly reduced in comparison to plans that employees would otherwise procure on their own.

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 at their expense. The FY 2025 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 a change in benefits or additional cost sharing of premiums.

City employees currently participate in one or more of three retirement programs: the Florida Retirement System (FRS); the City of Maitland Defined Contribution Plan (*401a*); and the Police/Fire Pension Plan. The City is projected to contribute \$2.7 million to the retirement funds for FY 2025, with the greatest portion being contributed to the Police/Fire pension fund. 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 (21.7% of current year salaries). The City's FY 2025 contribution is projected to be \$2.1 million, approximately \$451 thousand more than for FY 2024.

Eligible employees who participate in the *401a* plan receive a contribution of 6% of their annual salary from the City. Employees are fully vested in five years of service as an effort to make the plan more equitable. In FY 2008, Policy 2008-1a established a plan to drawdown forfeited employer contributions (the City's portion of contributions not eligible for collection by former employees). Historically, this drawdown has allowed the City to budget less than 6% of programmed salaries while still adequately funding the plan. The City is expected to contribute a total of approximately \$550 thousand, with \$434 thousand attributable for General Fund Employees, in FY 2025.

Employees covered by FRS contribute 3% to their retirement. Contributions required to fund regular employees still covered by the FRS pension plan are 13.63% (October – June); an estimated 14.04% (July – September); 21.13% for DROP class; and are expected to cost \$59 thousand for General Fund employees.



Currently, 97 positions are covered under the Police and Fire Pension, 138 under the *401a* plan, and 4 under the FRS plan. The graph above compares the required contributions for the three retirement funds.

The budget includes required training to maintain and educate employees in areas essential to job performance. The FY 2025 budget includes \$385 thousand for employee travel and training, a 13% decrease from the FY 2024 revised budget. Mandatory training for certifications and training resulting from staff turnover and new laws, rules and regulations, is included in the FY 2025 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 local agencies.

## OPERATIONS

Each department has reviewed and refined their focus on essential priorities, while maintaining core services. In the FY 2025 Strategic Planning Session held in April, the City Council discussed parameters and levels of service for the FY 2025 budget and identified their priorities for the City.

### FY 2025 Essential Priorities



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Specific priorities identified by the Council included the following:

- Construction of Independence Lane North;
- Quinn Strong Park and Library design;
- Improve sidewalk and trail network;
- Conversion of septic to sewer;
- Maintaining adequate staffing;
- Reprioritizing stormwater funding to address flooding issues;

The operating program budgets support our primary business of providing core municipal services in an efficient, cost-effective manner. In addition to 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 supports program operations to support the following:

## COMMUNITY DEVELOPMENT

- Continued implementation of Maitland's Comprehensive Development Plan (Maitland CDP 2035)
- Continued 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, permits 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.
- Ongoing 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 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 is one General Fund staff recommendation, budgeted at \$100 thousand for FY 2025. The Finance Department is recommending adding a full-time Purchasing Manager position in the General Fund. The full recommendation outlines the future obligation for the City; however for funding in FY 2025, the amount is reduced for mid-year hire amount.

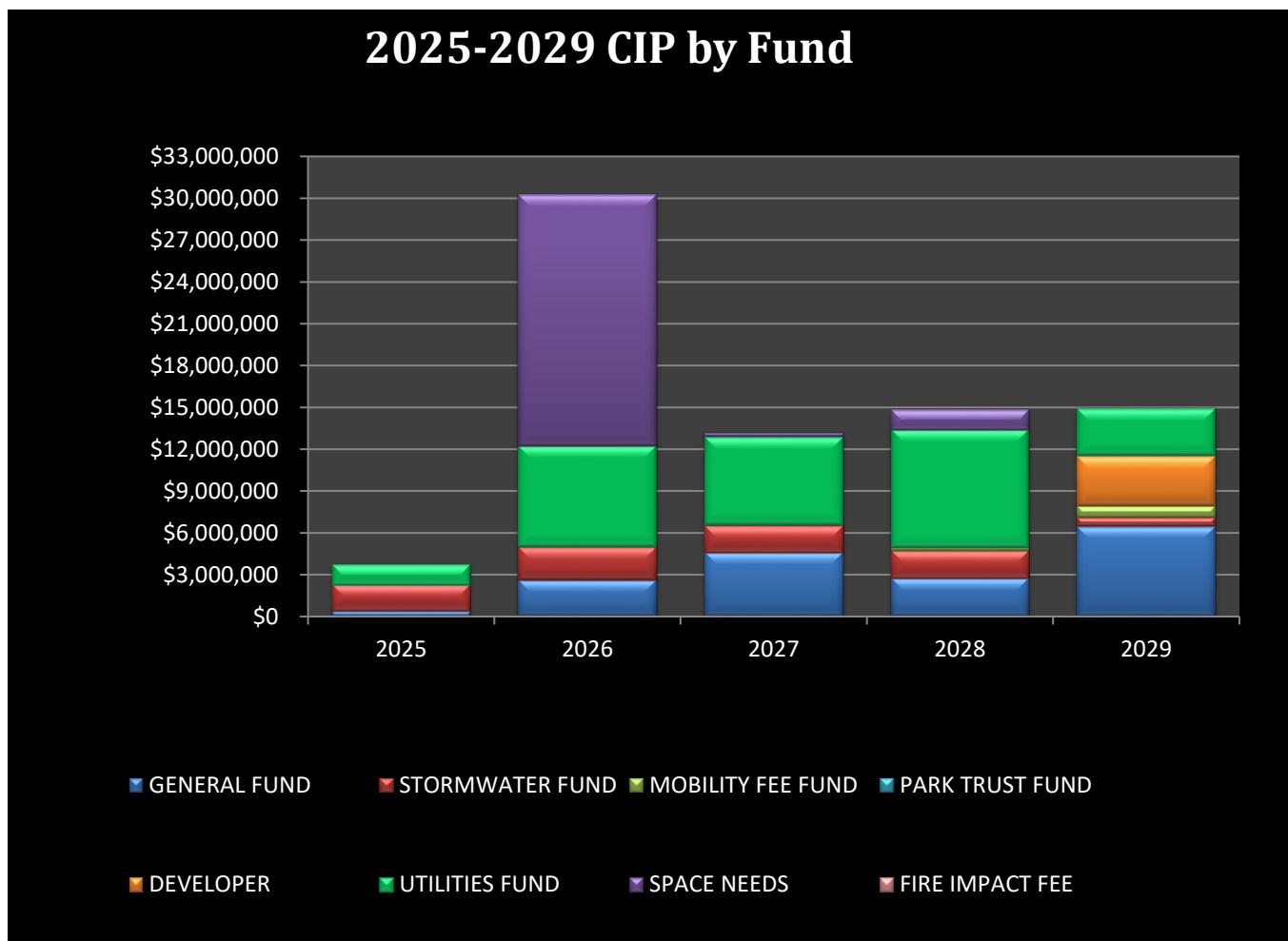
## **MISCELLANEOUS FUNDS**

The Financial section also includes financial plans for three of the City's special revenue funds (CRA, Parks Trust Fund, and Mobility Fund) and the City's Limited General Obligation debt service fund. For FY 2025 a debt millage of 0.2020, remains the same as FY 2024, to levy the amount needed to cover debt service on the bank loan. The Parks Trust 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 2025, will either make a make a repayment of an interfund advance or the funding will be retained in the CRA Fund for future capital expenditures.

## 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 from boards, committees, citizens, Council, and staff to developing the CIP and prioritizing projects. During FY 2024, the City has undertaken multiple high impact community projects. Significant to the impacts on the budget is the fact that these projects have had sharp increases in costs, which required Council to re-prioritize projects; in addition, these projects will be actively in construction during FY 2025, requiring a large investment of staff time. The City will be making progress during the FY 2025 budget year, but due to staff capacity in managing existing projects and the City's substantial decline in ad valorem, staff has recommended substantive re-prioritizing of CIP for FY 2025 through 2029.



The General Fund CIP funding for FY 2025 totals \$400 thousand and includes funding for: Parks Master Planning Implementation (\$200K), and City Facilities Master Planning and Maintenance (\$200K) for Art & History Maitland.

## 2025 -2029 Capital Improvement Program by Fund in (1,000's)

FISCAL YEAR	2025	2026	2027	2028	2029	Total
GENERAL FUND	\$ 400	\$ 550	\$ 5,100	\$ 3,750	\$ 6,990	\$ 8,790
MOBILITY FEE FUND	-	-	-	200	800	1,000
CRA	200	1,200	1,000	1,000	-	3,400
UTILITIES FUND	1,441	7,250	6,350	8,443	3,400	26,884
PARK TRUST FUND	-	-	-	-	-	-
SPACE NEEDS	-	18,000	250	1,432	-	19,682
STORMWATER FUND	1,000	2,350	2,850	2,000	650	8,850
FIRE IMPACT FEE	-	-	-	-	-	-
DEVELOPER	-	-	-	-	3,600	3,600
<b>TOTAL</b>	<b>\$ 3,041</b>	<b>\$ 31,350</b>	<b>\$ 15,550</b>	<b>\$ 16,825</b>	<b>\$ 15,440</b>	<b>\$ 82,206</b>

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

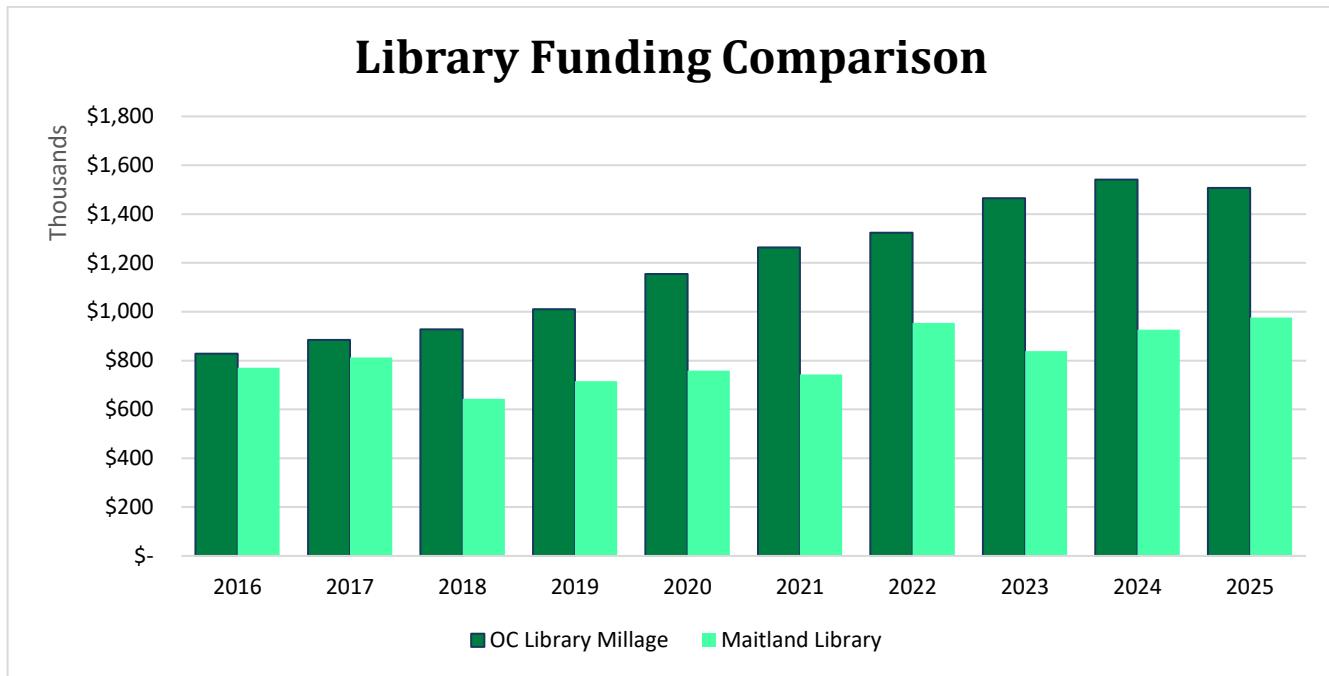
### POLICY ISSUES

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

- *Policy 1994-3, Solid Waste Transfer* – The established annual transfer from the Solid Waste Fund to the General Fund and generates \$470K in 2025.
- *Policy 2001-2P, Emergency Medical Services Transport* – The established rate schedule for EMS transport provided by the Maitland Fire / Rescue Department and generates \$650K in 2025.
- *Policy 2010-4H, Redistribution of Unreserved Fund Balance* – This has been updated to reflect staff's current recommendation for changes in designations established by Council and prior PITs.

### CONTRIBUTIONS

Included in the FY 2025 budget is a Library contribution request of \$860 thousand an increase of \$33 thousand or 4%. 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 City's total projected support for the Library is \$977 thousand (including building maintenance, utilities, janitorial services, and communications charges), which is 41% less than the equivalent County Library tax (0.3748 mills compared to a 0.2430 millage funding equivalent) or approximately \$1.51 million in Orange County funding. The graph below outlines the history of Library costs compared to revenue that would be generated by the Orange County Library Tax and the City's taxable property values.



The FY 2025 Art & History Maitland contribution is budgeted at \$385 thousand and an increase of \$49 thousand from the FY 2024 approved contribution. The increase is needed due to the elimination of all funding for museums and cultural venues from the State's FY 2025 budget.

### CONCLUSION

The table of contents provides a road map of the various sections, and how they inter-relate. We believe this draft 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 to meet the fiscal challenges ahead.

# General Fund Budget Summary

Millage Rate	FY 25	FY 26	FY 27	FY 28	FY 29	Total	
	4.9464	4.9464	4.9464	4.9464	4.9464		
<b>Revenues/Sources</b>							
Ad Valorem Taxes	\$ 17,108,000	\$ 18,000,000	\$ 21,000,000	\$ 22,500,000	\$ 24,000,000	\$ 102,608,000	
Other Taxes	5,023,000	5,118,000	5,225,000	5,332,000	5,439,000	26,137,000	
Licenses & Permits	4,193,000	4,070,000	4,161,000	4,255,000	4,354,000	21,033,000	
Intergovernmental	5,330,000	5,464,000	5,598,000	5,702,000	5,807,000	27,901,000	
Charges for Service	1,610,000	1,671,000	1,747,000	1,838,000	1,953,000	8,819,000	
Fines and Forfeits	479,000	479,000	488,000	488,000	488,000	2,422,000	
CRA Repay Advance	-	2,064,000	2,100,000	429,337	-	4,593,337	
All Other Revenues	4,540,000	4,595,000	3,593,000	3,674,663	3,759,000	20,161,663	
<b>Total Revenues/Sources</b>	<b>\$ 38,283,000</b>	<b>\$ 41,461,000</b>	<b>\$ 43,912,000</b>	<b>\$ 44,219,000</b>	<b>\$ 45,800,000</b>	<b>\$ 213,675,000</b>	
<b>General Operations</b>							
Personnel	\$ 24,862,000	\$ 25,706,000	\$ 26,979,000	\$ 28,271,000	\$ 29,633,000	\$ 135,451,000	
Operating	11,108,080	13,225,000	11,227,000	12,667,000	13,024,000	61,251,080	
Replacement Capital	300,500	267,000	260,000	241,000	253,000	1,321,500	
Desig. Vehicle/ IT	1,276,500	1,299,000	1,322,000	1,346,000	1,370,000	6,613,500	
Contributions	1,248,920	1,230,000	1,060,000	1,090,000	1,120,000	5,748,920	
Interfund Transfers	-	-	-	-	-	-	
<b>Total Operating Expenses</b>	<b>\$ 38,796,000</b>	<b>\$ 41,727,000</b>	<b>\$ 40,848,000</b>	<b>\$ 43,615,000</b>	<b>\$ 45,400,000</b>	<b>\$ 210,386,000</b>	
<b>Funds Remaining</b>	<b>(513,000)</b>	<b>(266,000)</b>	<b>3,064,000</b>	<b>604,000</b>	<b>400,000</b>	<b>3,289,000</b>	
CIP	\$ 200,000	\$ 500,000	\$ 4,650,000	\$ 2,582,000	\$ 4,690,000	\$ 12,622,000	
<b>Budget Reductions</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Recommendations</b>	<b>100,000</b>	<b>140,000</b>	<b>145,000</b>	<b>150,000</b>	<b>155,000</b>	<b>690,000</b>	
<b>Total CIP &amp; Recomm</b>	<b>\$ 300,000</b>	<b>\$ 640,000</b>	<b>\$ 4,795,000</b>	<b>\$ 2,732,000</b>	<b>\$ 4,845,000</b>	<b>\$ 13,312,000</b>	
<b>Impact on Fund Balance</b>	<b>\$ (813,000)</b>	<b>\$ (906,000)</b>	<b>\$ (1,731,000)</b>	<b>\$ (2,128,000)</b>	<b>\$ (4,445,000)</b>	<b>\$ (10,023,000)</b>	
	Beginning	FY 25	FY 26	FY 27	FY 28	FY 29	Ending
<b>Advance from CRA</b>	<b>\$ 4,593,337</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,064,000)</b>	<b>\$ (2,100,000)</b>	<b>\$ (429,337)</b>	<b>\$ -</b>
<b>Designations</b>							
Grant Matching	350,000	-	-	-	-	-	350,000
Op Contingency	2,700,000	-	-	-	-	-	2,700,000
Vehicle/Equip	4,534,000	719,000	(1,386,000)	(212,000)	940,000	818,000	5,413,000
Technology	420,000	129,000	129,000	129,000	129,000	129,000	1,065,000
Council Capital	6,077,183	-	-	-	-	(3,600,000)	2,477,183
FL Building Code	(139,419)	-	-	-	-	-	(139,419)
CIP	1,232,000	-	-	-	(1,232,000)	-	-
Emergency	6,100,000	150,000	150,000	150,000	150,000	150,000	6,850,000
<b>Undesignated</b>	<b>\$ 8,775,958</b>	<b>(998,000)</b>	<b>1,107,000</b>	<b>(67,000)</b>	<b>13,000</b>	<b>2,503,000</b>	<b>\$ 11,333,958</b>
<b>Total</b>	<b>\$ 34,643,059</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,064,000)</b>	<b>\$ (2,100,000)</b>	<b>\$ (429,337)</b>	<b>\$ 30,049,722</b>

## Detail of Budget Reductions:

Vehicle Replacements

Total Reductions

**FY 2024 ADOPTED AUTHORIZATION TABLE  
BY PROGRAM**

	FULL TIME	PART TIME	TEMP / SEASON	TOTAL DEPT		FULL TIME	PART TIME	TEMP / SEASON	TOTAL DEPT
<b>CITY MANAGER</b>					<b>BUILDING SAFETY &amp; CODE COMPLIANCE</b>				
CITY MANAGER	1				BUILDING OFFICIAL	1			
ASSISTANT CITY MANAGER	1				PLANNING & PERMIT COORDINATOR	1			
SUSTAINABILITY COORDINATOR <b>[Unfunded]</b>	1				PERMIT SPECIALIST	2			
ADMINISTRATIVE ASSISTANT	1				BUILDING INSPECTOR <b>[Unfunded-1 position]</b>	3			
CITY COUNCIL	5				CODE ENFORCEMENT OFFICER	1			
<b>SUB-TOTAL CITY MANAGER</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>9</b>	<b>SUB-TOTAL BUILDING</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>CITY CLERK</b>					<b>POLICE ADMINISTRATION</b>				
CITY CLERK	1				POLICE CHIEF	1			
RECORDS MANAGEMENT SPECIALIST	1				ADMINISTRATIVE ASSISTANT	1			
<b>SUB-TOTAL CITY CLERK</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>SUB-TOTAL POLICE ADMIN</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
<b>OFFICE OF INFORMATION TECHNOLOGY</b>					<b>POLICE OPERATIONS</b>				
INFORMATION TECHNOLOGY DIRECTOR	1				DEPUTY POLICE CHIEF	1			
NETWORK ADMINISTRATOR	1				CAPTAIN	1			
INFORMATION TECHNOLOGY SPECIALIST I & II	2				LIEUTENANT	5			
<b>SUB-TOTAL INFORMATION TECH</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	SERGEANT	6			
<b>OFFICE OF HUMAN RESOURCES</b>					PATROL OFFICER	30			
HUMAN RESOURCES/RISK MGMT DIRECTOR	1				DETECTIVE (1 Special Taskforce)	5			
HUMAN RESOURCES/RISK MGMT GENERALIST	1				SCHOOL RESOURCE OFFICER	4			
HUMAN RESOURCES SPECIALIST	2				SCHOOL CROSSING GUARD	5			
<b>SUB-TOTAL HUMAN RESOURCES</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>SUB-TOTAL POLICE OPERATIONS</b>	<b>52</b>	<b>5</b>	<b>0</b>	<b>57</b>
<b>COMMUNICATIONS</b>					<b>POLICE SUPPORT SERVICES</b>				
PUBLIC INFORMATION & COMMUNICATIONS OFFICER	1				CAPTAIN	1			
<b>SUB-TOTAL COMMUNITY RELATIONS</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	SERGEANT	1			
<b>FINANCIAL SERVICES</b>					PROFESSIONAL STANDARDS/RECORDS MGR.	1			
FINANCE DIRECTOR	1				POLICE RECORDS ASSISTANT	2			
ACCOUNTING MANAGER	1				COMMUNITY SERVICE OFFICER	3			
ACCOUNTANT	1				CRIME SCENE INVESTIGATOR SPECIALIST	1			
ACCOUNTING ASSISTANT	1				<b>SUB-TOTAL POLICE SUPP SVS</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
ACCOUNTING/PAYROLL COORDINATOR	1				<b>FIRE ADMINISTRATION</b>				
MGMT & BUDGET MANAGER	1				FIRE CHIEF	1			
<b>SUB-TOTAL FIN SVS</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>	ADMINISTRATIVE ASSISTANT	1			
<b>POWER &amp; SERVICE</b>					FISCAL ASSISTANT	1			
UTILITY BILLING/CUSTOMER SERVICE SUPERVISOR	1				<b>SUB-TOTAL FIRE ADMIN</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
UTILITIES BILLING TECHNICIAN	2				<b>EMERGENCY &amp; HEALTH OPERATIONS</b>				
CUSTOMER SERVICE REPRESENTATIVE	1				DEPUTY FIRE CHIEF	1			
<b>SUB-TOTAL CUST SRVC</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	DIVISION CHIEF (TRAINING)	1			
<b>PLANNING &amp; ZONING</b>					BATTALION CHIEF	3			
COMMUNITY DEVELOPMENT DIRECTOR	1				LIEUTENANT	6			
CHIEF PLANNER	1				ENGINEER/PARAMEDIC	6			
SR. PLANNER; PLANNER III & PLANNER II	3				FIREFIGHTER/EMT/PARAMEDIC	24			
ADMINISTRATIVE ASSISTANT	1				FIRE MARSHAL	1			
<b>SUB-TOTAL P&amp;Z</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>	FIRE INSPECTOR (NON-CERTIFIED)	1	1		
<b>MAPPING &amp; GIS</b>					<b>SUB-TOTAL EMER &amp; HEALTH</b>	<b>43</b>	<b>1</b>	<b>0</b>	<b>44</b>
MAPPING/ GIS COORDINATOR	1				<b>PARKS AND RECREATION</b>				
<b>SUB-TOTAL MAPPING &amp; GIS</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>8</b>	PARKS & RECREATION DIRECTOR	1			
					ADMINISTRATIVE ASSISTANT	1			
					<b>SUB-TOTAL P&amp;R ADMIN</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>
					<b>COMMUNITY SERVICES</b>				
					COMMUNITY EVENTS COORDINATOR	1			
					<b>SUB-TOTAL COMMUNITY SERVICES</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>

**FY 2024 ADOPTED AUTHORIZATION TABLE  
BY PROGRAM**

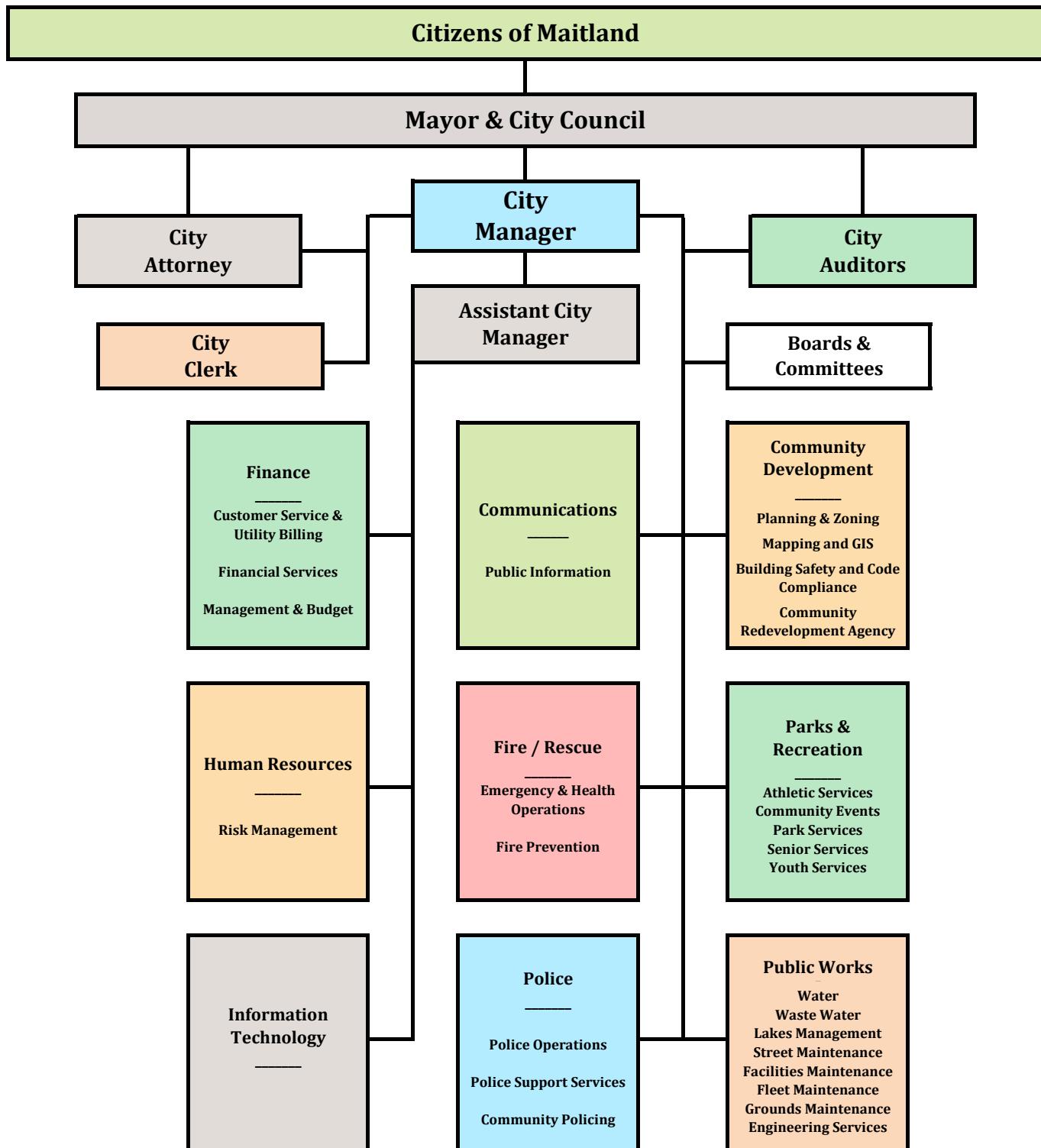
	FULL TIME	PART TIME	TEMP / SEASON	TOTAL DEPT		FULL TIME	PART TIME	TEMP / SEASON	TOTAL DEPT	
<b>PARK SERVICES</b>					<b>STREET MAINTENANCE</b>					
PARKS & RECREATION SUPERVISOR	1				STREETS MAINTENANCE SUPERVISOR					
CUSTOMER SERVICE SPECIALIST	1				STREETS FOREMAN					
PARKS MAINTENANCE TRADESWORKER	2				TRADESWORKER I					
RECREATION SPECIALIST	1				<b>SUB-TOTAL STREETS MAINT</b>	5	0	0	5	
COMMUNITY PROGRAM ASSISTANT		4			<b>FLEET MAINTENANCE</b>					
	<b>SUB-TOTAL PARKS</b>	5	4	0	9	FLEET MAINTENANCE SUPERVISOR				
<b>SENIORS PROGRAM SERVICES</b>					VEHICLE MECHANIC III					
RECREATION SPECIALIST	1				VEHICLE MECHANIC I/II					
	<b>SUB-TOTAL SENIORS</b>	1	0	0	1	<b>SUB-TOTAL FLEET MAINTENANCE</b>	5	0	0	5
<b>SPORTS/FITNESS SERVICES</b>					<b>WATER OPERATIONS</b>					
RECREATION PROGRAM COORDINATOR	1				UTILITIES SUPERINTENDENT					
	<b>SUB-TOTAL ATHLETIC SVS</b>	1	0	0	1	PROJECT MANAGER				
<b>PUBLIC WORKS ADMINISTRATION</b>					MAP GIS TECHNICIAN					
PUBLIC WORKS DIRECTOR	1				ELECTRICIAN/INSTRUMENTATION OPERATOR					
ASST PUBLIC WORKS DIRECTOR	1				UTILITIES FOREMAN					
PROCUREMENT SPECIALIST	1				WATER OPERATOR "C"					
ADMINISTRATIVE ASSISTANT	1				CROSS CONNECTION CTRL TECH I					
	<b>SUB-TOTAL PUBLIC WORKS ADMIN</b>	4	0	0	4	UTILITIES TECHNICIAN II				
<b>ENGINEERING SERVICES</b>					UTILITIES TECHNICIAN I					
CITY ENGINEER	1				UTILITIES LINE LOCATOR					
PROJECT MANAGER	1				<b>SUB-TOTAL WATER</b>	14	0	0	14	
PROJECT COORDINATOR	1				<b>ARBOR/BEAUTIFICATION SERVICES</b>					
	<b>SUB-TOTAL ENGINEERING</b>	3	0	0	3	ARBORIST / LANDSCAPE SPECIALIST				
<b>GROUNDS MAINTENANCE</b>					URBAN FORESTRY CREW LEADER					
GROUNDS MAINTENANCE SUPERVISOR	1				INTEGRATED PEST MGT SPEC					
GROUNDS FOREMAN	2				INTEGRATED PEST MGT TECH					
CREW LEADER	4				URBAN FORESTER					
TRADESWORKER	15				<b>SUB-TOTAL ARBOR/BEAUTIFICATION SERVICES</b>	5	0	0	5	
IRRIGATION SPECIALIST	1				<b>WASTEWATER OPERATIONS</b>					
IRRIGATION TECHNICIAN	1				UTILITIES MANAGER					
	<b>SUB-TOTAL GROUNDS MAINTENANCE</b>	24	0	0	24	PROJECT MANAGER				
<b>STORMWATER/LAKES</b>					UTILITIES SUPERVISOR					
ENVIRONMENTAL SCIENTIST	1				UTILITIES FOREMAN					
STAFF ENGINEER	1				UTILITIES LINE LOCATOR					
STORMWATER FOREMAN	1				UTILITIES TECHNICIAN II					
ENVIRONMENTAL SPECIALIST	4				UTILITIES TECHNICIAN I					
	<b>SUB-TOTAL STORMWATER</b>	7	0	0	7	<b>SUB-TOTAL WASTEWATER</b>	10	0	0	10
<b>FACILITIES MAINTENANCE</b>										
FACILITIES MANAGER	1				TOTAL GENERAL FUND	211	15	0	226	
FACILITIES MAINTENANCE SUPERVISOR	1				TOTAL UTILITIES	24	0	0	24	
FACILITIES FOREMAN	1				TOTAL STORMWATER / LAKES	7	0	0	7	
TRADESWORKER I	3				<b>TOTAL UNFUNDED POSITIONS</b>	2	0	0	2	
	<b>SUB-TOTAL FACILITIES MAINT</b>	6	0	0	6	<b>TOTAL FUNDED</b>	240	15	0	255

Funded FTE= 247.5

Effective 10/01/2023 - Updated 05/01/24



# City of Maitland Organizational Chart



## Fiscal Year 2025 Budget Calendar

JULY 2024		
7/15/2024 Monday 5:30 PM	City Council Workshop	General Fund Workshop Presentation
7/16/2024 Tuesday 12:00 PM	City Council Workshop	Art & History Museums and Maitland Public Library Budget Workshop
7/22/2024 Monday 5:30 PM	City Council Meeting	Set Tentative Millage Rate for Ad Valorem Taxes - Council Decision Item First Reading CIP Draft
AUGUST 2024		
8/5/2024 Monday 5:30 PM	City Council Workshop	Budget Workshop - Community Redevelopment Agency, Stormwater Fund, Water & Sewer Fund, and Solid Waste Fund
8/26/2024 Monday 6:30 PM	City Council Meeting	Council Decision - Set Stormwater Rate
SEPTEMBER 2024		
9/9/2024 Monday 6:30 PM	City Council Meeting	Council Decisions - Truth in Millage Compliance & First Reading of Tentative Budget, CIP Draft & Solid Waste Rates
9/23/2024 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 2025 - 2029

# **FINANCIAL SECTION**

**REVENUES**

**EXPENDITURES**

**RECOMMENDATIONS**

**MISCELLANEOUS FUNDS**

## MEMORANDUM

### Administration

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**TO:** Mayor and Council  
**FROM:** Mark Reggentin, City Manager  
**DATE:** July 15, 2024  
**SUBJECT:** General Fund Revenues

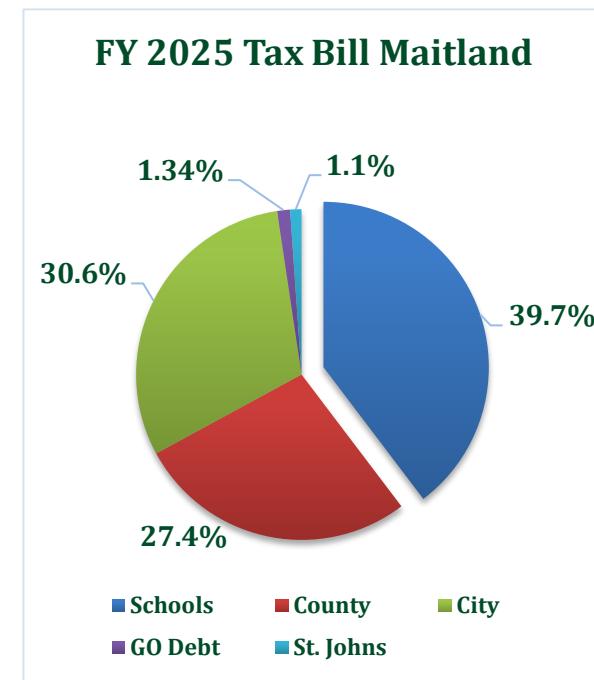
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The following is an overview of the sources of General Fund revenues and a brief description of the methodology used to project the budget for FY 2025. As of this writing, the City's FY 2024 revenue budget has been adjusted to reflect decreases in utility taxes and franchise fee and increases in state shared revenue; sales taxes; and interest income due to sustained interest rate returns averaging over 5%.

#### 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 Council. Assuming all millages rate from FY24 remain the same, the City's portion of the total tax bill for a Maitland resident is approximately 30.6%, or \$2,473 for a homesteaded property with a taxable value of \$500K.

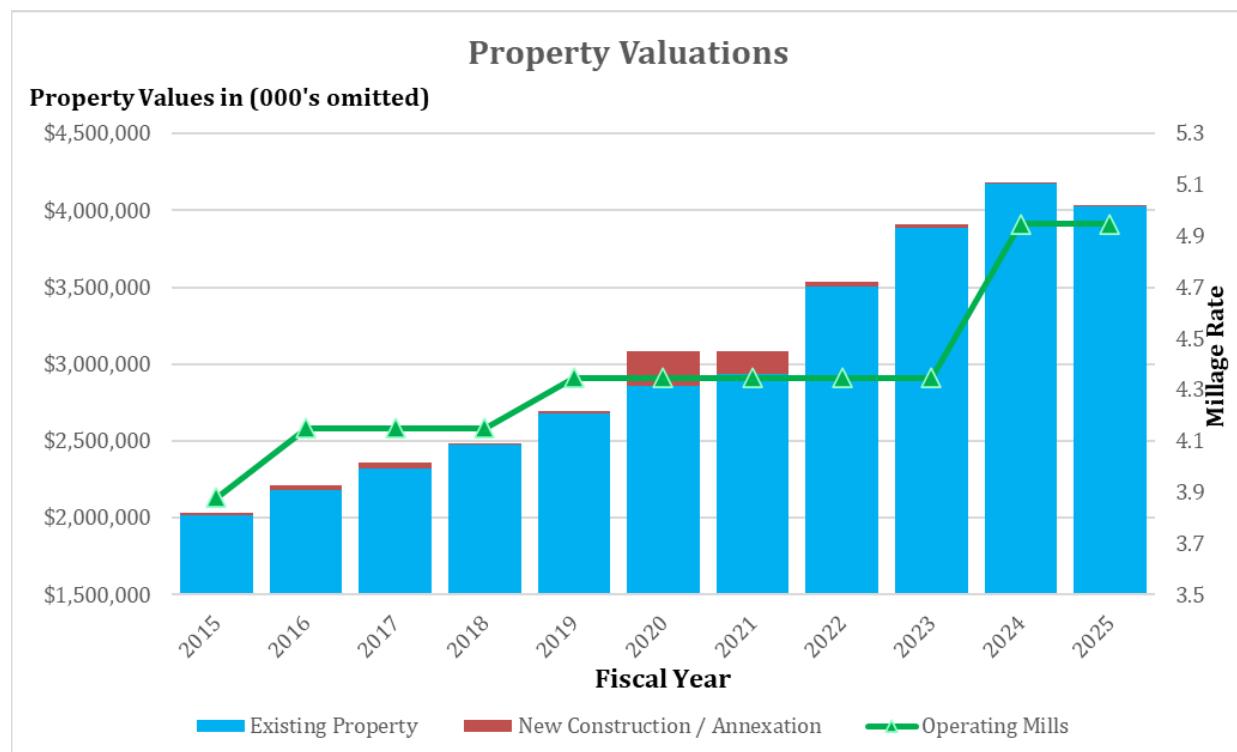
The FY 2025 (Tax Year 2024) preliminary estimate of taxable value provided by the Orange County Property Appraiser is \$4.02 billion, a reduction of 2.2% from the final valuation for Tax Year 2023 of \$4.11 billion. For FY 2025, the City must again follow two tracks when voting and reporting the tentative 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 commonly referred to as the "rollback rate," is 5.0465. The "rollback rate" is the millage rate that would be required to generate the same amount of Ad Valorem tax revenue as FY 2024. 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 2025 adjusted for the change in per capita income (1.0569 for FY 2025). The millage rate allowable by a simple majority vote is 5.4829.
- 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 6.0312.
- 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 4.9464, representing no millage increase from FY 2024, which requires a majority vote to adopt. Maitland's estimated ad valorem revenue for the 2025 taxable value includes new construction increases of \$3.6M, however, this is not sufficient to overcome an overall decrease. Three major factors have contributed to the property tax value decrease, including: 1) adjustments made by the Value Adjustment Board; 2) a reduction in commercial revenues, which has decreased property values; and 3) two large apartment complexes applied and were approved to benefit from an exemption from ad valorem taxation for land that meets certain affordable housing criteria under the Live Local Act. The City's taxable value for FY25 has decreased \$153M or 1.96%. The following graph shows the history of the property valuation and prior millage rates.



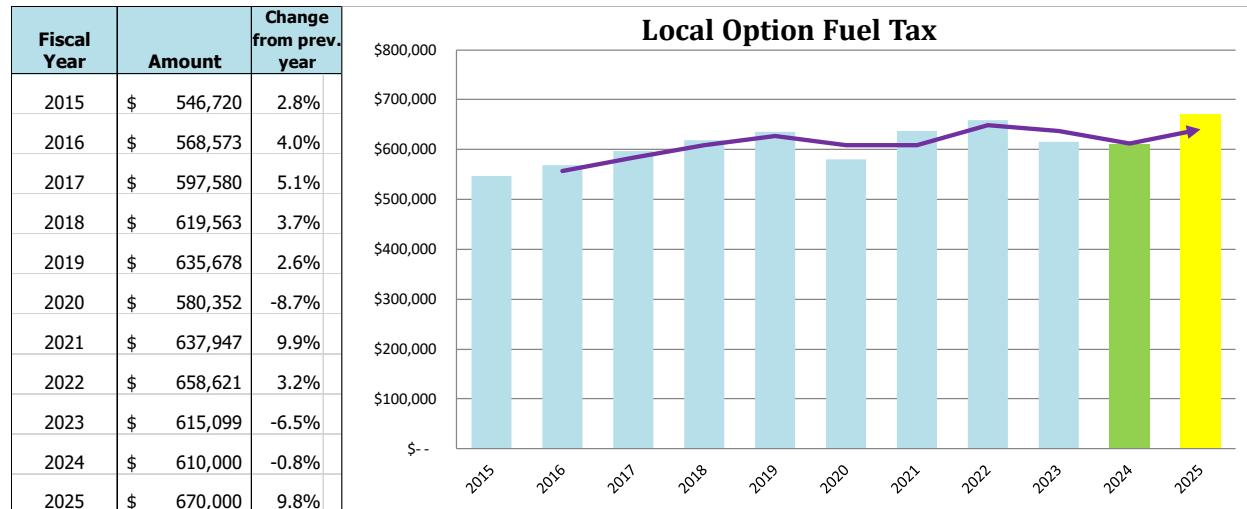
Property valuations related to the Downtown Maitland CRA are frozen at their base (2002 tax year) values of \$90M. This allows the CRA to capture both the City and County's portions of the incremental ad valorem taxes towards improvements in the district. Exemptions under the Live Local Act have also impacted the FY 2025 valuation associated with the CRA

district, which is estimated at \$380M, reflecting a decrease of \$73M or 16.16% from the FY 2024 final taxable value.

In addition to the projected general ad valorem taxes, in July 2004, voters approved borrowing up to \$18.5M to be funded with taxes not to exceed 0.50 mills. The General Obligation (GO) bonds were issued to finance the construction of a Police Station, Fire Station and City Hall. Proceeds were also 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 2025 is \$821 thousand and represents approximately 0.210 mills. Due to prior year interest earnings, the rate will remain the same as the prior year at 0.2020 mills. The GO Bond debt service fund and CRA Trust fund are discussed in more detail in the Miscellaneous Funds section of the budget.

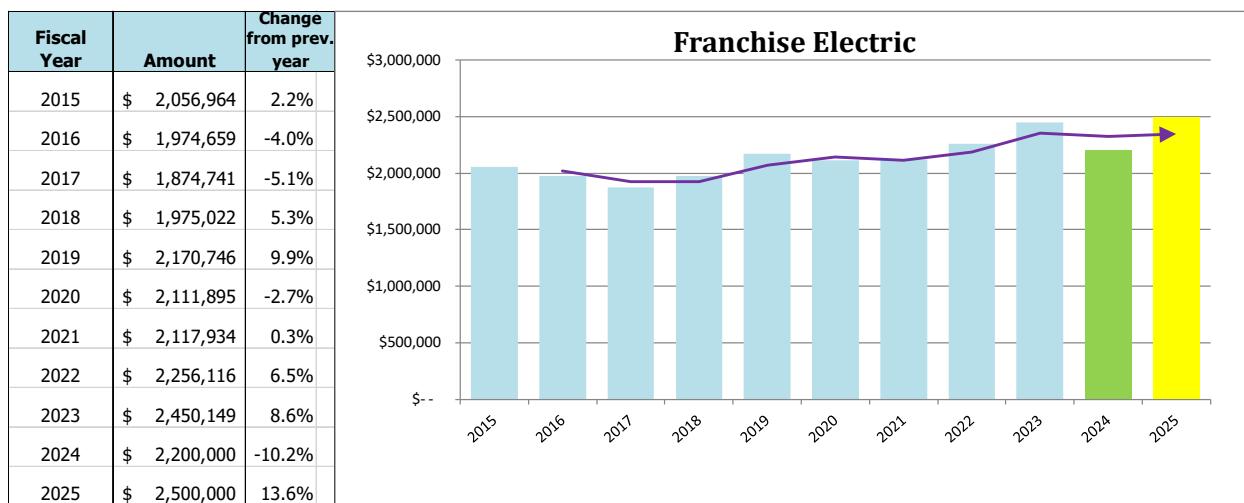
**Local Option Fuel Tax:** This six cents per gallon county-wide tax is allocated to the City based upon an interlocal agreement with Orange County. The City's allocation is dependent upon gallons of gas sold and population shifts. The distribution of the local option fuel (gas) tax utilizes a population 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 2025 estimates will not be released until late July. Maitland's population is based on an adjusted figure for FY 2024 of 19,964, a slight increase from the prior year. The FY 2025 projection is \$670 thousand, which is 9.8% higher than FY 2024. The estimate is based on prior year average increases, excluding pandemic driven decreases.



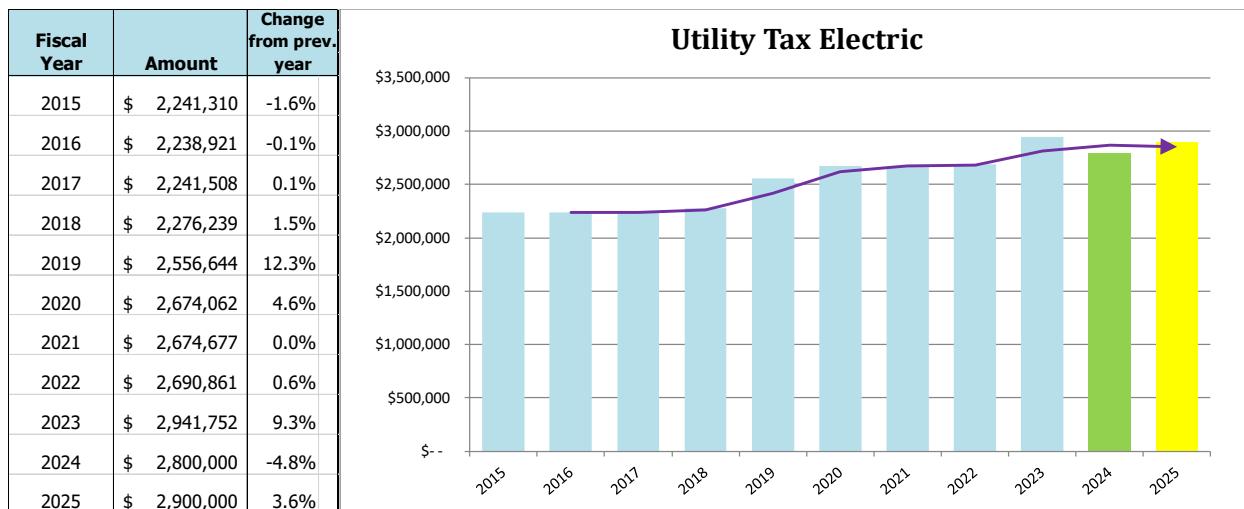
**Franchise Fees:** Fees are levied on certain utilities by the City for the privilege of doing business within the City. Franchise holders include Duke Energy, TECO Utilities, Lake Apopka Natural Gas District (LANGD), as well as non-exclusive franchise holders for construction and demolition debris. 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 provider may collect that fee only from customers receiving service within that municipality. The 30-year franchise agreement for electrical power expires in August 2035. FY 2025 reflects an increase from FY 2024 of \$90 thousand. The City is projecting \$2.5M in FY 2025, an increase of 13.6% over the FY 2024 revised budget.

The projection for FY 2025 is based on anticipated power consumption, average temperatures, and receipts through three quarters of FY 2024.



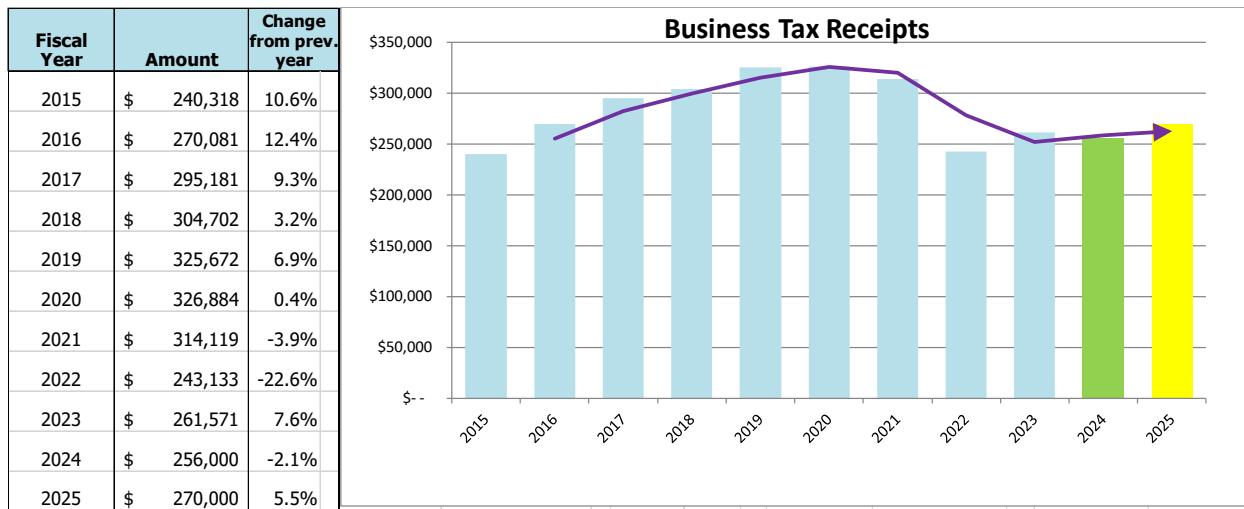
FY 2025 will be the fourth full year of natural gas franchise revenue and is budgeted at \$18 thousand. Non-exclusive franchise fees for construction roll-off is budgeted at \$80 thousand based upon consistent renovation and construction activity.

**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 kilowatt hour), but this tax is not applied to customers who can demonstrate an exception based on State statutes. For FY 2025, we project an increase of 3.6%.



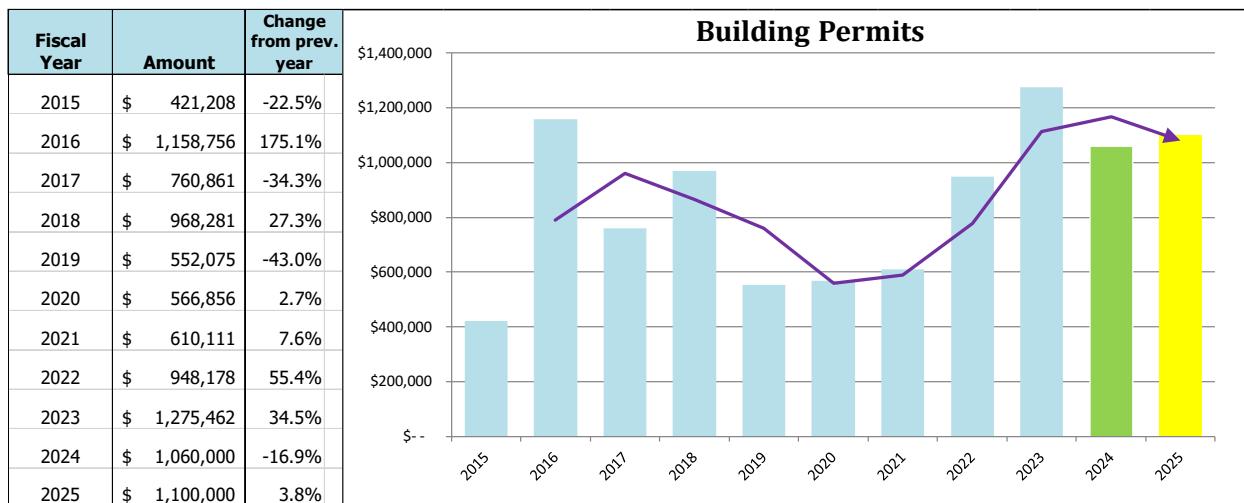
**Local Business Tax Receipts:** A person or company doing business within the City must obtain a local business tax receipt. The majority of this revenue comes from yearly renewals, with the remainder coming from new applicants. As authorized by the City's local business tax

ordinance, business tax receipt charges are increased 5% biennially. Year-to-date FY 2024 receipts are tracking to an estimated 2.1% decrease over FY 2023 actuals. The FY 2025 projection reflects an estimated 5.5% increase over the FY 2024 revised budget.

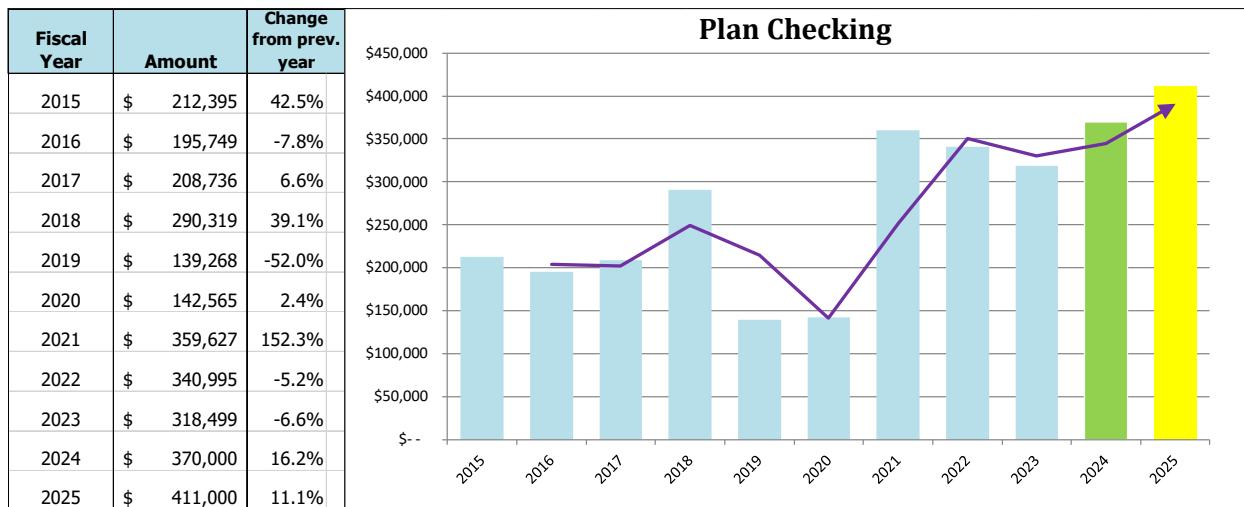


## LICENSES AND PERMITS

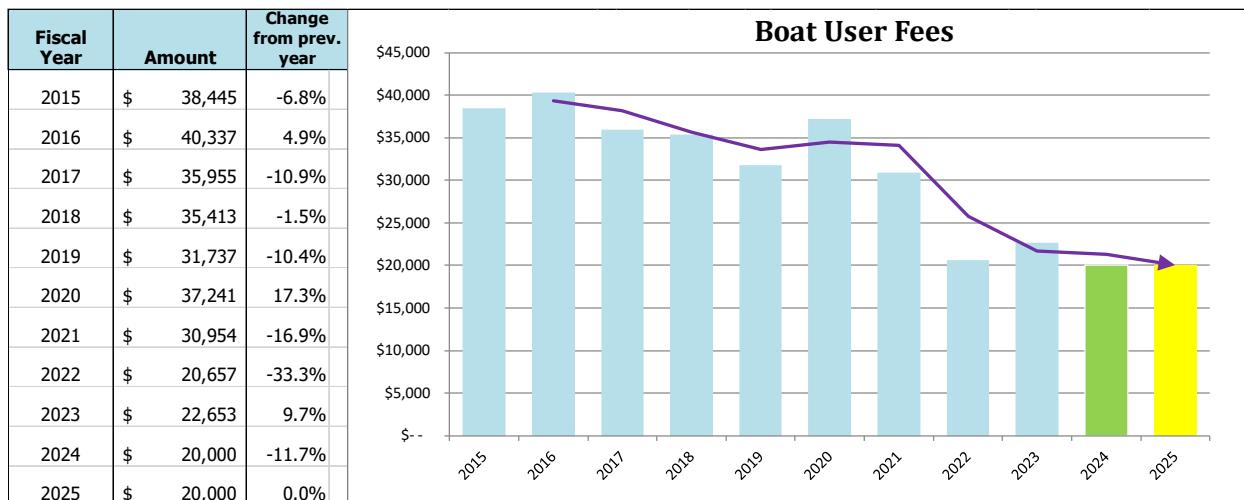
**Building Permits:** Revenues are generated from a combination of fees, including: permit, inspection, electrical, plumbing, and special items. Permits are issued for new commercial and residential structures, alterations, roofs, mechanical projects, swimming pools, signs, fences, and fire protection 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 2025 budget projection is 3.8% higher than the FY 2024 revised collections. Through the first nine months of FY 2024, the actual receipts are on track for surpassing the original budget of \$1 million, 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 an 11.1% increase for FY 2025 as compared to FY 2024 projections. FY 2024 revenues are projected at \$411 thousand. Actual fees are dependent on timing of projects coming into the City as developer projects near permitting.

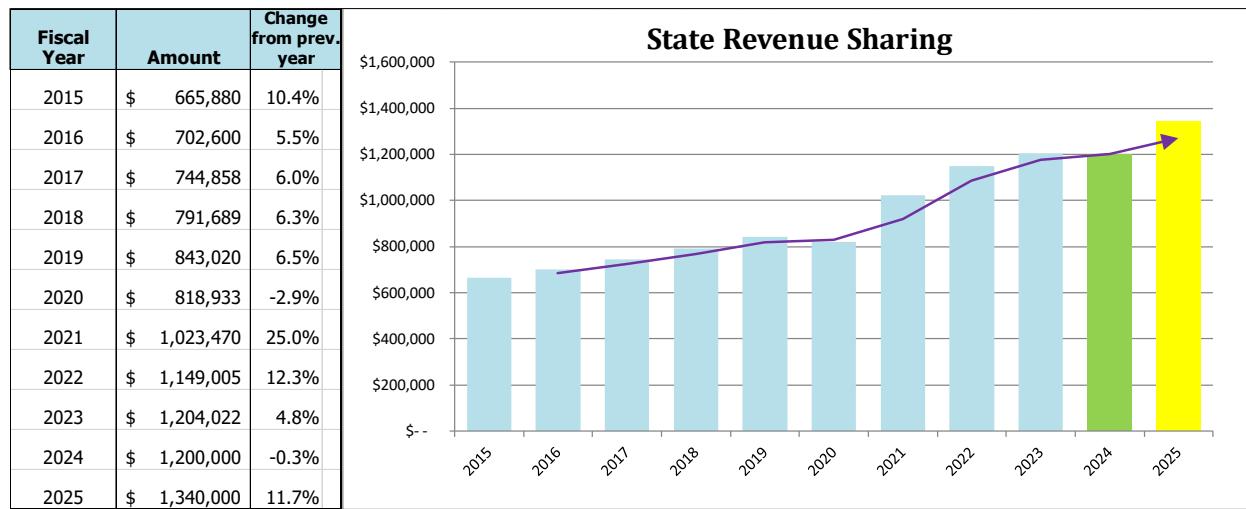


**Boat User Fees:** A user fee is charged to boat operators wishing to use the Maitland/Winter Park Chain of Lakes. Annual passes are based on boat and motor size and daily passes are a flat fee regardless of size. Projections are based on historical data. Projected revenue for FY 2025 is estimated at \$20 thousand, the same as the estimated FY 2024 revenue. In addition to lake user fees, Council adopted boat trailer parking fees, which are budgeted at \$20 thousand for FY 2025.

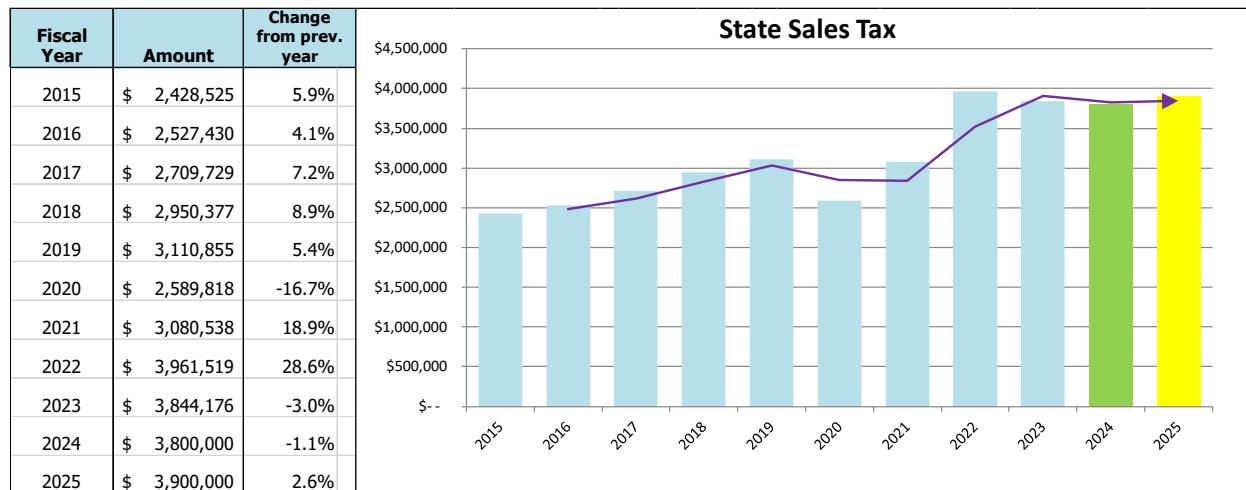


## INTERGOVERNMENTAL REVENUES

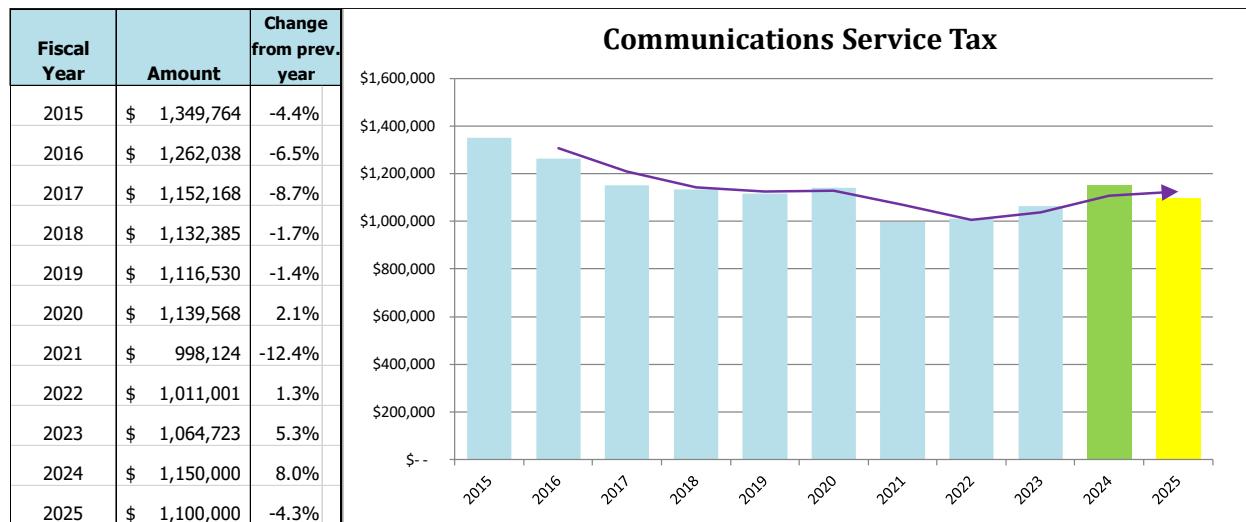
**State Revenue Sharing:** The Municipal Revenue Sharing Program is based on a percentage of taxes and user fees collected by the State of Florida and allocated based on a formula that considers population, taxes collected within the area, and ability to maintain collection. In July the State will release estimates for revenue sharing, given current inflationary trends, the City is estimating an 11.7% increase over FY 24 or \$1.2 million. 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. Estimates for FY 2025 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 2025 projection anticipates \$3.9 million, a 2.6% increase over anticipated FY 2024.



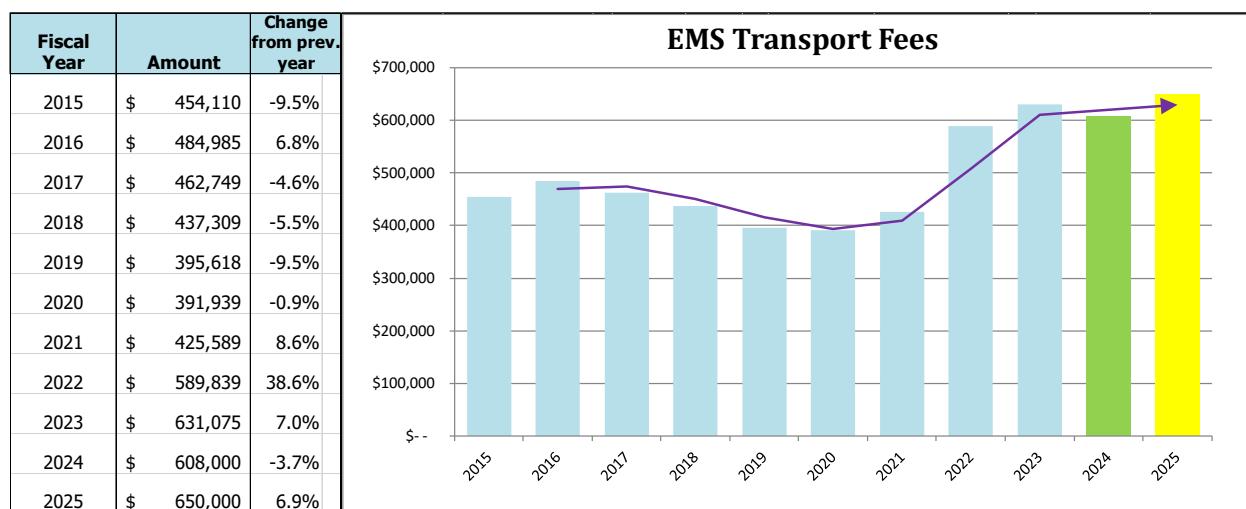
**Communications Services Tax:** The Communications Services Tax ("CST") allows both the state and local communications service tax to be imposed on a broad base of telecommunications and cable services and does not discriminate between services or providers. The tax base includes the transmission of 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 source 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 2025 are expected to be released in July 2024. The City's FY 2025 estimate is \$1.1 million, which reflects an anticipated downward trend.



## CHARGES FOR SERVICES

**General Government:** Revenues consist of zoning fees, sales of maps/publications, open building permit inquiries, and public records requests. These revenues represent a relatively 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 2025 estimate is \$650K, an increase of \$42 thousand from the revised FY 2024 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.

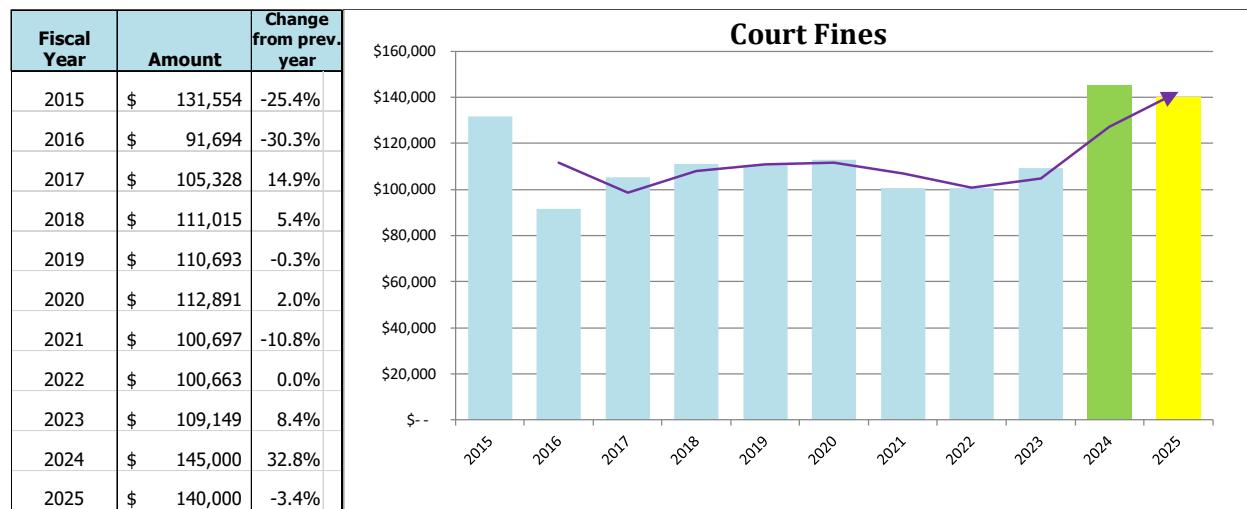


The Police Department provides off-duty officers the opportunity to work off-shift hours providing security services to local businesses, non-profit organizations, and other governments during special events. Fees charged by the City are intended to cover the cost for the officer(s) and associated expenses. Other revenues in this category primarily include fees for responses to false security alarms and for fire alarm violations. These alarm revenues represent a very minor portion of the City's total revenues, as they are intended to provide an 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 and non-resident fees. Fees are also collected for concessions and facility rentals, including the Maitland Farmers' Market, special event vendors, 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 2024. These fees total \$391 thousand for FY 2025.

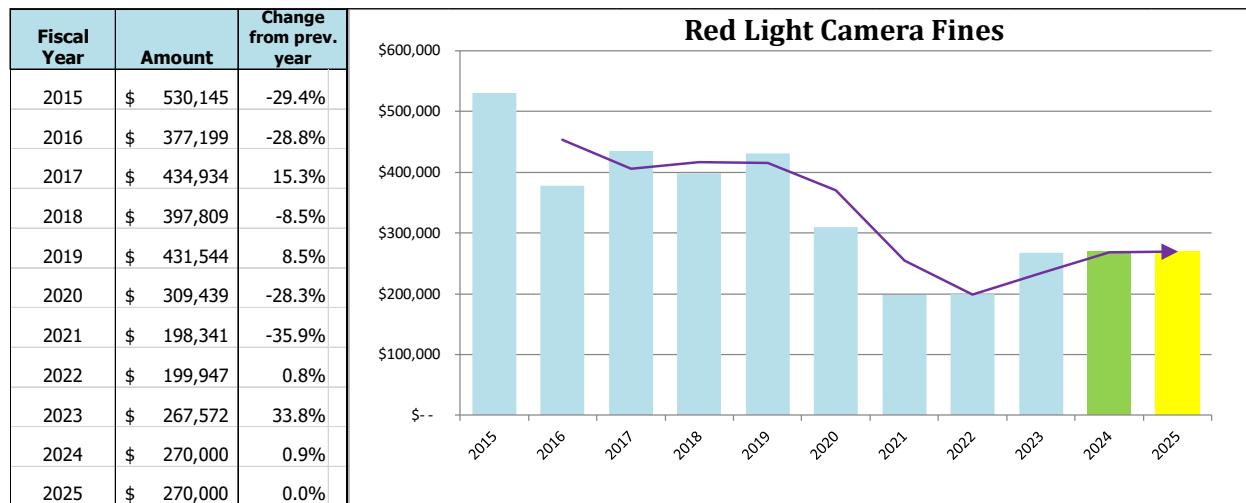
## FINES AND FORFEITURES

**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 majority of red light camera fines that are contested are handled via a special magistrate process at the local, rather than court level.



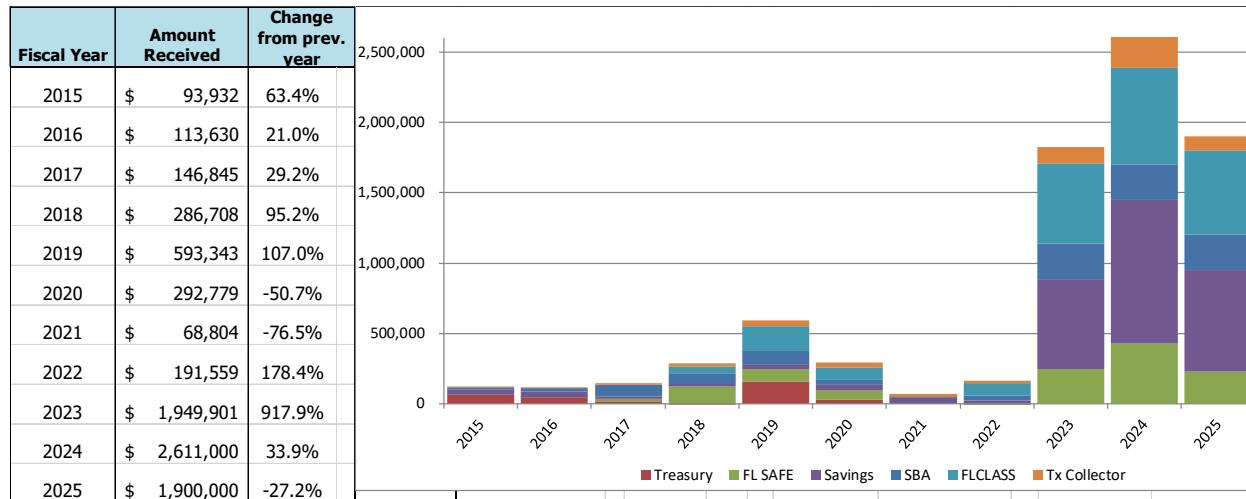
**Police Education:** This revenue is derived from a \$2 assessment on all moving traffic violations, including red light violations captured on camera. The use of this revenue is restricted to police educational expenses and is projected at \$9 thousand for FY 2025 for those processed through the Orange County Clerk of Court'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) for each \$158 violation. Of the remaining funds, \$2 of each ticket paid is deposited into the Police Education account 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 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 2025 projection is \$270 thousand, the same as it was for 2024.



## 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 history of interest rate volatility, management has taken a conservative approach with respect to investment income for FY 2025. The 2025 projection is based on year-to-date FY 2024 and factors in a conservative investment approach, given the City's 10-year history and volatility of the Federal Reserve policy makers and the City's risk adverse investment policy. Staff does not want to be overly reliant on investment income in developing the budget. Should rates remain at the current levels of around 5%, staff may request that Council appropriate these funds for shovel-ready projects.



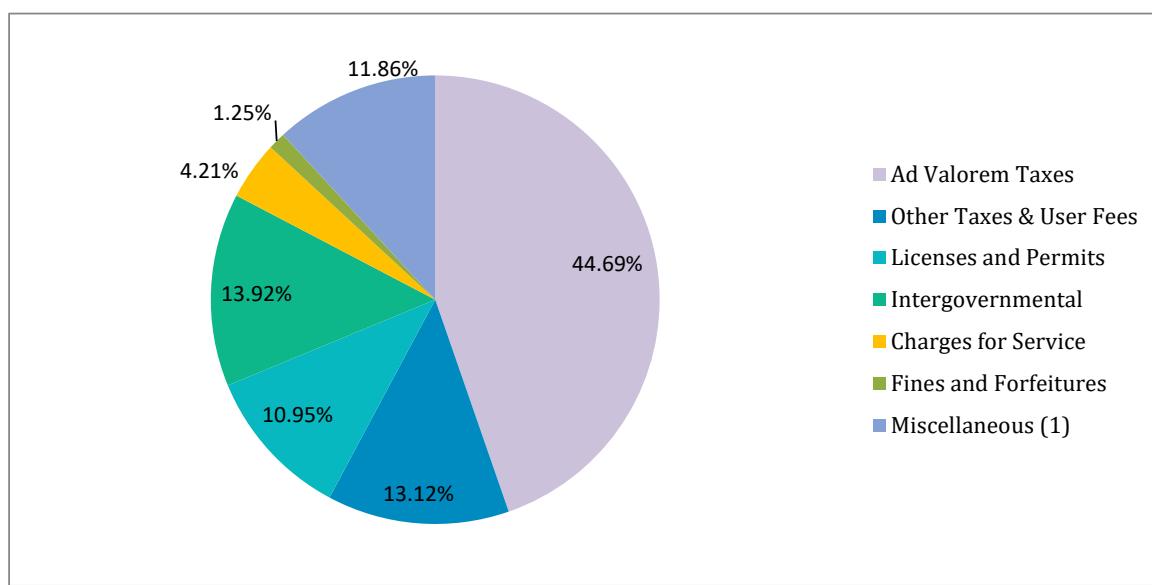
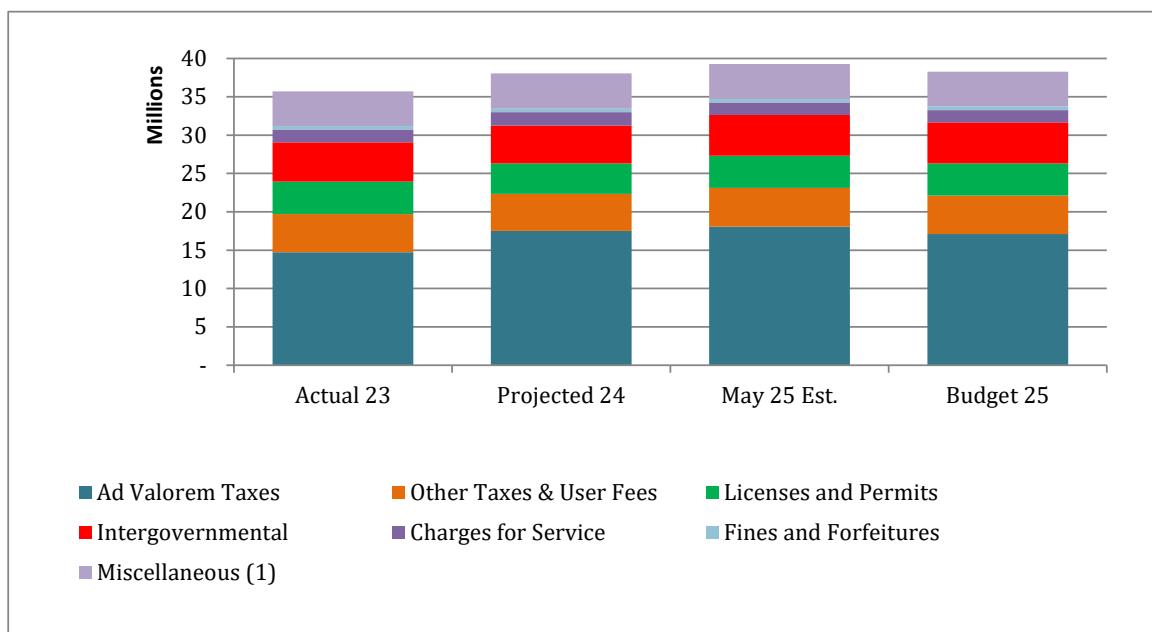
**Rents:** The City has three leases from property held. The O'Heir property (Thurston House), which is operated by a third party as a bed & breakfast. The lease was renewed in November 2021 for five years. The City receives \$5 thousand per year from a billboard lease with Clear Channel Communications from property the City acquired to reconfigure the Maitland Boulevard off ramp onto U.S. 17-92. An additional \$40 thousand is from a lease for a cell tower installed on City property along Keller Road.

**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 2025 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 \$470 thousand for FY 2025.

**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. Due to the City deferring the reconstruction of Keller Road to FY 2027 there is no scheduled repayment for FY 2025 to the General Fund an option to repay the general fund a portion of the debt, however.

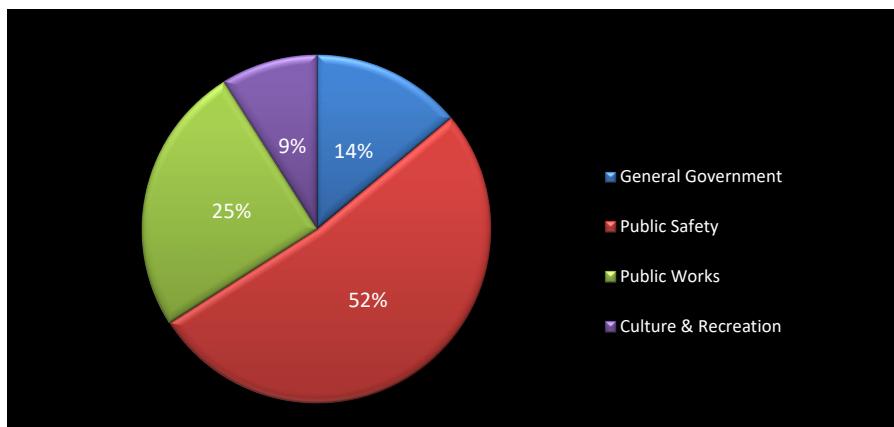
GENERAL FUND REVENUE SUMMARY				
	Actual 23	Projected 24	May 25 Est.	Budget 25
Mills	4.3453	4.9464	4.9464	4.9464
Ad Valorem Taxes	14,744,498	17,513,000	18,090,000	17,108,000
Other Taxes & User Fees	4,956,727	4,842,000	5,023,000	5,023,000
Licenses and Permits	4,238,240	3,969,000	4,193,000	4,193,000
Intergovernmental	5,123,970	4,946,000	5,330,000	5,330,000
Charges for Service	1,689,492	1,745,200	1,610,000	1,610,000
Fines and Forfeitures	441,192	417,000	479,000	479,000
Miscellaneous <sup>(1)</sup>	4,507,088	4,631,325	4,540,000	4,540,000
Repayment CRA Advance	-	1,174,700	-	-
	\$ 35,701,207	\$ 39,238,225	\$ 39,265,000	\$ 38,283,000



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

## FY 2025 PROGRAM BUDGETS - GENERAL FUND - SUMMARY BY FUNCTION

Function	Personnel	Operating	Contributions / Transfers	Capital	Recom-mendations	Budget FY25	Adjusted Budget FY24	Change
<b>General Government</b>	\$ 3,989,000	\$ 880,000	\$ -	\$ 110,000	\$ 100,000	\$ 5,079,000	\$ 4,783,983	6%
<b>Public Safety</b>	15,677,000	4,498,000	-	152,000	-	20,327,000	18,161,720	12%
<b>Public Works</b>	4,174,000	4,740,000	-	1,285,000	-	10,199,000	14,062,878	-27%
<b>Culture &amp; Recreation</b>	1,022,000	990,080	1,248,920	230,000	-	3,491,000	3,654,715	-4%
<b>Total</b>	<b>\$ 24,862,000</b>	<b>\$ 11,108,080</b>	<b>\$ 1,248,920</b>	<b>\$ 1,777,000</b>	<b>\$ 100,000</b>	<b>\$ 39,096,000</b>	<b>\$ 40,663,296</b>	<b>-4%</b>



## FY 2025 PROGRAM BUDGETS - GENERAL FUND

PROGRAM	Personnel	Operating	Contribution / Transfer	Capital	Recom-mendations	Budget FY25	Adjusted Budget FY24	Change
110 - City Council	\$ 32,000	\$ 22,000	\$ -	\$ -	\$ -	\$ 54,000	\$ 53,000	2%
121 - City Mgr	704,000	250,000	-	-	-	954,000	868,395	10%
122- Communications	-	176,000	-	-	-	176,000	237,000	-26%
131 - Info Tech	438,000	520,000	-	110,000	-	1,068,000	901,783	18%
132 - Finance	606,000	85,000	-	-	100,000	791,000	561,653	41%
133 - Citizen Serv.	310,000	2,000	-	-	-	312,000	250,000	25%
134 - Human Resources	555,000	233,000	-	-	-	788,000	739,035	7%
136 - Comm Rel.	166,000	16,000	-	-	-	182,000	166,000	10%
151 - P & Z	839,000	40,000	-	-	-	879,000	833,700	5%
152 - GIS	119,000	35,000	-	-	-	154,000	201,938	-24%
191 - City Clerk	220,000	122,000	-	-	-	342,000	334,479	2%
210 - PD Admin	299,000	11,000	-	-	-	310,000	307,740	1%
211 - PD Operations	7,415,000	977,000	-	71,000	-	8,463,000	6,888,171	23%
212 - PD Support	1,124,000	1,048,000	-	-	-	2,172,000	1,795,661	21%
220 - Fire Admin	387,000	13,000	-	-	-	400,000	331,400	21%
221 - Fire Ops	6,039,000	1,351,000	-	81,000	-	7,471,000	7,030,414	6%
240 - Bldg Dept	413,000	1,098,000	-	-	-	1,511,000	1,808,334	-16%
270 - Arbor	364,000	927,000	-	-	-	1,291,000	1,087,336	19%
272 - P&R Admin	288,000	32,000	4,000	200,000	-	524,000	441,986	19%
276 - Comm. Parks	474,000	158,000	-	-	-	632,000	508,319	24%
277 - Athletic Svc.	101,000	194,000	-	-	-	295,000	319,309	-8%
278 - Seniors	72,000	8,000	-	-	-	80,000	73,505	9%
280 - Events	87,000	182,000	-	-	-	269,000	278,018	-3%
410 - PW Admin	572,000	53,000	-	-	-	625,000	564,970	11%
412 - Traffic Eng.	355,000	1,253,000	-	9,000	-	1,617,000	5,226,124	-69%
414 - Facilities Maint.	483,000	731,000	-	-	-	1,214,000	1,929,420	-37%
416 - Enginnering	351,000	442,000	-	-	-	793,000	763,162	4%
420 - Fleet Maint.	443,000	771,000	-	1,124,000	-	2,338,000	1,987,358	18%
422 - Grounds	1,606,000	563,000	-	152,000	-	2,321,000	2,504,508	-7%
Art & History - Maitland	-	314,000	385,000	15,000	-	714,000	988,817	-28%
Maitland Public Library	-	102,080	859,920	15,000	-	977,000	1,044,761	-6%
Inter-Departmental Allocated	-	(621,000)	-	-	-	(621,000)	(363,000)	71%
<b>Total GF</b>	<b>\$ 24,862,000</b>	<b>\$ 11,108,080</b>	<b>\$ 1,248,920</b>	<b>\$ 1,777,000</b>	<b>\$ 100,000</b>	<b>\$ 39,096,000</b>	<b>\$ 40,663,296</b>	<b>-4%</b>

## FY 2025 - 2029 RECOMMENDATIONS

		Fiscal Year				
		2025	2026	2027	2028	2029
<b>Administration Department</b>						
		<i>None</i>				
<b>Finance Department</b>						
132-25-001	<i>Purchasing Manager</i>	135,000	140,000	145,000	150,000	155,000
<b>Community Development</b>						
		<i>None</i>				
<b>Fire/Rescue Department</b>						
		<i>None</i>				
<b>Parks and Recreation</b>						
		<i>None</i>				
<b>Police Department</b>						
		<i>None</i>				
<b>Public Works Department</b>						
303-25-001	<i>Water Supervisor</i>	80,000	85,000	90,000	95,000	100,000
<b>Reductions</b>						
	<i>Mid year hire</i>	(38,000)	-	-	-	-
	<i>Deferred</i>	-	-	-	-	-
	<b>Total</b>	<b>\$ 177,000</b>	<b>\$ 225,000</b>	<b>\$ 235,000</b>	<b>\$ 245,000</b>	<b>\$ 255,000</b>
	<b>Funded in Budget Draft</b>	<b>\$ 177,000</b>	<b>\$ 225,000</b>	<b>\$ 235,000</b>	<b>\$ 245,000</b>	<b>\$ 255,000</b>

**FINANCE DEPARTMENT**  
**RECOMMENDATION# 132-25-001**  
**ADDITION OF A PURCHASING MANAGER POSITION**

**RECOMMENDATION FY 2025**

**Recommendation:** The Finance Department recommends the addition of one Purchasing Manager position to the Finance Department.

**History:** The City has never had a “Purchasing Manager”. Each department director serves as the purchasing officer over their respective divisions. Given the increased purchasing and sourcing requirements of the City, the volume, and specialized nature of work involved to provide the proper purchasing oversight for the City, we believe the City should create this specialized position. Overseeing the technical aspects of the procurement process takes valuable time away from the Department Heads to adequately fulfill all of the job requirements.

**Description:** We believe that having a Purchasing Manager who oversees all activities required in the solicitation and execution of formal and informal procurement, contracting, and consultation required in the acquisition of purchase of goods, services, and limited construction, as well as asset recovery and disposal will be better position the City to coordinate City-wide procurement processes to ensure compliance with Federal, State and Local regulations.

The Purchasing Manager will enable the City to accomplish City procurement and contracting objectives through process improvements, initiating cost savings measures, and securing best value products, solutions and relationships. Develop, implement, and maintain procurement policies for the City that ensure best value is obtained for purchase of goods, services, and construction.

The Manager will help the identify potential risk areas and devise solutions to minimize negative legal and business exposure and negotiate contractual terms and conditions for contracts with clearly defined technical specifications and requirements, including the best protection against vendor non-performance.

Therefore, it is the recommendation to add create a Procurement Manager position for the City.

**Costs:** FY2025 - cost per employee (salary, benefits, first year equipment (computer, etc.) \$120,000 per year= **Total \$120,000**.

**Implementation:** The Finance department will phase in the one new position at the start of the fiscal year 2025.

**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.

**PUBLIC WORKS DEPARTMENT UTILITIES FUND  
RECOMMENDATION # 303-25-001  
ADDITION OF A WATER SUPERVISOR POSITION**

**RECOMMENDATION FY 2025**

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

**History:** The Water Division operates three water treatment plants, is responsible for the maintenance of approximately 88 miles of water main ranging from 2-inch to 20-inch, 5,806 water meters and over 500 fire hydrants city wide. The Water Division consists of a Foreman, two Water Technician II's, three Wastewater Technician I's, two Water Plant Operator's, one Line Locator, one CCC Technician and one Electrician/Instrumentation and is one of two Divisions that report to the Utilities Superintendent.

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

**Costs:** FY2025 - cost per employee (salary, benefits, first year equipment (computer, etc.) = Total \$80,000.

**Implementation:** The Department would advertise for the position in the first quarter of FY25, 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.

## 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, 2024, \$6.9 million of principal remains outstanding.

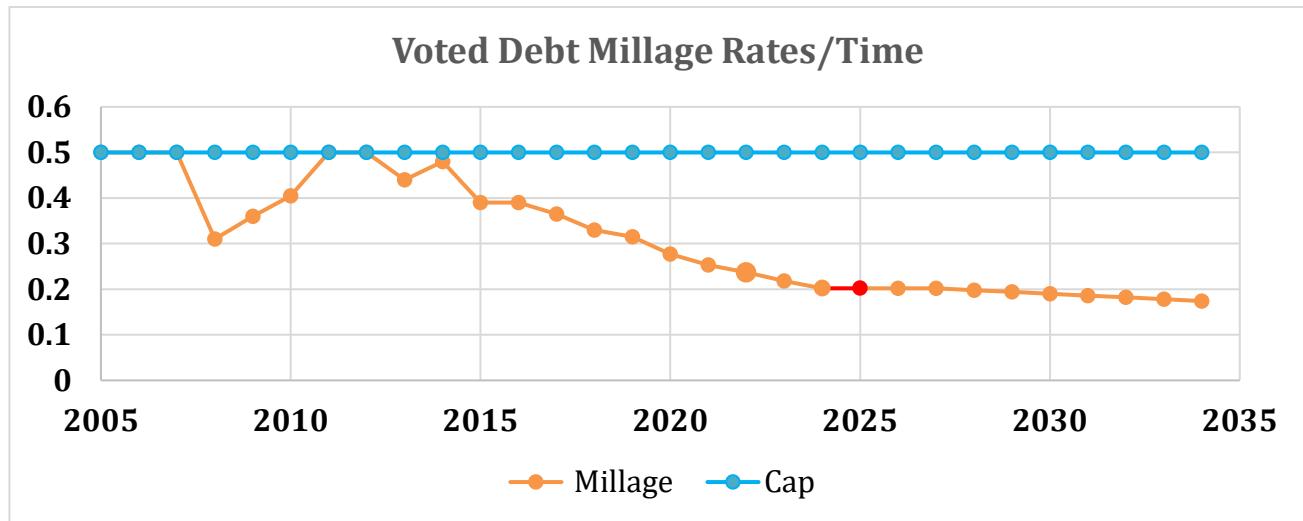
A debt service millage rate of 0.202 mills is required to generate the FY 2024 debt service interest and principal payments. This leaves \$111 thousand to offset any future reduction in taxable value that could erode the 0.50 mill cap on the tax levy under the bond referendum.

<b>Fund 22 - Voted Millage Debt Service</b>							
	<b>Actual 23</b>	<b>Projected 24</b>	<b>Budget 25</b>	<b>Plan 26</b>	<b>Plan 27</b>	<b>Plan 28</b>	<b>Plan 29</b>
Assumed Millage	0.2180	0.2020	0.2020	0.2020	0.2020	0.1980	0.1940
Millage change %	-13.8%	-7.3%	<b>0.0%</b>	0.0%	0.0%	-2.0%	-2.0%
<b>SOURCES</b>							
Starting Balance	\$ 118,350	\$ 149,886	<b>\$ 144,886</b>	\$ 136,886	\$ 116,278	\$ 105,043	\$ 99,043
Voted Millage	823,404	802,000	<b>771,000</b>	787,000	802,000	802,000	802,000
Interest Income	26,707	14,000	<b>34,000</b>	6,000	6,000	6,075	6,000
<b>Total Sources:</b>	<b>\$ 968,461</b>	<b>\$ 965,886</b>	<b>\$ 949,886</b>	<b>\$ 929,886</b>	<b>\$ 924,278</b>	<b>\$ 913,118</b>	<b>\$ 907,043</b>
<b>USES</b>							
Debt Service							
Principal	\$ 565,000	\$ 585,000	<b>\$ 595,000</b>	\$ 615,000	\$ 640,000	\$ 655,000	\$ 675,000
Interest	253,575	236,000	<b>218,000</b>	198,608	179,235	159,075	138,443
<b>Total Uses:</b>	<b>\$ 818,575</b>	<b>\$ 821,000</b>	<b>\$ 813,000</b>	<b>\$ 813,608</b>	<b>\$ 819,235</b>	<b>\$ 814,075</b>	<b>\$ 813,443</b>
<b>Ending Balance:</b>	<b>\$ 149,886</b>	<b>\$ 144,886</b>	<b>\$ 136,886</b>	<b>\$ 116,278</b>	<b>\$ 105,043</b>	<b>\$ 99,043</b>	<b>\$ 93,600</b>

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

<b>Limited General Obligation Refunding Note</b>			
<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
FY 2025	595,000	235,778	830,778
FY 2026	615,000	217,350	832,350
FY 2027	640,000	198,608	838,608
FY 2028	655,000	179,235	834,235
FY 2029	675,000	159,075	834,075
<b>Total</b>	<b>\$ 3,180,000</b>	<b>\$ 990,046</b>	<b>\$ 4,170,046</b>

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**

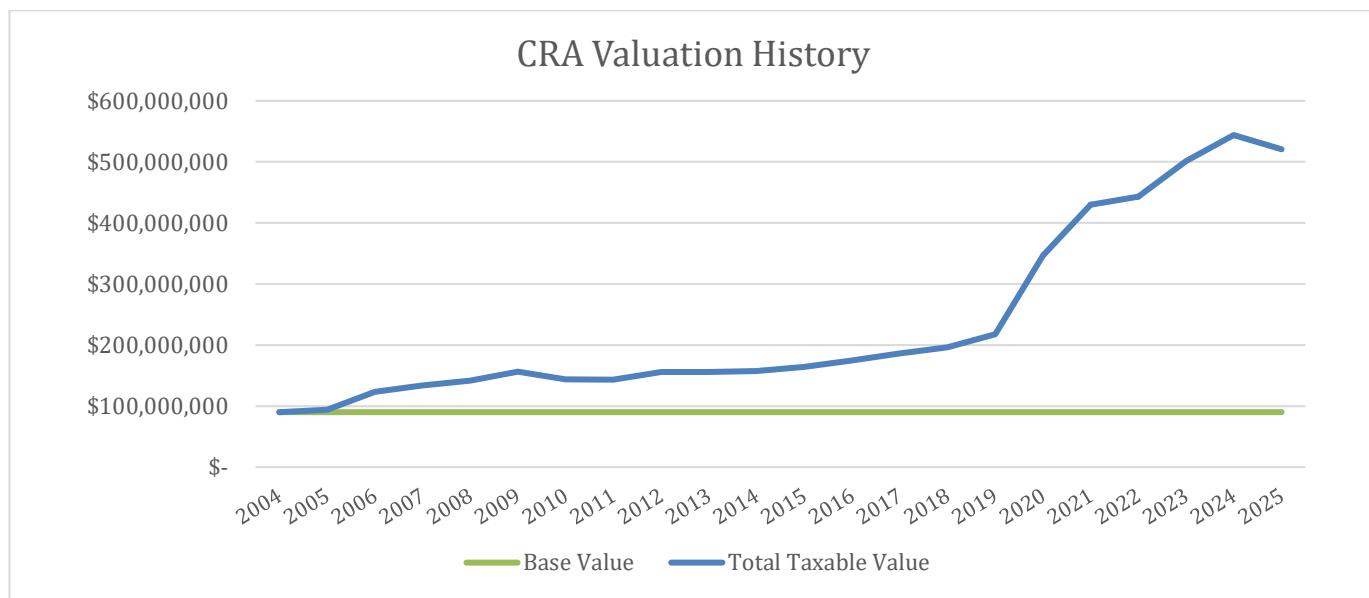
The Community Redevelopment Agency (the “CRA”) is an incremental tax district created by City Resolution #13-2003 on August 25, 2003, pursuant to Florida Statutes 163.356. The City Council and one representative appointed by the Board of Orange County Commissioners serve as the governing board, approve 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 15, 2024, \$9.2 million of the original loan remains outstanding.

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

<b>Community Redevelopment Refunding Revenue Note, Series 2014</b>			
<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
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
FY 2029	885,000	194,366	1,079,366
<b>Total</b>	<b>\$ 3,910,000</b>	<b>\$ 1,216,907</b>	<b>\$ 5,126,907</b>

The initial FY 2024 estimate from the Orange County Property Appraiser indicates the total taxable value of the CRA decreased by \$73.2 million or approximately 13.5% from the prior year. However, in terms of total increment above the base year value of \$90.2 million, this is a cumulative 421% increase. Below is the history of the CRA’s tax increment valuation.



Previous to FY 2025, TIF Revenue projections for the plan years anticipated a conservative 6% growth CRA-wide, even though more recent trend information, following the completion of several significant

redevelopments in the district impacting the tax roles, namely years 2019 – 2024, had realized an average 25% growth over those years or 125% combined. However, as discussed previously in the General Fund introduction, one of the parcels in the district qualified for the Live Local Act and qualified for the seventy-five percent property valuation reduction or \$54.6 million and another significant multi-family parcel had an \$11.4 million valuation reduction, causing CRA revenues to decline \$571 thousand compared to FY 2024.

For FY 2025, the CRA is not budgeting a repayment from the CRA back to the City for funds that were advanced for previous CRA capital projects. Below is a five-year projection of the CRA and the impact on the current fund deficit. The current fund deficit was funded by advances from the General Fund and Utilities Fund. In FY 2012, on the funds advanced, Council discontinued the accrual of interfund interest on the outstanding balances.

<b>Fund 61 - CRA</b>	4.3453 Actual 23	4.3453 Projected 24	<b>4.9464 Budget 25</b>	4.9464 Plan 26	4.9464 Plan 27	4.9464 Plan 28	4.9464 Plan 29
<b>SOURCES</b>							
Starting (Deficit)	\$ (7,519,668)	\$ (5,118,395)	<b>\$ (5,759,585)</b>	\$ (3,703,585)	\$ (2,465,585)	\$ (826,585)	\$ 1,028,452
<b>USES</b>							
TIF Revenues							
City	1,691,659	2,132,000	<b>1,781,000</b>	1,916,700	2,057,200	2,206,000	2,263,800
County	1,508,525	1,638,000	<b>1,418,000</b>	1,502,900	1,591,000	1,684,400	1,759,600
Investment	130,464	52,000	<b>51,000</b>	35,400	35,800	35,600	35,600
<b>Total Sources:</b>	<b>\$ 3,330,648</b>	<b>\$ 3,822,000</b>	<b>\$ 3,250,000</b>	<b>\$ 3,455,000</b>	<b>\$ 1,218,415</b>	<b>\$ 3,099,415</b>	<b>\$ 5,087,452</b>
<b>Operating</b>							
N Independence Ln	\$ 11,559	\$ 18,890	<b>\$ 19,000</b>	\$ 19,150	\$ 20,000	\$ 20,463	\$ 75,457
Downtown Traffic	-	3,500,000	-	-	-	-	-
Debt Service							
Principal	590,000	635,000	<b>685,000</b>	730,000	780,000	830,000	885,000
Interest	327,816	309,300	<b>290,000</b>	267,850	245,000	220,500	345,100
<b>Total Uses:</b>	<b>\$ 929,375</b>	<b>\$ 4,463,190</b>	<b>\$ 1,194,000</b>	<b>\$ 2,217,000</b>	<b>\$ 2,045,000</b>	<b>\$ 2,070,963</b>	<b>\$ 1,305,557</b>
<b>Ending Balance:</b>	<b>\$ (5,118,395)</b>	<b>\$ (5,759,585)</b>	<b>\$ (3,703,585)</b>	<b>\$ (2,465,585)</b>	<b>\$ (826,585)</b>	<b>\$ 1,028,452</b>	<b>\$ 3,781,895</b>
Repay Advances:	264,018	1,174,700	-	2,064,000	2,100,000	1,604,037	721,755
Advance Balance:	7,664,492	6,489,792	<b>6,489,792</b>	4,425,792	2,325,792	721,755	-

Operating costs consists of legal services, audit, and other administrative costs. For FY 2025, there is a planned capital outlay as \$200 thousand to further refine downtown traffic / mobility improvements based on FDOT's area-wide planning study. Future improvements of \$3.2 million are outlined in the 2025-2029 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.

<b>Fund 65 - Parks Trust Fund</b>							
	Actual 23	Projected 24	Budget 25	Plan 26	Plan 27	Plan 28	Plan 29
<b>SOURCES</b>							
Starting Balance	\$ 52,905	\$ 59,300	\$ 883,127	\$ 919,580	\$ 924,580	\$ 929,580	\$ 934,580
Impact Fees	6,453	805,000	6,453	-	-	-	-
Interest Income	4,368	30,000	30,000	5,000	5,000	5,000	5,000
<b>Total Sources:</b>	<b>\$ 63,726</b>	<b>\$ 894,300</b>	<b>\$ 919,580</b>	<b>\$ 924,580</b>	<b>\$ 929,580</b>	<b>\$ 934,580</b>	<b>\$ 939,580</b>
<b>USES</b>							
Southhall Destiny Trail	\$ 4,426	\$ 11,173	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Uses:</b>	<b>\$ 4,426</b>	<b>\$ 11,173</b>	<b>\$ -</b>				
<b>Ending Balance:</b>	<b>\$ 59,300</b>	<b>\$ 883,127</b>	<b>\$ 919,580</b>	<b>\$ 924,580</b>	<b>\$ 929,580</b>	<b>\$ 934,580</b>	<b>\$ 939,580</b>

***Projects listed can only be accomplished as funding becomes available.*** 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.

<b>Fund 36 - Mobility Fee Fund</b>							
	Actual 23	Projected 24	Budget 25	Plan 26	Plan 27	Plan 28	Plan 29
<b>SOURCES</b>							
Starting Balance	\$ 876,897	\$ 826,833	\$ 1,216,323	\$ 1,287,271	\$ 1,317,271	\$ 1,347,271	\$ 1,177,271
Impact Fees	49,183	568,000	40,948	-	-	-	49,183
Interest Income	40,798	30,000	30,000	30,000	30,000	30,000	40,798
Miscellaneous Revenue	-	-	-	-	-	-	-
<b>Total Sources:</b>	<b>\$ 966,878</b>	<b>\$ 1,424,833</b>	<b>\$ 1,287,271</b>	<b>\$ 1,317,271</b>	<b>\$ 1,347,271</b>	<b>\$ 1,377,271</b>	<b>\$ 1,267,252</b>
<b>USES</b>							
Keller Road	\$ 140,045	\$ 208,510	\$ -	\$ -	\$ -	\$ -	\$ -
Mechanic St	-	-	-	-	-	200,000	800,000
<b>Total Uses:</b>	<b>\$ 140,045</b>	<b>\$ 208,510</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 800,000</b>
<b>Ending Balance:</b>	<b>\$ 826,833</b>	<b>\$ 1,216,323</b>	<b>\$ 1,287,271</b>	<b>\$ 1,317,271</b>	<b>\$ 1,347,271</b>	<b>\$ 1,177,271</b>	<b>\$ 467,252</b>

***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.

# **CAPITAL IMPROVEMENTS SECTION**

## **SUMMARY TABLES**

**TABLE 1 - SUMMARY**

**TABLE 2 - LISTING BY CATEGORY**

**TABLE 3 - FUNDING OF PROJECTS**

**TABLE 4 - PROJECT DATA**

**PRIORITY GROUP CLASSIFICATION**

**TRAFFIC/TRANSPORTATION**

**PAVEMENT**

**SIDEWALKS**

**PARKS AND RECREATION**

**FACILITIES**

**STORMWATER**

**WATER**

**WASTEWATER**

**TABLE 1**  
**CAPITAL IMPROVEMENTS PROGRAM FY 2025 - 2029**

Agent	Fund	Fund	Proj #	Project	2025	2026	2027	2028	2029	TOTAL																																																																																																														
<b>TRAFFIC CIRCULATION</b>																																																																																																																								
PW	Gen	01	TR001	Transportation Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																																																																														
PW	CRA	61	TR001	Transportation Improvements	200,000	1,200,000	1,000,000	1,000,000	800,000	3,400,000																																																																																																														
PW	Mob	36	TR001	Transportation Improvements	-	-	-	200,000	800,000	1,000,000																																																																																																														
<b>PAVEMENT</b>																																																																																																																								
PW	Gen	01	PV001	Pavement Treatment	-	1,900,000	3,200,000	1,400,000	1,600,000	8,100,000																																																																																																														
PW	Gen	01	BS001	Bicycle / Sidewalk Network	100,000	300,000	1,500,000	2,000,000	1,500,000	5,400,000																																																																																																														
<b>RECREATION AND OPEN SPACE</b>																																																																																																																								
PR	Parks	65	PR001	Parks Master Planning Implementation	-	-	-	-	-	-																																																																																																														
PR	Gen	01	PR001	Parks Master Planning Implementation	-	50,000	200,000	150,000	90,000	490,000																																																																																																														
<b>OTHER IMPROVEMENTS</b>																																																																																																																								
PW	DEV	99	CF001	City Facilities - Master Planning	-	-	-	-	3,600,000	3,600,000																																																																																																														
PW	Util	41	CF001	City Facilities - Master Planning	-	-	-	-	-	-																																																																																																														
PW	SpN	39	CF001	City Facilities - Master Planning	-	18,000,000	250,000	1,432,000	-	19,682,000																																																																																																														
PW	Util	39	UT001	City Facilities - Master Planning	-	-	-	1,468,000	-	1,468,000																																																																																																														
PW	Gen	01	CF001	City Facilities - Art & History	200,000	200,000	200,000	200,000	3,800,000	4,600,000																																																																																																														
<b>STORMWATER/LAKES MGT</b>																																																																																																																								
PW	SEU	32	LK001	Stormwater Lakes Management Plan	300,000	2,350,000	2,850,000	2,000,000	650,000	8,150,000																																																																																																														
<b>UTILITY INFRASTRUCTURE</b>																																																																																																																								
PW	Util	41	WA001	Water Transmission / Distribution	600,000	3,700,000	1,900,000	4,600,000	1,000,000	11,800,000																																																																																																														
<b>SANITARY/SEWER</b>																																																																																																																								
PW	Util	41	WW001	Sanitary Sewer System Improvements	841,000	3,550,000	4,450,000	2,375,000	2,400,000	13,616,000																																																																																																														
<b>TOTAL</b>					\$ 2,241,000	\$ 31,250,000	\$ 15,550,000	\$ 16,825,000	\$ 15,440,000	\$ 81,306,000																																																																																																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Fund Key</td> <td style="width: 10%;">Gen</td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;"><b>GENERAL FUND</b></td> <td style="text-align: right;">\$ 300,000</td> <td style="text-align: right;">\$ 2,450,000</td> <td style="text-align: right;">\$ 5,100,000</td> <td style="text-align: right;">\$ 3,750,000</td> <td style="text-align: right;">\$ 6,990,000</td> <td style="text-align: right;">\$ 18,590,000</td> </tr> <tr> <td></td> <td>Mob</td> <td></td> <td></td> <td style="text-align: center;"><b>MOBILITY FEE FUND</b></td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 200,000</td> <td style="text-align: right;">\$ 800,000</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td></td> <td>CRA</td> <td></td> <td></td> <td style="text-align: center;"><b>CRA TRUST FUND</b></td> <td style="text-align: right;">\$ 200,000</td> <td style="text-align: right;">\$ 1,200,000</td> <td style="text-align: right;">\$ 1,000,000</td> <td style="text-align: right;">\$ 1,000,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 3,400,000</td> </tr> <tr> <td></td> <td>Util</td> <td></td> <td></td> <td style="text-align: center;"><b>UTILITIES FUND</b></td> <td style="text-align: right;">\$ 1,441,000</td> <td style="text-align: right;">\$ 7,250,000</td> <td style="text-align: right;">\$ 6,350,000</td> <td style="text-align: right;">\$ 8,443,000</td> <td style="text-align: right;">\$ 3,400,000</td> <td style="text-align: right;">\$ 26,884,000</td> </tr> <tr> <td></td> <td>Parks</td> <td></td> <td></td> <td style="text-align: center;"><b>PARK TRUST FUND</b></td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td></td> <td>SpN</td> <td></td> <td></td> <td style="text-align: center;"><b>SPACE NEEDS FUND</b></td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 18,000,000</td> <td style="text-align: right;">\$ 250,000</td> <td style="text-align: right;">\$ 1,432,000</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 19,682,000</td> </tr> <tr> <td></td> <td>SEU</td> <td></td> <td></td> <td style="text-align: center;"><b>STORMWATER ENVIRONMENTAL UTILITY</b></td> <td style="text-align: right;">\$ 300,000</td> <td style="text-align: right;">\$ 2,350,000</td> <td style="text-align: right;">\$ 2,850,000</td> <td style="text-align: right;">\$ 2,000,000</td> <td style="text-align: right;">\$ 650,000</td> <td style="text-align: right;">\$ 8,150,000</td> </tr> <tr> <td></td> <td>Fire</td> <td></td> <td></td> <td style="text-align: center;"><b>FIRE IMPACT FEE FUND</b></td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td></td> <td>DEV</td> <td></td> <td></td> <td style="text-align: center;"><b>DEVELOPER/GRANT/FINANCING</b></td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ -</td> <td style="text-align: right;">\$ 3,600,000</td> <td style="text-align: right;">\$ 3,600,000</td> </tr> </table>											Fund Key	Gen														<b>GENERAL FUND</b>	\$ 300,000	\$ 2,450,000	\$ 5,100,000	\$ 3,750,000	\$ 6,990,000	\$ 18,590,000		Mob			<b>MOBILITY FEE FUND</b>	\$ -	\$ -	\$ -	\$ 200,000	\$ 800,000	\$ 1,000,000		CRA			<b>CRA TRUST FUND</b>	\$ 200,000	\$ 1,200,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 3,400,000		Util			<b>UTILITIES FUND</b>	\$ 1,441,000	\$ 7,250,000	\$ 6,350,000	\$ 8,443,000	\$ 3,400,000	\$ 26,884,000		Parks			<b>PARK TRUST FUND</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		SpN			<b>SPACE NEEDS FUND</b>	\$ -	\$ 18,000,000	\$ 250,000	\$ 1,432,000	\$ -	\$ 19,682,000		SEU			<b>STORMWATER ENVIRONMENTAL UTILITY</b>	\$ 300,000	\$ 2,350,000	\$ 2,850,000	\$ 2,000,000	\$ 650,000	\$ 8,150,000		Fire			<b>FIRE IMPACT FEE FUND</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		DEV			<b>DEVELOPER/GRANT/FINANCING</b>	\$ -	\$ -	\$ -	\$ -	\$ 3,600,000	\$ 3,600,000
Fund Key	Gen																																																																																																																							
				<b>GENERAL FUND</b>	\$ 300,000	\$ 2,450,000	\$ 5,100,000	\$ 3,750,000	\$ 6,990,000	\$ 18,590,000																																																																																																														
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	CRA			<b>CRA TRUST FUND</b>	\$ 200,000	\$ 1,200,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 3,400,000																																																																																																														
	Util			<b>UTILITIES FUND</b>	\$ 1,441,000	\$ 7,250,000	\$ 6,350,000	\$ 8,443,000	\$ 3,400,000	\$ 26,884,000																																																																																																														
	Parks			<b>PARK TRUST FUND</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																																																																														
	SpN			<b>SPACE NEEDS FUND</b>	\$ -	\$ 18,000,000	\$ 250,000	\$ 1,432,000	\$ -	\$ 19,682,000																																																																																																														
	SEU			<b>STORMWATER ENVIRONMENTAL UTILITY</b>	\$ 300,000	\$ 2,350,000	\$ 2,850,000	\$ 2,000,000	\$ 650,000	\$ 8,150,000																																																																																																														
	Fire			<b>FIRE IMPACT FEE FUND</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																																																																														
	DEV			<b>DEVELOPER/GRANT/FINANCING</b>	\$ -	\$ -	\$ -	\$ -	\$ 3,600,000	\$ 3,600,000																																																																																																														

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

**TABLE 2 - PROJECT LISTING BY CATEGORY**  
**CAPITAL IMPROVEMENTS PROGRAM FY 2025 - 2029**

Project	2025	2026	2027	2028	2029	Total
<b>TR001 - Transportation</b>						
Downtown Pedestrian Impr	\$ 200,000	\$ -	\$ 1,000,000	\$ 1,000,000	\$ -	\$ 2,200,000
Mechanic Street Impr Design	-	-	-	200,000	800,000	1,000,000
Horatio / Maitland Ave Mast	-	1,200,000	-	-	-	1,200,000
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,200,000</b>	<b>\$ 800,000</b>	<b>\$ 4,400,000</b>
<b>PV001- Paving</b>						
Multiple streets throughout	-	-	-	1,400,000	1,600,000	3,000,000
Sandspur Rd	-	1,900,000	-	-	-	1,900,000
Keller Rd South	-	-	3,200,000	-	-	3,200,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,900,000</b>	<b>\$ 3,200,000</b>	<b>\$ 1,400,000</b>	<b>\$ 1,600,000</b>	<b>\$ 8,100,000</b>
<b>BS001 - Bicycle / Sidewalk Network</b>						
South Lake Sybelia Sidewalk	-	-	-	-	500,000	500,000
Dommerich Drive Sidewalk	100,000	-	1,000,000	1,000,000	-	2,100,000
South Keller Road Sidewalk	-	-	500,000	-	-	500,000
New sidewalk	-	-	-	1,000,000	1,000,000	2,000,000
Minnehaha Boardwalk	-	300,000	-	-	-	300,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 300,000</b>	<b>\$ 1,500,000</b>	<b>\$ 2,000,000</b>	<b>\$ 1,500,000</b>	<b>\$ 5,400,000</b>
<b>PR001 - Parks and Recreation Master Plan</b>						
Park Signage Improvements	-	-	200,000	-	-	200,000
Maitland Community Park Building	-	50,000	-	-	-	50,000
Refurbishment	-	-	-	-	-	-
Homer Hough Playground	-	-	-	150,000	-	150,000
Replacement (w/shade)	-	-	-	-	-	-
Comm Park Hardscape	-	-	-	-	90,000	90,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 200,000</b>	<b>\$ 150,000</b>	<b>\$ 90,000</b>	<b>\$ 490,000</b>
<b>CF001 - City Facilities Master Planning</b>						
Downtown Parking Facility	-	-	-	-	3,600,000	3,600,000
City Facilities - CD Library	-	-	-	-	3,600,000	3,600,000
City Facilities - A&H	200,000	200,000	200,000	200,000	200,000	1,000,000
Space Needs - Public Works	-	-	250,000	2,900,000	-	3,150,000
Space Needs - Library	-	18,000,000	-	-	-	18,000,000
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 18,200,000</b>	<b>\$ 450,000</b>	<b>\$ 3,100,000</b>	<b>\$ 7,400,000</b>	<b>\$ 29,350,000</b>

**TABLE 2 - PROJECT LISTING BY CATEGORY**  
**CAPITAL IMPROVEMENTS PROGRAM FY 2025 - 2029**

Project	2025	2026	2027	2028	2029	Total
<b>LK001 - Stormwater/Lakes</b>						
Dommerich Drive Design	300,000	-	-	-	-	300,000
Keller Rd South	-	-	900,000	-	-	900,000
Sandspur Rd	-	100,000	-	-	-	100,000
Northwind/Westwind Drainage	-	2,000,000	1,750,000	-	-	3,750,000
C/W Lakes Master Plan Update	-	250,000	-	-	150,000	400,000
Park Lake	-	-	200,000	1,750,000	-	1,950,000
Lake Minnehaha				250,000	500,000	750,000
<b>Total</b>	<b>\$ 300,000</b>	<b>\$ 2,350,000</b>	<b>\$ 2,850,000</b>	<b>\$ 2,000,000</b>	<b>\$ 650,000</b>	<b>\$ 8,150,000</b>
<b>WA001 - Water Transmission/Distribution</b>						
Update Master Plan/Consumptive Use Permit	200,000	-	-	-	-	200,000
Water Line Replacements	-	1,000,000	-	-	-	1,000,000
Water Plant #5 Design for Rebuild	-	-	400,000	4,600,000	1,000,000	6,000,000
Water Plant #6 Rehabilitation Construction	200,000	2,700,000	-	-	-	2,900,000
Water Plant #4 Rehabilitation Construction	200,000	-	1,500,000	-	-	1,700,000
<b>Total</b>	<b>\$ 600,000</b>	<b>\$ 3,700,000</b>	<b>\$ 1,900,000</b>	<b>\$ 4,600,000</b>	<b>\$ 1,000,000</b>	<b>\$ 11,800,000</b>
<b>WW001 - Wastewater Improvements</b>						
Sewer Line CIPP Relining	300,000	300,000	300,000	300,000	300,000	1,500,000
North Keller Road Gravity Sewer	241,000	-	3,500,000	-	-	3,741,000
Lift Station 17 Force Main Rehabilitation	300,000	3,000,000	-	-	-	3,300,000
Sewer Master Plan	-	250,000	-	-	-	250,000
SCADA Upgrades	-	-	350,000	-	-	350,000
Mechanic Street Sewer	-	-	-	75,000	2,000,000	2,075,000
Mayo/Palm Grove/Terra Pl Lift Stations 13 & 13A Rehabilitation	-	-	-	-	100,000	100,000
<b>Total</b>	<b>\$ 841,000</b>	<b>\$ 3,550,000</b>	<b>\$ 4,450,000</b>	<b>\$ 2,375,000</b>	<b>\$ 2,400,000</b>	<b>\$ 13,616,000</b>
<b>TOTAL</b>	<b>\$ 2,241,000</b>	<b>\$ 31,250,000</b>	<b>\$ 15,550,000</b>	<b>\$ 16,825,000</b>	<b>\$ 15,440,000</b>	<b>\$ 81,306,000</b>

**TABLE 3**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**TOTAL FUNDING OF PROJECTS**  
**PROJECT DATA**  
**FISCAL YEAR 2025 THROUGH FISCAL YEAR 2029**

Project Number	Project Name	Fund								
		General	Mobility	CRA Trust	Enterprise <sup>1</sup>	Park Trust	Fire Impact	Space Needs	Stormwater	Total
TR001 <sup>2</sup>	Transportation Improvements	\$ -	\$ 1,000,000	\$ 3,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,400,000
PV001	Pavement Treatment	8,100,000	-	-	-	-	-	-	-	8,100,000
BS001	Bicycle / Sidewalk Network	5,400,000	-	-	-	-	-	-	-	5,400,000
PR001	Parks Master Planning Implementation	490,000	-	-	-	-	-	-	-	490,000
CF001 <sup>2</sup>	City Facilities - Master Planning	4,600,000	-	-	-	-	-	19,682,000	-	24,282,000
LK001	Stormwater Lakes Management Plan	-	-	-	-	-	-	-	8,150,000	8,150,000
WA001	Water Transmission / Distribution	-	-	-	11,800,000	-	-	-	-	11,800,000
WW001	Sanitary Sewer System Improvements	-	-	-	13,616,000	-	-	-	-	13,616,000
UT001 <sup>2</sup>	City Facilities - Master Planning	-	-	-	1,468,000	-	-	-	-	1,468,000
<b>TOTAL</b>		<b>\$18,590,000</b>	<b>\$ 1,000,000</b>	<b>\$ 3,400,000</b>	<b>\$26,884,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,682,000</b>	<b>\$ 8,150,000</b>	<b>\$77,706,000</b>

<sup>1</sup> Includes Utilities Fund and Solid Waste Fund

<sup>2</sup> Does not include Grant / Financing / Developer funding

City Financed	\$77,706,000
Earmark/Financing/Developer Funding	3,600,000
CIP Total	<u>\$81,306,000</u>

**TABLE 4**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**TOTAL FUNDING OF PROJECTS**  
**PROJECT DATA**  
**FISCAL YEARS ENDING 2025 - 2029**

Project Number	Project Name	Fund										Total
		General	Mobility	CRA Trust	Enterprise <sup>1</sup>	Park Trust	Fire Impact	Road Impact	Space Needs	Stormwater		
TR001 <sup>2</sup>	Transportation Improvements	0.0%	100.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	5.7%	
WA001	Water Transmission / Distribution	0.0%	0.0%	0.0%	43.9%	0.0%	0.0%	0.0%	0.0%	0.0%	15.2%	
PV001	Pavement Treatment	43.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	10.4%	
BS001	Bicycle / Sidewalk Network	29.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6.9%	
WW001	Sanitary Sewer System Improvements	0.0%	0.0%	0.0%	50.6%	0.0%	0.0%	0.0%	0.0%	0.0%	17.5%	
LK001	Stormwater Lakes Management Plan	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	10.5%	
PR001	Parks Master Planning Implementation	2.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.6%	
CF001 <sup>2</sup>	City Facilities - Master Planning	24.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	31.2%	
UT001 <sup>2</sup>	City Facilities - Master Planning	0.0%	0.0%	0.0%	5.5%	0.0%	0.0%	0.0%	0.0%	0.0%	1.9%	
<b>TOTAL</b>		<b>100.0%</b>	<b>100.0%</b>	<b>100.00%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	

<sup>1</sup> Includes Utilities Fund and Solid Waste Fund

<sup>2</sup> Does not include Grant / Financing / Developer funding



**MAITLAND**  
FLORIDA

**PRIORITY GROUP**

**CAPITAL IMPROVEMENTS PROGRAM FY 2025 - FY 2029**  
**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		2nd
BS001	Bicycle/Sidewalk Network	3	B		A	A	2nd
PR001	Park System Capital Replacement	1	B				B
ST001	Entry Features and Streetscape	2	B		A		3rd
UT001	Utility Relocation	3	B		A		3rd

**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

**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 2025 - FY 2029**  
**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**  
FLORIDA

**TRAFFIC**

## 2025

### DETAILED TRAFFIC IMPROVEMENTS FISCAL YEAR 2025 THROUGH FISCAL YEAR 2029

DESCRIPTION	SOURCE	TOTAL (\$)
<b>FISCAL YEAR 2025</b>		
DOT Maitland Areawide Planning Study Improvements**	CRA	200,000
<b>TOTAL</b>		<b>\$ 200,000</b>
<b>FISCAL YEAR 2026</b>		
Horatio Avenue/Maitland Avenue Mast Arms	CRA	1,200,000
<b>TOTAL</b>		<b>\$ 1,200,000</b>
<b>FISCAL YEAR 2027</b>		
Downtown Pedestrian/Traffic Improvements Construction**	CRA	1,000,000
<b>TOTAL</b>		<b>\$ 1,000,000</b>
<b>FISCAL YEAR 2028</b>		
Downtown Pedestrian/Traffic Improvements Construction**	CRA	1,000,000
Mechanic Street Roadway Improvement Design	Mobility	200,000
<b>TOTAL</b>		<b>\$ 1,200,000</b>
<b>FISCAL YEAR 2029</b>		
Mechanic Street Construction	Mobility	800,000
<b>TOTAL</b>		<b>\$ 800,000</b>
<b>Grand Total</b>		<b>\$ 4,400,000</b>

\*\*Contingent on outcome of Maitland Areawide Planning Study



**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**FY 25 – 29**  
**TR001 - TRANSPORTATION**

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**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 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.
- Mechanic Street Roadway Improvement- Design of the existing gravel roadway to meet city design standards.

**FY 2029**

- Mechanic Street Roadway Improvement- project construction. The project includes the installation of a new sanitary sewer system provide future connections and convert septic systems to central sewer.

**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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**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**FY 25 – 29**  
**TR001 - TRANSPORTATION**

---

3. Subsequent phase of previously approved project?

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:** \$4,400,000 (CRA \$3,400,000 / Mobility \$1,000,000)

**Submitted By:**

Kimberley Tracy P.E., Public Works Director

**Date:**

7/6/2024

**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.



**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**FY 25 – 29**  
**TR001 - TRANSPORTATION**

---

**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

**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.** 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.



**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**FY 25 – 29**  
**TR001 - TRANSPORTATION**

---

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.



**MAITLAND**  
FLORIDA

**PAVEMENT**

## 2025

### DETAILED PAVEMENT IMPROVEMENTS FISCAL YEAR 2025 THROUGH FISCAL YEAR 2029

DESCRIPTION	TOTAL (\$)
<b>FISCAL YEAR 2025</b>	
	-
<b>TOTAL</b>	<b>\$ -</b>
<b>FISCAL YEAR 2026</b>	
Sandspur Road Paving	1,900,000
<b>TOTAL</b>	<b>\$ 1,900,000</b>
<b>FISCAL YEAR 2027</b>	
Keller Road South Paving	3,200,000
<b>TOTAL</b>	<b>\$ 3,200,000</b>
<b>FISCAL YEAR 2028</b>	
Multiple streets throughout City; determined by need	1,400,000
<b>TOTAL</b>	<b>\$ 1,400,000</b>
<b>FISCAL YEAR 2029</b>	
Multiple streets throughout City; determined by need	1,600,000
<b>TOTAL</b>	<b>\$ 1,600,000</b>
<b>Grand Total</b>	<b>\$ 8,100,000</b>



**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**FY 25 - 29**  
**PV001 - PAVING TREATMENT**

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**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 2025**

- No projects planned.

**FY 2026**

- Sandspur Road Paving – paving of Sandspur between Wymore Road and Maitland Avenue to include minor drainage improvements.

**FY 2027**

- Keller Road South Paving – reconstruction of Keller Road from Fennell Street to city limits. Project to include drainage and sidewalk improvements.

**FY 2028**

- Multiple streets throughout the City determined by need.

**FY 2029**

- 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
-----	----	---

3. Subsequent phase of previously approved project?

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



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 - 29**

**PV001 - PAVING TREATMENT**

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**F. Existing Level of Service (without project):** Determined by the current Pavement Surface Evaluation and Rating (PASER).

**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 \$20/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 - \$ 8,100,000

**Submitted By:**

Kimberley Tracy P.E., Public Works Director

**Date:**

7/6/2024

**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.



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 - 29**

**PV001 - PAVING TREATMENT**

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

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

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

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

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

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
-----	---	----

**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.



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 - 29  
PV001 - PAVING TREATMENT**

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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.
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.



**MAITLAND**  
FLORIDA

**BICYCLE / SIDEWALK**

## 2025

### DETAILED SIDEWALK IMPROVEMENTS FISCAL YEAR 2025 THROUGH FISCAL YEAR 2029

	<b>TOTAL (\$)</b>
<b>FISCAL YEAR 2025</b>	
Dommerich Drive (Choctaw to Arapaho via Sequoia) Sidewalk Design	100,000
	<b>\$ 100,000</b>
<b>FISCAL YEAR 2026</b>	
Minnehaha Park Boardwalk	300,000
	<b>\$ 300,000</b>
<b>FISCAL YEAR 2027</b>	
South Keller Road Bike Trail	500,000
Dommerich Drive	1,000,000
	<b>\$ 1,500,000</b>
<b>FISCAL YEAR 2028</b>	
Dommerich Drive	1,000,000
New sidewalks TBD	1,000,000
	<b>\$ 2,000,000</b>
<b>FISCAL YEAR 2029</b>	
New sidewalks TBD	1,000,000
South Lake Sybelia Drive (Boynton Road to Cranes Court)	500,000
	<b>\$ 1,500,000</b>
	<b>\$ 5,400,000</b>



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 – 29  
BS001 – BICYCLE/SIDEWALK NETWORK**

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**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 2025**

- Dommerich Drive (Choctaw to Arapaho via Sequoia) Sidewalk Design.

**FY 2026**

- Minnehaha Park Boardwalk.

**FY 2027**

- S. Keller Road Bike Trail/Sidewalks: Construction of trail/sidewalk in conjunction with the reconstruction of Keller Road from Fennell Street to city limits.
- Dommerich New Sidewalks – Construct additional sidewalk as determined feasible by the Dommerich Drive design.

**FY 2028**

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

**FY 2029**

- South Lake Sybelia Drive New Sidewalks – Construct additional sidewalk as Boynton Road to Cranes Court
- TBD – Sidewalks to be determined

- 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
-----	----	---

3. Subsequent phase of previously approved project?



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 – 29  
BS001 – BICYCLE/SIDEWALK NETWORK**

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Yes	<input checked="" type="checkbox"/>	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 (2024 dollars) for all sidewalk projects that are scheduled.

**J. Targeted Revenue source(s):** General Fund - \$5,400,000

**Submitted By:**

Kimberley Tracy P.E., Public Works Director
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**Date:**

7/6/2024
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**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 25 – 29  
BS001 – BICYCLE/SIDEWALK NETWORK**

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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 (2<sup>nd</sup> 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
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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?**

52.6% General Fund
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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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**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 25 – 29  
BS001 – BICYCLE/SIDEWALK NETWORK**

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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.



**MAITLAND**  
FLORIDA

**RECREATION**

**2025**

**PARK AND RECREATION IMPROVEMENTS  
FISCAL YEAR 2025 THROUGH FISCAL YEAR 2029**

DESCRIPTION	SOURCE AND TOTAL (\$)	
	Fund 65	General Fund
<b>FISCAL YEAR 2025</b>		
	-	-
<b>Total</b>	\$ -	\$ -
<b>FISCAL YEAR 2026</b>		
Maitland Community Park Building Refurbishment	-	50,000
<b>Total</b>	\$ -	\$ 50,000
<b>FISCAL YEAR 2027</b>		
Park Signage Improvements	-	200,000
<b>Total</b>	\$ -	\$ 200,000
<b>FISCAL YEAR 2028</b>		
Homer Hough Playground Replacement (w/shade)	-	150,000
<b>Total</b>	\$ -	\$ 150,000
<b>FISCAL YEAR 2029</b>		
Maitland Community Park Hardscape Replacement	-	90,000
<b>Total</b>	\$ -	\$ 90,000
<b>Grand Total</b>	\$ -	\$ 490,000



**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**FY 25 – 29**  
**PR001 – PARKS AND RECREATION**

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**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 2025**

- No planned projects

**FY 2026**

- Maitland Community Park- Building refurbishment

**FY 2027**

- Park Signage Rehabilitation - Design, manufacturing and installation of new entry signage at each park

**FY 2028**

- Homer Hough Playground Replacement- Replace aging playground equipment and install new shade.

**FY 2029**

- Maitland Community Park Hardscape Replacement- Replacement of approximately 20 park benches, and various bike racks and trash receptacles that are at the end of its useful life and are original to the park's creation in 1995.

**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 25 – 29**  
**PR001 – PARKS AND RECREATION**

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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):** 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 2025-FY 2029**

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

**Explain how costs were derived, including sources:** FY 2025 cost estimates are based on quotes obtained by CPH Engineering, Burkhardt Construction, Rep Services and Landscape Forms. 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 - \$ 490,000
2. Park Trust Fund - \$ TBD as available

**Submitted By:**

Jay Conn, Parks and Recreation Director

**Date:**

7/6/2024

**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:

**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.



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 – 29  
PR001 – PARKS AND RECREATION**

---

**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
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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% Park Trust Fund
100% 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.** The Parks and Recreation Master Plan was adopted in Fiscal Year 2017, from which the program shall derive the individual implementation tasks.

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.



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

---

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.



**MAITLAND**  
FLORIDA

## FACILITIES

## 2025

### DETAILED FACILITIES CAPITAL PLAN FISCAL YEAR 2025 THROUGH FISCAL YEAR 2029

DESCRIPTION	SOURCE	TOTAL (\$)
<b>FISCAL YEAR 2025</b>		
Art & History	General Fund	200,000
	<b>TOTAL</b>	<b>\$ 200,000</b>
<b>FISCAL YEAR 2026</b>		
Art & History	General Fund	200,000
Library / Quinn Strong Park	Capital Projects [Debt proceeds / Council Capital FB]	18,000,000
	<b>TOTAL</b>	<b>\$ 18,200,000</b>
<b>FISCAL YEAR 2027</b>		
Public Works Office Expansion Design	General Fund	250,000
Art & History	General Fund	200,000
	<b>TOTAL</b>	<b>\$ 450,000</b>
<b>FISCAL YEAR 2028</b>		
Public Works Office Expansion Construction	General Fund [CIP FB]	1,432,000
	Utilities Fund	1,468,000
Art & History	General Fund	200,000
	<b>TOTAL</b>	<b>\$ 3,100,000</b>
<b>FISCAL YEAR 2029</b>		
C.D. Library	General Fund [Council Capital FB]	3,600,000
Parking Garage	[Developer driven]	3,600,000
Art & History	General Fund	200,000
	<b>TOTAL</b>	<b>\$ 7,400,000</b>
<b>Grand Total</b> <b>\$ 29,350,000</b>		



**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**FY 25 - 29**  
**CF001 - CITY-WIDE FACILITIES**

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**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 2025**

- A&H- Structural repairs.

**FY 2026**

- A&H- Structural repairs.
- City of Maitland Library- library and Quinn Strong Park construction.

**FY 2027**

- Public Works Complex (Public Works Space) Needs - Design funds for space needs study and design.
- A&H- Structural repairs.

**FY 2028**

- Public Works Complex (Public Works Space) Needs - Design funds for space needs study and design.
- A&H- Structural repairs.

**FY 2029**

- Claira Dommerich Library - Rehabilitate building to current codes and regulations.
- 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.
- A&H- Structural repairs.

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

- E. **General Information**

- 1. Federal/State Agency Mandated

Yes	No	X
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**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**FY 25 - 29**  
**CF001 - CITY-WIDE FACILITIES**

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2. Time of the essence?

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

3. Subsequent phase of previously approved project?

Yes	No	X
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**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:** \$29,350,000

**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
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**Date:**

7/6/2024
----------

<b>Targeted Revenue source(s):</b>		
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).

**PART II. (Community Development Department)**



**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
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**CF001 - CITY-WIDE FACILITIES**

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**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
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**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 25 - 29**  
**CF001 - CITY-WIDE FACILITIES**

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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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**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.



**MAITLAND**  
FLORIDA

**STORMWATER/ LKS**

## 2025

### DETAILED STORMWATER IMPROVEMENTS FISCAL YEAR 2025 THROUGH FISCAL YEAR 2029

DESCRIPTION	IMPACT	TOTAL (\$)
<b>FISCAL YEAR 2025</b>		
Dommerich Drive Design	Increase Level of Service	300,000
	<b>TOTAL</b>	<b>\$ 300,000</b>
<b>FISCAL YEAR 2026</b>		
Dommerich Drive Construction	Increase Level of Service	2,000,000
Sandspur	Increase Level of Service	100,000
Citywide Stormwater/Lakes Master Plan Update	Improve Water Quality	250,000
	<b>TOTAL</b>	<b>\$ 2,350,000</b>
<b>FISCAL YEAR 2027</b>		
SLMP Project Design (Park Lake)	Improve Water Quality	200,000
Keller Road South	Increase Level of Service	900,000
Northwind/Westwind Drainage Improvements	Increase Level of Service	1,750,000
	<b>TOTAL</b>	<b>\$ 2,850,000</b>
<b>FISCAL YEAR 2028</b>		
SLMP Project Design (Lake Minnehaha)	Improve Water Quality	250,000
N Thistle Lane Drainage Improvement	Increase Level of Service	2,000,000
Park Lake Project Improvements (Construction)	Improve Water Quality	1,750,000
	<b>TOTAL</b>	<b>\$ 4,000,000</b>
<b>FISCAL YEAR 2029</b>		
SLMP Project Design TBD	Improve Water Quality	150,000
Lake Minnehaha Project Improvements (Construction)	Improve Water Quality	500,000
	<b>TOTAL</b>	<b>\$ 650,000</b>
	<b>Grand Total</b>	<b>\$ 10,150,000</b>



**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**FY 25 – 29**  
**LK001 – STORMWATER/LAKES**

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**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 2025**

- Dommerich Drive Culvert Replacement and Drainage Improvement Design – Design of drainage improvements to increase level of service for the area for construction of the replacement and upsizing of Culvert at Dommerich Drive at Lake of the Woods Creek.

**FY 2026**

- Dommerich Drive Culvert Replacement and Drainage Improvement – Construction of the replacement and upsizing of Culvert at Dommerich Drive at Lake of the Woods Creek.
- Sandspur Road Improvements – Construction of paving and drainage improvements on Sandspur Road.
- 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.

**FY 2027**

- Keller Road South Improvements - Drainage improvements associated with the Keller Road South Improvement project.
- Northwind/Westwind Drainage Improvements – Construction of drainage improvements to increase level of service for the area of Northwind/Westwind/Cypress.

**FY 2028**

- Stormwater/Lakes Master Plan Project – Design of project identified for Park Lake in the updated Stormwater/Lakes Master Plan.
- North Thistle Lane Drainage Improvements – Upsizing and extension of pipe along Thistle Lane from 200' south of Dyan Way to Mohawk Trail.



**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**FY 25 – 29**  
**LK001 – STORMWATER/LAKES**

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**FY 2029**

- Stormwater/Lakes Master Plan Project – Design of project identified for Lake Minnehaha in the updated Stormwater/Lakes Master Plan.
- Stormwater/Lakes Master Plan Project – Construction of project identified for Park Lake 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

**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.



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 – 29  
LK001 – STORMWATER/LAKES**

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**J. Targeted Revenue source(s):** 1. Environmental Stormwater Fund: \$ 10,150,000

**Submitted By:**

Kimberley Tracy P.E., Public Works Director

**Date:**

7/6/2024

**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.

**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 (2<sup>nd</sup> Priority Group)**



**CITY OF MAITLAND**  
**CAPITAL IMPROVEMENTS PROGRAM**  
**FY 25 – 29**  
**LK001 – STORMWATER/LAKES**

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**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 28<sup>th</sup> 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
-----	---	----

**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
-----	---	----

**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.

**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.



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 - 29  
LK001 - STORMWATER/LAKES**

---

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.



**MAITLAND**  
FLORIDA

**WATER**

## 2025

### DETAILED WATER IMPROVEMENTS FISCAL YEAR 2025 THROUGH FISCAL YEAR 2029

DESCRIPTION	IMPACT	TOTAL (\$)
<b>FISCAL YEAR 2025</b>		
Water Plant #4 & #6 Rehabilitation Design	Increase Level of Service	400,000
Update Master Plan/Consumptive Use Permit	Study	200,000
		<b>TOTAL</b> \$ <b>600,000</b>
<b>FISCAL YEAR 2026</b>		
Water Plant #6 Rehabilitation Construction	Increase Level of Service	2,700,000
Water Line Replacement / Upgrade Program	Increase Level of Service	1,000,000
		<b>TOTAL</b> \$ <b>3,700,000</b>
<b>FISCAL YEAR 2027</b>		
Water Plant #5 Design for Rebuild	Increase Level of Service	400,000
Water Plant #4 Rehabilitation Construction	Increase Level of Service	1,500,000
		<b>TOTAL</b> \$ <b>1,900,000</b>
<b>FISCAL YEAR 2028</b>		
Water Plant #5 Construction	Increase Level of Service	4,600,000
		<b>TOTAL</b> \$ <b>4,600,000</b>
<b>FISCAL YEAR 2029</b>		
Water Line Replacement / Upgrade Program	Increase Level of Service	1,000,000
		<b>TOTAL</b> \$ <b>1,000,000</b>
		<b>Grand Total</b> \$ <b>11,800,000</b>



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 - 29  
WA001 - WATER IMPROVEMENTS**

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**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 2025**

- Water Plant #4 and #6- Design to rehabilitate plants.
- Update Master Plan/Consumptive Use Permit

**FY 2026**

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

**FY 2027**

- Water Plant #5- Design of reconstruction of plant and tank.
- Water Plant #4- Rehabilitation construction

**FY 2028**

- Water Plant #5- Construction of plant and tank.

**FY 2029**

- 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  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 - 29  
WA001 - WATER IMPROVEMENTS**

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 - \$11,800,000

**Submitted By:**

Kimberley Tracy P.E., Public Works Director
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**Date:**

7/6/2024
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**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



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 – 29  
WA001 – WATER IMPROVEMENTS**

---

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 (1<sup>st</sup> 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
-----	---	----

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?**

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
-----	---	----

**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. **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.



**MAITLAND**  
F L O R I D A



**MAITLAND**  
FLORIDA

**WASTERWATER  
(SANITARY/ SEWER)**

2025		
DETAILED SEWER IMPROVEMENTS FISCAL YEAR 2025 THROUGH FISCAL YEAR 2029		
PROJECT	IMPACT	TOTAL (\$)
<b>FISCAL YEAR 2025</b>		
North Keller Road Gravity Sewer Design	Increase Capacity for Development	241,000
Sewer Line CIPP Relining	Improve Level of Service & Reduce Maintenance	300,000
Lift Station 17 Force Main Rehabilitation Design	Improve Level of Service & Reduce Maintenance	300,000
<b>TOTAL</b>	<b>\$ 841,000</b>	
<b>FISCAL YEAR 2026</b>		
North Keller Road Gravity Sewer Construction	Improve Level of Service & Reduce Maintenance	3,000,000
Sewer Line CIPP Relining	Improve Level of Service & Reduce Maintenance	300,000
Sewer Master Plan Update	Improve Level of Service	250,000
<b>TOTAL</b>	<b>\$ 3,550,000</b>	
<b>FISCAL YEAR 2027</b>		
SCADA Upgrades	Improve level of service	350,000
Lift Station 17 Force Main Rehabilitation Construction	Increase Capacity for Development	3,500,000
Sewer Line CIPP Relining	Improve Level of Service & Reduce Maintenance	300,000
Lift Stations 13 & 13A Rehabilitation Design	Improve Level of Service & Reduce Maintenance	300,000
<b>TOTAL</b>	<b>\$ 4,450,000</b>	
<b>FISCAL YEAR 2028</b>		
Lift Stations 13 & 13A Rehabilitation Construction	Increase Level of Service & Reduce Maintenance	2,000,000
Sewer Line CIPP Relining	Improve Level of Service & Reduce Maintenance	300,000
Mechanic Street Sewer Design	Increase Level of Service	75,000
<b>TOTAL</b>	<b>\$ 2,375,000</b>	
<b>FISCAL YEAR 2029</b>		
Mayo, Palm Cove, Terra Place Septic to Sewer Design	Increase Level of Service	100,000
Sewer Line CIPP Relining	Improve Level of Service & Reduce Maintenance	300,000
Mechanic Street Sewer Construction	Increase Level of Service	2,000,000
<b>TOTAL</b>	<b>\$ 2,400,000</b>	
<b>Grand Total</b>	<b>\$ 13,616,000</b>	



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
FY 25 – 29  
WW001 – WASTEWATER**

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**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 2025**

- Sewer Line CIPP Relining – Line existing sewer pipes to extend useful life.
- Lift Station #17 Force Main Replacement – Design of the force main replacement from Kennedy Boulevard along Wymore Road to Sandspur Road.

**FY 2026**

- Keller Road Gravity Sewer – Construction of larger sewer pipe along N. Keller Road to the city limit.
- Sewer Line CIPP Relining – Line existing sewer pipes to extend the useful life.
- Sanitary Sewer Master Plan Update

**FY 2027**

- Lift Station #17 - Construction of force main replacement.
- Upgrade SCADA (Supervisory Control and Data Acquisition) System.
- Sewer Line CIPP Relining – Line existing sewer pipes to extend the useful life.
- Lift Station 13 and 13A - Rehabilitations Design for LS #13 and #13A.

**FY 2028**

- Lift Station 13 and 13A - Rehabilitations Construction for LS #13 and #13A.
- Sewer Line CIPP Relining – Line existing sewer pipes to extend the useful life.
- Mechanic Street Sewer - Design of new sewer to be designed in conjunction with Mechanic Street Roadway Project.

**FY 2028**

- Mayo, Palm Cove, Terra Place Septic to Sewer Design – Design of new sewer system to eliminate septic systems in the area.
- Sewer Line CIPP Relining – Line existing sewer pipes to extend the useful life.
- Mechanic Street Sewer – Construction of new sewer to be designed in conjunction with Mechanic Street Roadway Project.

**D. Estimated Useful Life:** 30+ years

**E. General Information**

1. Federal/State Agency Mandated?



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CAPITAL IMPROVEMENTS PROGRAM  
FY 25 – 29  
WW001 – WASTEWATER**

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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?

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.

**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:** \$13,616,000 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 (2024-2029 dollars). The Public Works Department aggregated unit costs and arranged the timing of the various improvements.

**J. Targeted Revenue source(s):** Enterprise Fund - \$13,616,000

**Submitted By:**

Kimberley Tracy, P.E., Public Works Director

**Date:**

7/6/2024

**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:



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**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 (1<sup>st</sup> Priority Group). Detail on SSMPU 2020 Chapter 7, pages 61-64.

**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
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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?**

50.5 % Enterprise Fund
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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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**If coordination should take place, explanation and detail time is necessary.**  
Coordination should be with any road improvements proposed for two (2) years, to



**CITY OF MAITLAND  
CAPITAL IMPROVEMENTS PROGRAM  
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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.
6. **What service will be provided as a result of this item?** Various projects will be carried out in several 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.

# **POLICY SECTION**

## **POLICY INFORMATION TRANSMITTALS**

## POLICY / INFORMATION TRANSMITTALS

PIT #	Title	Date Accepted	Date Revised
<b>1993-1</b>	Establishes Process	06/08/92	-
<b>1993-2</b>	Use of Contingency Account for "Savings"	06/08/92	-
<b>1993-4 A</b>	Budget Transfer "Untouchables"	07/11/92	06/30/00
<b>1993-5 A</b>	Contract Maintenance	07/11/92	06/30/08
<b>1993-6 B</b>	Vehicle Replacement (Operations)	05/09/94	06/30/06
<b>1994-3</b>	Solid Waste Funds Transfer	07/14/93	-
<b>1994-6 A</b>	"Carry Forward" – Manager's Contingency	07/14/93	07/27/20
<b>1995-1 I</b>	Parks and Recreation Fee Schedule	09/01/95	06/30/23
<b>1997-1 B</b>	Fund Balance Designations	09/23/96	07/07/21
<b>1999-1 A</b>	Board Member Travel & Training	09/22/98	06/30/19
<b>1999-2</b>	City Contributions	09/22/98	-
<b>1999-3 C</b>	Personnel Budgeting Policy Guidelines	09/22/98	10/01/01
<b>2000-1</b>	City Council Compensation Policy Guidelines	03/03/99	-
<b>2000-2 A</b>	Capital Contracting	06/22/99	04/09/07
<b>2001-2 R</b>	EMS Transport Rate	07/15/01	04/26/21
<b>2007-2 B</b>	Self Insurance Fund Budgeting	06/29/07	07/07/24
<b>2007-3</b>	Budgeting for Building Maintenance	09/25/07	-
<b>2008-1 A</b>	401a Forfeiture Distribution	09/25/07	07/07/24
<b>2010-1</b>	Stormwater Fee Methodology	08/28/08	-
<b>2010-3</b>	Expenditure of Public Funds – Bottled Water	04/27/09	-

## **POLICY / INFORMATION TRANSMITTALS**

<b>PIT #</b>	<b>Title</b>	<b>Date Accepted</b>	<b>Date Revised</b>
<b>2010-4M</b>	Redistribution of Unreserved Fund Balance	06/29/09	07/15/24
<b>2011 - 1</b>	Interaction with City Attorney	05/14/10	-

## MEMORANDUM

### Administrative Services

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TO: Mayor and Council

FROM: Wm Brian Jones, Assistant City Manager

DATE: May 29, 1992

SUBJECT: POLICY/INFORMATION TRANSMITTAL #1993-1

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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

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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"

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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

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TO: Mayor and Council  
FROM: Wm Brian Jones, Assistant City Manager  
DATE: June 30, 2000  
SUBJECT: PIT #1993-4A Budget Transfer "Untouchables"

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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

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TO: Mayor and Council  
FROM: Wm Brian Jones, Assistant City Manager  
DATE: June 10, 1992  
SUBJECT: PIT #1993-5 Contract Maintenance

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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

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TO: Mayor and Council  
FROM: Wm Brian Jones, Assistant City Manager  
DATE: June 30, 2008  
SUBJECT: PIT 1993-5A - Contract Maintenance

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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

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TO: Mayor and Council  
FROM: Wm Brian Jones, Assistant City Manager  
DATE: June 15, 1992  
SUBJECT: PIT #1993-6 Vehicle Replacement

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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**

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**TO:** Mayor and Council

**FROM:** Wm Brian Jones, Assistant City Manager

**DATE:** June 30, 2006

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

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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

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

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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

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**TO:** Mayor and Council

**FROM:** Jerry Gray, Finance Director

**DATE:** July 27, 2020

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

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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.

## M E M O R A N D U M

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**TO:** Mayor and Council

**FROM:** Jay Conn, Parks and Recreation Director

**DATE:** June 30, 2023

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

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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

<b>Athletic Field Rentals</b>	
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

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

<b>Picnic Pavilions</b>	<b>Resident</b>	<b>Non-Resident</b>
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

<b>Meeting Rooms</b>	<b>Resident</b>	<b>Non-Resident</b>
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 (2Hour 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 1<sup>st</sup> of each year and are valid through June 30<sup>th</sup> 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	<a href="http://www.maitlandlittleleague.us">http://www.maitlandlittleleague.us</a>	\$35/season/player
Maitland Soccer Club	<a href="http://www.maitlandsoccer.com">http://www.maitlandsoccer.com</a>	\$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](http://www.itsmymaitland.com) or call (407) 875-2848 for more information.

## M E M O R A N D U M

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**TO:** Mayor and Council  
**FROM:** Jerry Gray, Finance Director  
**DATE:** July 7, 2024  
**SUBJECT:** PIT #1997-1B Fund Balance Designations

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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. At the end of FY 2023 as part of the designation review, management recommended increasing the Operating Contingency from \$750,000 to \$2,000,000. The \$1,250,000 increase was to use operating savings from the FY 2023 budget to hold in reserve to fund future pension funding obligations. Currently the Police and Fire Pension plan is actuarially determined each year based on pension actuary assumptions, which lack actual experience. We believe this lag will significantly impact future pension funding requirements, and on that note, we have designated payroll savings to go in the future pension funding. 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>	\$ 2,000,000

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 ACFR to determine the annual impact operations had upon the *Designations*.

**M E M O R A N D U M**  
Administration

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**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

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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 25		YTD FY 24		Actual FY 23			
	Type	Cost	Members	Type	Cost	Members	Type	Cost
Council	Tallahassee	\$ 500		Tallahassee	\$ 500			\$ -
	FL Mayors	\$ 500		FL Mayors	\$ 500			
	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			\$ 2,700			\$ -

**M E M O R A N D U M**  
**Office of Management and Budget**

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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

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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 25 Contributions\***

Organization	Type of Contribution	Service/Event	Amount	Comply 6-93
Maitland Public Library	Cash Contribution	Library Services	859,920	Yes
Maitland Public Library	Other City Support	Benefits, O&M, Capital Outlay	117,080	Yes
Maitland Art & History Assoc	Cash Contribution	Cultural Services	385,000	Yes
Maitland Art & History Assoc	Other City Support	Facility R&M, Capital Outlay	329,000	Yes
Maitland Middle School	Gym Floor Refinishing	City Athletic League Play	4,000	Agreement
<b>Total Requested</b>		<b>\$ 1,695,000</b>		

Cash Direct Support	1,248,920
City Paid Support	446,080
<b>Total</b>	<b>\$ 1,695,000</b>

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

## MEMORANDUM

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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

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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

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TO: Mayor and Council  
FROM: Brian Jones, Assistant City Manager  
DATE: March 3, 1999  
SUBJECT: PIT 2000-1; City Council Compensation Policy Guidelines

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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.

**M E M O R A N D U M**  
Public Works Department

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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

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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
<b>Non Design-related</b>	Unforeseen conditions, code-related issues, and building inspector changes.	<p><b>Within Project Contingency</b> – Only administrative approval required.</p> <p><b>Exceeding Project Contingency</b> – Requires City Council approval prior to change order acceptance.</p>
<b>Design-related</b>	Unforeseen conditions that affect the appearance, layout, functionality, dimensions, and/or quality of the project.	Requires City Council approval prior to change order acceptance.
<b>Emergency Condition</b>	Condition that causes an emergency situation where safety or other immediate losses may occur.	<p><b>Within Project Contingency</b> – Only administrative approval required.</p> <p><b>Exceeding Project Contingency</b> – 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.</p>
<b>Value Engineering/Betterment</b>	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.

**M E M O R A N D U M**

**Fire Rescue Department**

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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

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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)
<b>BLS</b> (Basic Life Support)	<b>\$501</b>	<b>\$985</b>	<b>\$1,024</b>
<b>ALS 1</b> (Advanced Life Support 1)	<b>\$501</b>	<b>\$985</b>	<b>\$1,024</b>
<b>ALS 2</b> (Advanced Life Support 2)	<b>\$501</b>	<b>\$985</b>	<b>\$1,024</b>
<b>Per Loaded Mile</b>	<b>\$6.50</b>	<b>\$10.50</b>	<b>\$10.50</b>

The formula that is applied each October 1<sup>st</sup> 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)
<b>BLS</b> (Basic Life Support)	\$363.14
<b>ALS 1</b> (Advanced Life Support 1)	\$431.23
<b>ALS 2</b> (Advanced Life Support 2)	\$624.15

## M E M O R A N D U M

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**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

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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

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**TO:** Mayor and City Council

**FROM:** Jerry Gray, Finance Director

**DATE:** July 7, 2024

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

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On June 23, 2006, PIT 2007-2 established a process for budgeting for the City's Self-Insurance Fund over time with insurance costs and claims costs increasing, the City's loss fund (deductible) requirements have also increased. We believe our current arrangement with Public Risk Management (PRM) a dedicated governmental risk pool that provides risk management services to many governmental clients is the most cost-effective option. Since the City ultimately bears the cost of risk management services, we believe a higher loss fund (deductible) amount saves the City money, as we are paying claim costs, either in insurance rates or paying the deductibles. We believe our risk program, which has been used as a model by PRM to other governmental clients, to ultimately saves the City money with lower insurance costs.

In addition to direct insurance claims, there are incidents throughout the City that require Risk Management to either subrogate or make direct claims against insurance of others, such as traffic incidents damaging City property (e.g. street signs, traffic control devices, fire hydrants). The City is not able to recover all the costs when motorists are under insured. The City uses the Self-Insurance Fund to make the necessary repairs, as these costs should not be a direct burden to any one fund in the City and are not forecasted in any budgeted item.

Annually, the amount of the loss fund and actual losses are tracked and reported in the Budget Draft. Below is a table reflecting the loss fund for each of the past ten budget years and the proposal for Fiscal Year 2025.

<b>Fiscal Year</b>	<b>Loss Fund</b>
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
<b>2025</b>	<b>\$ 625,000</b>

## **M E M O R A N D U M**

### **City of Maitland**

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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

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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.

**M E M O R A N D U M**  
Administration

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TO: Mayor and Council

FROM: Brian Jones, Assistant City Manager

DATE: May 6, 2007

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

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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**

<b>Fiscal Year</b>	<b>Beginning Balance</b>	<b>Forfeitures</b>	<b>Earnings</b>	<b>Transfers</b>	<b>Ending Balance</b>
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	-	(25,289)	58,164
FY 2023	58,164	12,745	-	(25,018)	45,891
FY 2024	45,891	75,000 *	-	(40,000)	80,891
FY 2025	80,891	25,000 *	-	(54,000)	51,891

\* Estimate

## MEMORANDUM

Administration

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TO: Mayor and Council

FROM: Brian Jones, Assistant City Manager

DATE: August 28, 2008

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

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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

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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

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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

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**TO:** Mayor and City Council  
**FROM:** Jerry Gray, Finance Director  
**DATE:** June 29, 2024  
**SUBJECT:** PIT 2010-4(A); Redistribution of Unreserved Fund Balance

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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:

**Vehicle Replacement.** This designation was established as a means of cash funding vehicle purchases. Cash funding purchases saves the City significant amounts of money in financing charges and provides additional flexibility when it comes to actually replacing vehicles. Each year, the City evaluates the existing fleet replacement schedule to determine if a vehicle actually needs to be replaced. In addition to normal fleet replacement, there are other factors that impact replacement such as lead times. Lead times for fire apparatus replacements are anywhere from 24-38 months. Having the vehicle replacement fund available to the City allows the City to borrow from savings on a budgetary basis so we are able to issue PO's 2 to 3 years before we will take delivery and actually pay for the vehicle. If the City had to explore lease purchase options, they City would begin making lease payments when we issue the PO, making monthly lease payments for 24-38 months before we take delivery of the vehicle.

**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.

**CIP/Space Needs.** Was established when the City was working towards providing adequate facilities consolidating Public Works into a centralized facility on Fennel, our Westside fire station, the police station on Fennel, our Fire Headquarters and new City Hall. From the monies set aside for space needs, there is still a balance remaining for future space needs. Management has determined that, through the expansion of the City and the needs at Public Works, the plan is to expand the Public Works using the remainder of these funds

**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.

**Technology.** During our review of Information Technology infrastructure needs it was determined the City's IT infrastructure was extremely out of date and the Police radios were 10 years old and no longer supported by Motorola, (Orange County's [OC] backbone network). The Police department needs to update / upgrade their emergency communications system every 10 years. Police radios are only available from Motorola to be compatible with OC and cost \$5,500 each (times 60). To better position the City to budgetarily be able to replace the core technology of the City, the City established this designation, that will be budgeted at approximately 1/10<sup>th</sup> of the expected replacement cost to be able to make the necessary upgrades to best serve the needs of the City.

**M E M O R A N D U M**  
Finance

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**TO:** Mayor and Council  
**FROM:** Jerry Gray, Finance Director  
**THROUGH:** Mark Reggentin, City Manager  
**DATE:** July 15, 2024  
**SUBJECT:** PIT 2010-4M; Redistribution of Unreserved Fund Balance

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PIT 2010-4 was established to communicate recommendations regarding redistributions of unreserved fund balance considering concern about financial stability in the face of Tax Reform and severe economic, financial, and real estate market meltdowns. Recommended shifts for October 1, 2024, are summarized as follows:

<b>Designated for: (1,000's)</b>	<b>Existing</b>	<b>Change</b>	<b>Recommended</b>
Vehicle Replacement	\$ 4,534	\$ 719	\$ 5,253
Technology	420	129	379
Operating Contingency	2,700	-	2,700
CIP	1,232	-	1,232
Grant Matching	350	-	350
Council Capital	6,077	-	6,077
FL Building Code	(139)	-	(139)
Emergencies	6,100	150	6,250
Undesignated	8,776	(998)	10,150
<b>TOTAL</b>	<b>\$ 30,050</b>	<b>\$ -</b>	<b>\$ 30,050</b>

**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. Staff recommends transferring \$719 thousand to the vehicle replacement fund to keep the balance in line with the fleet depreciation schedule. This shift will help compensate for price increases in future vehicle replacements in excess of the consumer price index for general goods and services.

**Technology** – 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 1/10<sup>th</sup> of the expected cost, to have in reserve. 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.

**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. Council added \$1.25M to line item in FY 2023 and \$700 thousand in FY 2024 as a reserve to cover future pension funding requirements.

**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.

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

**Council Capital:** – This designation was created in FY 2022 from the lost revenue recovery that was realized following COVID-19. As Council approves the City to move forward with the appropriate project, these funds can be drawn down. In FY 2024, Council approved transferring \$2.4M for Library project.

**FL Building Code** – Established to track Building Department activity as part of FL Statute 553.80, staff recommends maintaining a designation for tracking the net impact from enforcing the Florida Building Code. Money accumulated or spent enforcing the FBC can only be spent on allowable activities. This currently shows a deficit, but will be funded by

**Emergencies** – Staff recommends transferring \$150 thousand to 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. 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. This is a rainy day fund for emergencies such as hurricanes and 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 typically 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

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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

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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.*