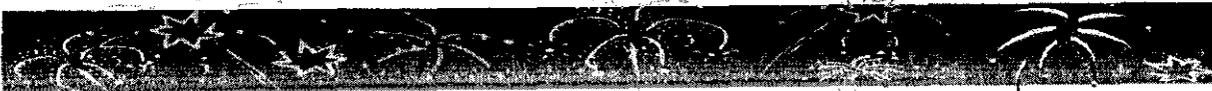


# City Manager Scorecard FY 2011



Weighted Items = 100%

12/12/00

<b>Workplan Accountability:</b>	25
<b>Critical Successes</b>	
<ul style="list-style-type: none"> <li>⇒ Develop a maintenance plan for continue sustainability and quality appearance.</li> <li>⇒ Increase our presence on West of I-4 in regards to public safety in efforts to protect our base.</li> <li>⇒ Develop a long term financial strategy (fiscal plan) for transition from growth to mature city.</li> <li>⇒ Ensure that staff is participating and apprised of important regional issues/meetings that are important to the City.</li> </ul>	
<b>City Workplan</b>	
Completed on Time?	
Completed within Budget?	
Met Expectations?	

<b>Operational Goals:</b>	25
<b>Daily Operations:</b>	
⇒ Maintain service level in accordance with agreed upon Performance Measures and Budget	
<b>Insight and Action:</b>	
⇒ Anticipating problems and resolving them and/or looking for opportunities to utilize	

<b>Communication Goals:</b>	25
<b>Community:</b>	
⇒ City of Maitland Website Redesign (move up to higher priority and include a public safety page)	
⇒ Upgrading of the Tempo for our residents	
⇒ Continue to be involved in Community Speaking	
<b>Council:</b>	
⇒ Provide quarterly "progress reports" on status of City Workplan	
⇒ Protect Council from surprises by continuing to inform them of issues before they happen	
⇒ Always being accessible to council members/community/employees	
⇒ Provide Council with data available necessary to make decisions	
<b>Employees:</b>	
⇒ Implementing quarterly meetings with Department Heads for City Workplan status and their Scorecard	
⇒ Regularly interact with staff and maintain open door environment	
⇒ Take active role in day to day issues	

<b>Subjective/Efforts Points:</b>	25
⇒ Employee Recognition and development	
⇒ Maintain the public's positive perception of the City	
⇒ Going above and beyond the requirements of the position	

City Manager, Dean Sprague \_\_\_\_\_ Date \_\_\_\_\_

Mayor, Sascha Rizzo \_\_\_\_\_ Date \_\_\_\_\_

# City Workplan FY 01

## Public Safety

Project Name	Lead Dept	Co-Op Dept	On-Time?	Within Budget?	Met/Meeting Expectations?
<b>Maitland Resident's Perception of Safety</b>					
Police Force's Greater Presence neighborhoods/business <sup>1</sup>	PD,2		N/A	N/A	N
Increasing Neighborhood Watch Program Participation (5%) <sup>2</sup>	PD,3		N/A	N/A	N
Bellamy Park Neighborhood Improvement District Quarterly Event	PD,4	CD	N/A	N/A	Y
Define EMS Quality Improvement "Best Practices"	FD, 1a		Y	Y	Y
Develop Program to increase Public Contact W/Targeted Safety Messages <sup>3</sup>	FD,1b		Project has been postponed		
Adding Public Safety Page to the Re-Designed Website	MS, 6	Com Rel, PD	Y	Y	Y
<b>Efficient Delivery of Services</b>					
Define EMS Quality Improvement "Best Practices"	FD, 1a		Y	Y	Y
Develop Program to increase Public Contact W/Targeted Safety Messages	FD,1b		Project has been postponed		
Water Main Upgrades (2" pipe replaced w/6" pipes)	PW, 9b3		Y	Y	Y
Groundwater Storage Tank	PW, 9b4		Y	Y	Y
<b>Maintain 5 Police Officers per shift<sup>4</sup></b>					
Police Department Recruiting Efforts	PD, 1a	MS (Pers)	N/A	N/A	Y
Hire 2 additional Police Officers	PD, 1b	MS (Pers)	Y	Y	Y
Training new Police Officers	PD, 1c		Y	N/A	Y
Purchase and Install Water Plant Telemetry <sup>5</sup>	PW, 9a2 & 9b2		N	N	N
Purchase and Utilize Mobile Data Terminals/Communications	FD, 2	MS (IT)	Y	Y	Y

<sup>1</sup> Not meeting expectation, refer to Police Operations Performance Measures, Preventative Patrol, due to previously being short staffed and having a large amount of officers in training, unable to meet goal of 75% non-designated patrol hours spent in residential areas.

<sup>2</sup> For FY01, increased HH participation in Neighborhood Watch Program by 3.8% over FY00, but did not meet goal of 5% (also see performance measures)

<sup>3</sup> Project has been postponed, due to the anticipated Lieutenant/Healthcare Services position being removed from the budget plans due to budgetary constraints.

<sup>4</sup> Currently there are enough officers to meet this goal, however, not all are released from training.

<sup>5</sup> The water telemetry purchase will take place in 1st Qtr, FY02. The wastewater telemetry was put on hold per the 7/23/01 council meeting pending further research.

# 4th Quarter



Completed?  
In Progress?

In Progress  
In Progress  
In Progress  
In Progress

In Progress

In Progress

Completed  
In Progress

In Progress  
Completed  
Completed  
In Progress  
In Progress

# City Workplan FY 01

<b>Infrastructure</b>					
Project Name	Lead Dept	Co-Op Dept	On-Time?	Within Budget?	Met/Meeting Expectations?
<b>City Facilities</b>					
Permit and Construct Public Works Yard <sup>1</sup>	PW,1		N	Y	Y
City Facilities Master Plan Adoption (space needs)	CD,1	All Depts	Y	Y	Y
Maitland Middle School Restrooms	PW,2	CD, RP	Y	Y	Y
Construction of the Westside Fire Station/Police Sub-Station <sup>1</sup>	PW,3		N	Y	Y
Construct Senior Center (revised timeline & budget)	PW,4	MS (IT)	Y	Y	Y
<b>Maintain Existing Facilities</b>					
Formalize a repair/replacement plan for City Structures	PW,8	Fin	Y	N/A	Y
Create Art Center Cyclical Maintenance Plan <sup>2</sup>	Art Cntr (MS),9	(MS) OMB,PW	N	Y	Y
<b>Traffic Issues</b>					
Sandspur/Wymore Intersection Improvement <sup>3</sup>	PW,7	CD	Y	Y	Y
Traffic Study West of I-4	CD,2	PW (Const.)	Y	Y	Y
<b>Recreation</b>					
Project Name	Lead Dept	Co-Op Dept	On-Time?	Within Budget?	Met/Meeting Expectations?
<b>Master Plan for Parks (usage &amp; infrastructure)</b>					
Complete Master Plan for Parks System <sup>4</sup>	PR,1	CD	N	Y	Y
<b>Protect Existing Capital and Maintaining Quality Appearance</b>					
Mowing Study for resource needs and contracting feasibility	MS, 10	PW	Y	N/A	Y
Grants for Parks (Applying for Sybelia Point Park Grant)	PR,4		Y	N/A	N/A
Landscape Study	PW, 12	CD, MS (OMB)	Y	N/A	Y

<sup>1</sup> Not on time as originally scheduled. Keller Road Site was purchased in October, the master planning of the entire 20 acres is now underway.

<sup>2</sup> Professional evaluators are taking longer to complete evaluation than anticipated, but is in progress, as of the 4th Qtr the plan is 66% completed.

<sup>3</sup> Project completed within the adjusted budget, the City to complete the landscaping and medians.

<sup>4</sup> Not on time, however, delivery date is now scheduled to be in the 1st Qtr of Fiscal Year 2002.

# 4th Quarter



Completed?
In Progress?
In Progress
In Progress
Completed
In Progress
In Progress
Completed
In Progress
Completed
Completed
Completed?
In Progress?
In Progress
Completed
Approved
In Progress

# City Workplan FY 01

## Economic Development

Project Name	Lead Dept	Co-Op Dept	On-Time?	Within Budget?	Met/Meeting Expectations?
<b>Protect Base (sustainability)</b>					
Traffic Study West of I-4 (Duplicate)	CD,2	PW(Const.)	Y	Y	Y
<b>Infrastructure Improvements</b>					
Lift Stations Improvements <sup>1</sup>	PW, 9a		N	Y	Y
Water Improvements <sup>2</sup>	PW, 9b		N	Y	Y
Sidewalks Maintenance/Improvements	PW,9c	CD	Y	Y	Y
<b>Quality Development (controlled growth)</b>					
OPUS Maitland Promenade	CD,3	PW, FD	Y	N/A	Y
Keller/Fennell Road Improvements (developer driven)	PW, 5	CD	Y	N/A	Y
Approval of Maitland Concourse (North/South)	CD,4	PW, FD	Y	N/A	Y
CDP Amendment/Update (process) <sup>3</sup>	CD,5		N	N/A	Y
<b>Orlando Avenue</b>					
Funding and Design for Maitland Blvd Off-Ramp	CD,6	PW	Y	Y	Y
Maitland Avenue/Orlando Avenue Intersection Improvement <sup>4</sup>	PW, 6	CD	Y	Y	Y
Complete Downtown Maitland Pattern Book	CD,7		N/A	N/A	Y

<sup>1</sup> Telemetry portion of project has been post-poned for further research, 2 of the 4 improvements have been completed - the remaining improvement (Liftstation #5) will be completed by December 2000.

<sup>2</sup> Telemetry portion of project will be completed within the 1st Qtr, FY02, all other Water Improvements are on time.

<sup>3</sup> Filed for an extension in the 3rd Qtr, however, draft is 100% complete and hearings will be in November and December 2000.

<sup>4</sup> Will be completed within the adjusted budget adopted 6/25/01 by March 2002.

# 4th Quarter



Completed?

In Progress?

Completed

In Progress

In Progress

Completed

Completed

Completed

Completed

In Progress

In Progress

In Progress

In Progress

# City Workplan FY 01

## Environmental and Quality of Life

Project Name	Lead Dept	Co-Op Dept	On-Time?	Within Budget?	Met/Meeting Expectations?
<b>Finish Cultural Corridor</b>					
Maitland Avenue/Orlando Avenue Intersection Improvement <sup>1</sup>	PW, 6	CD	Y	Y	Y
Construct Senior Center (revised timeline & budget)	PW,4		Y	Y	Y
<b>School Partnering</b>					
School Improvements/Landscaping Enhancements <sup>2</sup>	PR,3	PW	N	N	Y
<b>Stormwater Projects</b>					
Off-Line Retention - Lake Nina <sup>3</sup>	PW,10	PR	N	Y	Y
Off-Line Retention - Sybelia Beach <sup>4</sup>	PW,11	PR	N	Y	Y
Off-Line Retention - Bellamy Park - the purchase of land <sup>5</sup>	CD,8	PW, PR	Y	Y	Y
<b>Communications</b>					
Project Name	Lead Dept	Co-Op Dept	On-Time?	Within Budget?	Met/Meeting Expectations?
<b>Quality Marketing for the City</b>					
Upgrading Tempo (Maitland Magazine)	MS,12	All Depts	Y	Y	Y
Web Site Redesign	MS,5	MS(Com Rel)	Y	Y	Y
<b>Ask the Residents/Business Community for Input</b>					
Survey to Residents and Business Community	CM,1	All Depts	Y	Y	Y
<b>Excellence in Customer Service</b>					
Formalize a customer service/public interaction training program	MS,7	OMB	N/A	N/A	N/A

<sup>1</sup> At the 6/25/01 council meeting, a revised budget was adopted.

<sup>2</sup> Maitland Middle School Athletic Field improvements exceeded cost projections, revised projections are being developed on remaining phases.

<sup>3</sup> Continuing to build neighborhood and board consensus.

<sup>4</sup> In lieu of this project in FY01, Lakes Advisory Bd. Recommended the Canal Dredging project.

<sup>5</sup> Project completed \$10,000 under budget.

# 4th Quarter



Completed? In Progress?
In Progress In Progress
In Progress
In Progress In Progress Completed
Completed? In Progress?
Completed In Progress
Completed
In Progress

# City Workplan FY 01

## Financial Planning and Management

Project Name	Lead Dept	Co-Op Dept	On-Time?	Within Budget?	Met/Meeting Expectations?
<b>Fiscal Plan for Transition from Growth to Mature City</b>					
Workshops with Council/ Get policy directive for FY02	CM,3	ACM, OMB,Fin	Y	N/A	Y
<b>Preparing for Activity Based Costing</b>					
Activity Based Costing (ABC) Seminar	PR,5	All Depts	Y	Y	Y
Activity Based Costing of Recreation Programs <sup>1</sup>	MS,13	PR, Fin	Y	Y	Y
Evaluating New Financial Software <sup>2</sup>	Fin,1	MS (IT)	Project has been postponed to FY 02		
<b>Regional Player</b>					
Getting Council Direction/Where do we want to be?	CM,2		Y	N/A	Y
Ensure staff participation and that they are apprised of issues	CM,2		Per Council Direction, projects are being pursued (level II), due to no additional resources b		
Light Rail Transportation					
ITS (people mover)					

## Organization Development

Project Name	Lead Dept	Co-Op Dept	On-Time?	Within Budget?	Met/Meeting Expectations?
<b>Quality/Excellent Employees</b>					
Enhance Personnel Policies and Procedures <sup>3</sup>	MS,8	All Depts	N	N/A	Y
Enhance Employee Recognition Programs	MS,4		Y	N/A	Y
<b>Evaluation Process Enhancement</b>					
Scorecard Development (year 1 of 3 - Department Heads)	MS,11	CM, All Depts	Y	N/A	Y

<sup>1</sup> This project was re-named from "Create Parks and Recreation Fee Schedule" to "Activity Based Costing of Recreation Programs", as of the 3rd Qtr, lead is OMB.

<sup>2</sup> Due to budgetary and time (IT and Finance) constraints, this project was postponed 1 year, purchase will be in FY 2003, will research/planning in later FY 2002.

<sup>3</sup> Was to be completed in FY01, however, due to workload constraints, will continue into FY02.

**CM = City Manager**  
**ACM = Assistant City Manager**  
**MS = Management Services Dept.**  
**Fin = Finance Dept.**  
**CD = Community Development**

**PD = Police Dept.**  
**FD = Fire Dept.**  
**PR = Parks and Recreation Dept.**  
**PW = Public Works Dept.**

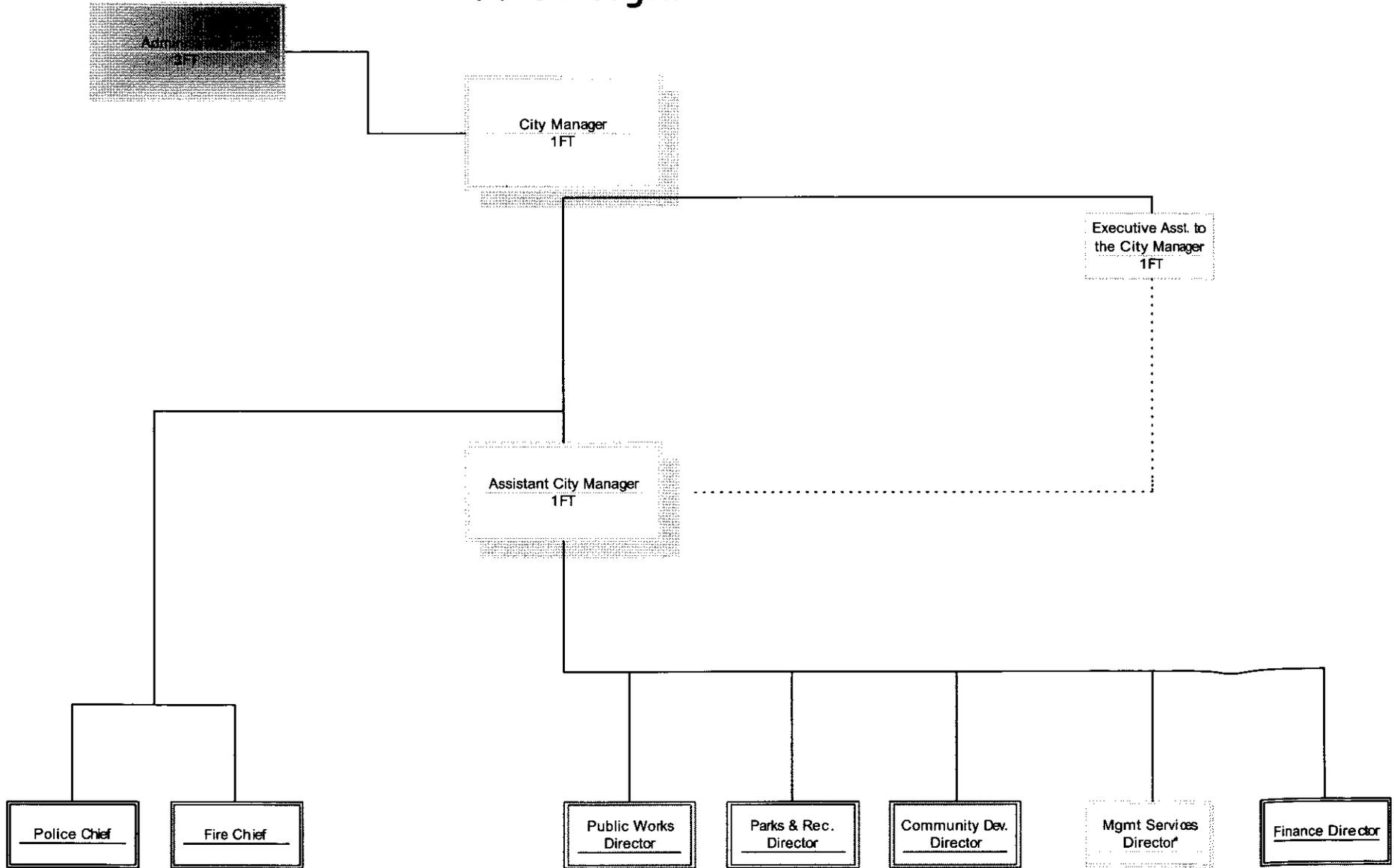
**Management Services Departments**  
**IT = Information Technology**  
**OMB = Office Management & Budget**  
**Pers = Personnel Dept.**  
**Com Rel = Community Relations**

# 4th Quarter

Completed?
In Progress?
Completed
Completed
In Progress
FY03
Completed
used at monitor level being added
Completed?
In Progress?
In Progress
Completed
Completed

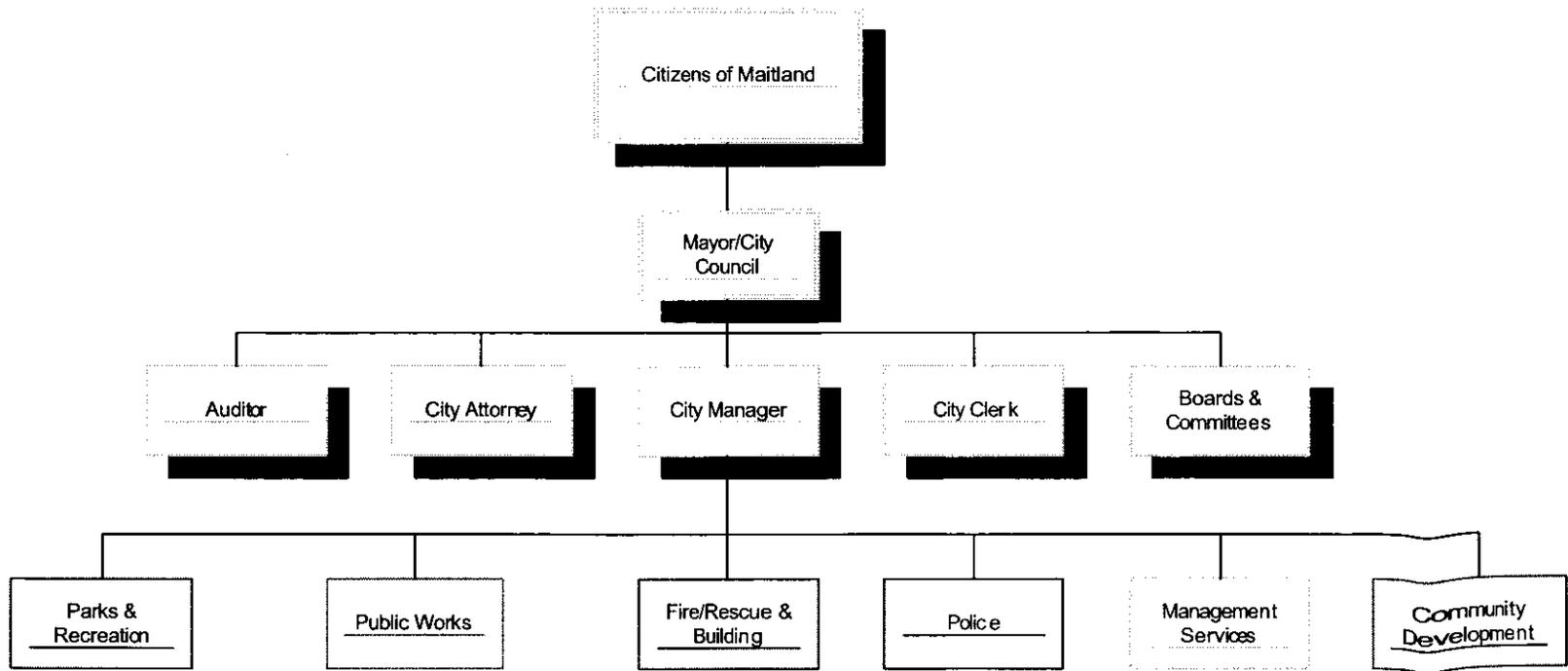
Management Services Departments  
IT = Information Technology  
OMB = Office Management & Budget  
Pers = Personnel Dept.  
Com Rel = Community Relations

# City Manager FY 02 Organizational Chart



\* Assistant City Manager also serves as Management Services Director

# City of Maitland FY02 Organizational Chart





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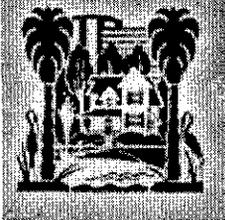
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#### Parks Master Plan Informa

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[System1](#)

[Sec 5 Future Parks and Rec](#)  
[System1](#)

**Public Works**

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Residential Repair

City of Maitland's Current Public Works

Vendors List [PDF]

American Public Works Association -

Florida Chapter [E-mail - Contact Jeff Wilson]

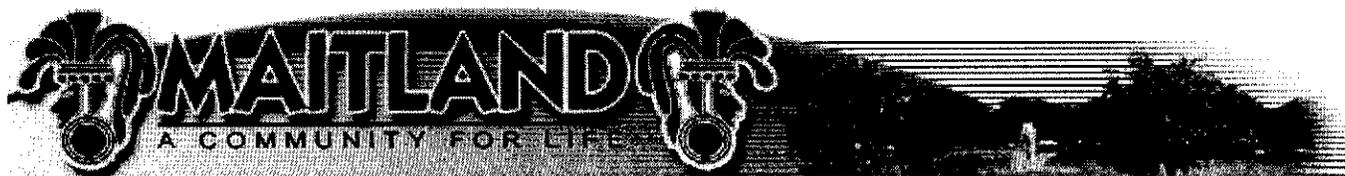
American Public Works Association -

National

Workplan [PDF]

Workplan Spreadsheet [PDF]

Public Works Organizational Chart [PDF]



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## What's New

### **City's Bond Rating Scores a "AA"**

[Click here](#) for more Information!

[City of Maitland Welcomes Dommerich Hills Neighborhood Into the Community](#)

[City hosts Feb. Tri-County League of Cities Luncheon](#)

[Space Needs!](#)

### **2002 Employee Spotlight**

[Employee Spotlight 1st Quarter\[PDF\]](#)

### **Maitland Senior Center Development**

[Click Here!](#)

[Volunteer Appreciation Dinner Highlights](#)

[Dommerich Hills Annexation Information](#)

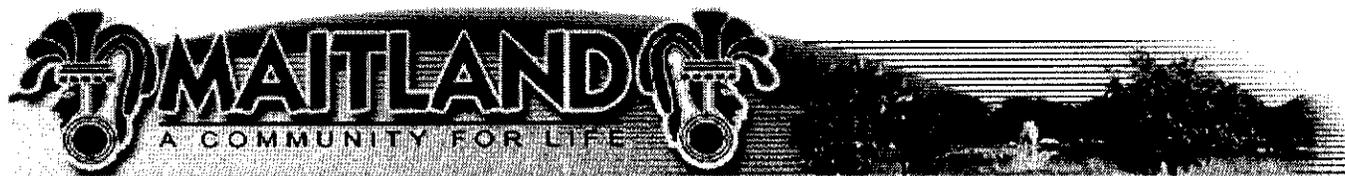
### **Bond Rating Scores a "AA"**

[Click Here](#) for more Information!

[See the construction and completion of the Maitland Senior Center](#)

### **Come Help Clean-Up Bellamy Park and Enjoy a Free BBQ Lunch**

On Saturday April 6, 2002 the City along with the Maitland Police Department will be holdi Neighborhood Clean -Up Day in the area of Bellamy Park. Anyone interested in helping ou encouraged to come by and participate. The clean-up will begin at 8:00 a.m. and will be followed by a BBQ lunch at noon at Bellamy Park and will feature chicken, ribs, hamburge and hot dogs for all who assist with the clean-up. If you have further questions about gettin involved please call Maitland Community Policing at 407-539-6244.



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## NEWS: Fitch Ratings Assigns Maitland, Florida Implied GO Bonds 'AA'

**Maitland, FL. --(February 14, 2002)--** Fitch Ratings has assigned an 'AA' implied general obligation bond rating to the City of Maitland, FL. The rating reflects the city's strong financial planning, management and operations, above-average wealth indicators, stable, largely commercial tax base, and low direct debt. No debt issuance is planned, as all future capital needs are expected to be funded on a pay-as-you-go basis. Population growth has been strong but is expected to stabilize as the city moves closer to build-out and annexation opportunities are fully implemented.

The City of Maitland is northeast of Orlando, in Orange County. Although there is a large residential component to the economy, 59% of taxable assessed value is non-residential. Business parks in the western section of the city make up most of the commercial activity. Orange County's income levels are comparable to state and U.S. averages. Although no recent income data is available for Maitland, above-average wealth levels are evidenced by a high market value per capita of \$136,599 and residential market value of \$187,309 per property. Varied employment opportunities derive from the city's own job base, reportedly about twice the city's population of 12,019 and from other establishments in and around the City of Orlando.

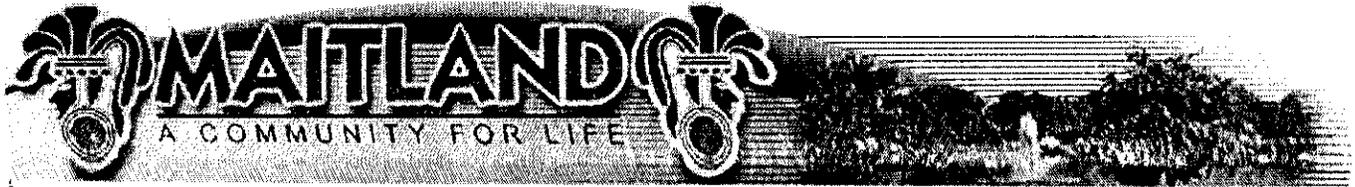
Financial management and operations are strong, with a high level of planning and reporting for a small community. The annual budget includes detailed revenue and expenditure projections the upcoming three years, and reports on established performance measurements. Reporting is updated with quarterly reports to the Mayor and city council. A very high-unreserved general fund balance (62% in fiscal 2000) includes a number of designations specified by financial policies that are included in the budget document. About 19% of fiscal 2002 budgeted expenditures are for capital projects. Low tax rates provide additional flexibility.

Capital planning is also very strong, and the city has only a minimal amount of debt outstanding. The only public debt is \$398,000 in self-supported water and sewer system revenue bonds. An outstanding \$4 million, 15-year bank loan funded a number of general government projects.

Overlapping debt of Orange County and the school system bring overall debt levels to the moderate range. A five-year capital improvement plan provides a thorough analysis of spending needs and funding sources, and is funded entirely on a pay-as-you-go basis.

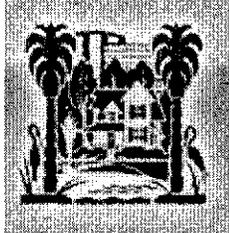
###

Contact: Amy R. Laskey, Fitch Ratings 1-212-908-0568, New York. Tonya Elliott, City of Maitland, 1-407-539-0320.



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**NEWS: CITY OF MAITLAND ELECTION DECLARES DOMMERICH HILLS PART OF MAITLAND**

Maitland, FL. -- (April 9, 2002)-- Dommerich Hills was voted into the City of Maitland. The total voting results were: 1216 votes were cast with 987 voting for the annexation with 229 voting against the annexation.

The results were as follows:

City of Maitland Voter Results:

Total Registered Voters in Maitland:	7,240
Total Maitland Votes Cast:	666
Maitland Turnout Percentage:	9%
Votes For Annexation	573
Votes Against Annexation	93

Annexation Areas (Dommerich Hills Residents) Voter Results:

Total Registered Voters In Dommerich Hills:	808
Total Dommerich Hills Votes Cast:	550
Dommerich Hills Turnout Percentage:	68%
Dommerich Hills Votes For Annexation	414
Dommerich Hills Votes Against Annexation	136

###

Contact: Tonya Elliott, Public Relations Representative, City of Maitland, 407-539-0320



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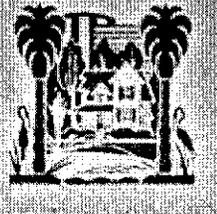
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### City Hosts February Tri-County League of Cities Luncheon

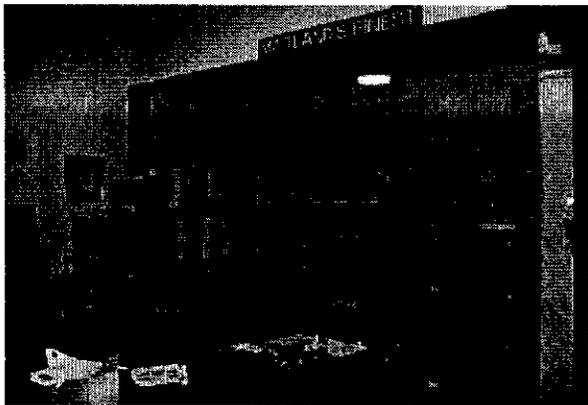


Mayor Sascha Rizzo and Councilmen Rick Baldocchi, Tom Holley, and David Libert were on hand County League of Cities luncheon hosted by the City of Maitland at the RDV Sportsplex on Febru Special guest speaker was David Becker, Senior Director of Fitch Ratings, who gave a presentati bond ratings, and talked about the rating just completed for the City of Maitland. Also on hand we McQueen, President of the Tri-County League of Cities, Orange County School Board Chairman, Mayor of Orlando Glenda Hood, and several City of Maitland staff members.

## Space- the final frontier....only kidding!

Over the last 12 months the City of Maitland has been conducting a "Space Needs" study to do an analysis of all of the City's existing facilities. The Police and Fire facilities east of I 4 were found to be 30 + years old, as was City Hall. Likewise in the past year, the Parks facility had to relocate to the Annex building on George Avenue due to deterioration of their Sybelia Avenue office. The Annex, which was already over crowded, currently housed Community Policing, a portion of the Public Works Department, and the Building Department. Another relocation occurred due to structural damage caused to the Criminal Investigation Division's offices that were located at Lake Lily. That building had to be demolished due to storm damage, so the CID is now renting office space on Maitland Avenue. As a result of these situations, the City Council budgeted a comprehensive review of all the facilities to determine the best options for the future.

To compile the background information for this study, interviews were completed with the department directors concerning all of the existing personnel positions and requirements. In addition, a physical inventory was taken for all existing facilities. To aid the City with this process, Dyer, Riddle, Mills & Precourt, Inc. was hired as the lead consultant for the project. They have been working with City staff and an adhoc committee to complete the Phase 1, which was the preliminary planning stage of the project. The committee known as the "Facilities and Equipment Advisory Team" was made up of the Mayor, various board members, and City staff.



An office located at the Police Station also functions as a file storage area



Offices were carved out of hallway space in City Hall

There were three main objectives of this process.

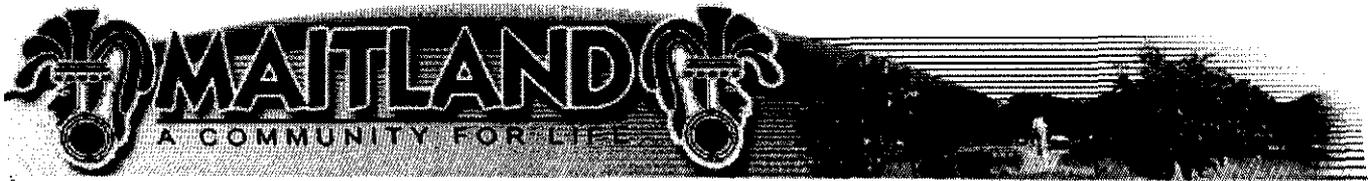
1. To determine if there was a way to create a more efficient work area for each existing employee or if additional space was needed to accomplish this goal (including storage, parking, meeting space etc.)
2. To determine the projected number of new personnel that would be necessary to service the City over the next 20 years. (The additional "staffing needs" are reflective of the proposed City growth and development).

3. To calculate the size of the conceptual buildings by combining the square footage generated from sections 1 and 2 and to compare different properties within the City of Maitland.

As a result, standard sizes for offices and meeting space were developed, and consolidation of departments was recommended to make the most efficient use of space.

The recommendations from this analysis will be going before City Council on February 11, 2002. Once the study has been reviewed and approved by Council, the next phase of this process will begin to look at detail issues of design and architectural requirements.

If you are interested in more information concerning Phase 1 of this project, a copy of the study is available for your review at Maitland's Public Library and at the reception area at City Hall or you may also call Bonnie Bernardo at (407) 539-6212.



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### Community Development

The role of the Community Development Department is to guide and facilitate an orderly growth for the City of Maitland. This is achieved by making sure that any future development is held accountable to the City's developmental regulations and is consistent with the Comprehensive Development Plan. Our goal is to create and maintain a quality community for residents and property owners to enjoy. The divisions that work together to make this happen are the Planning & Zoning Division and the Mapping/Geographic Information Systems (GIS)

#### Administration Office

- [Director](#)
- [Frequently Asked Questions](#)

#### Mapping

- [Geographic Information System](#)
- [Address Map](#)
- [Proposed Bike/Pedestrian Path System](#)
- [City Owned Properties](#)
- [Future Land Use Map](#)
- [Zoning Map](#)



### The Planning & Zoning Division

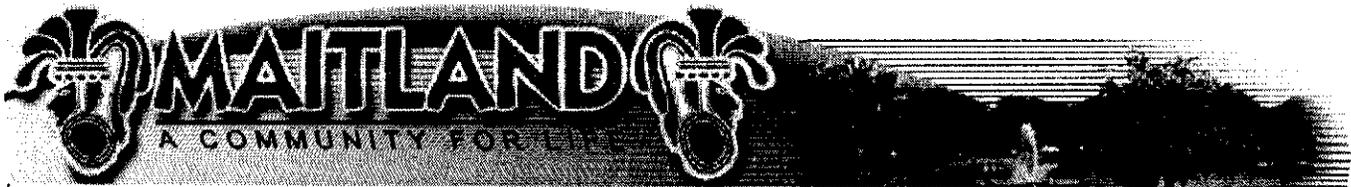
The Planning & Zoning Division's function is to provide professional and technical assistance to the community, City Council, the Planning and Zoning Commission and various other boards. This division monitors development to ensure that it complies with the Comprehensive Development Plan and helps the public to understand the City's codes and requirements.

#### Plannings

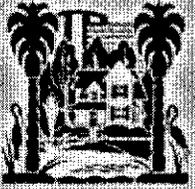
- [City Council Meetings for Year 2001](#)
- [Site Plan Permit/Site Plan Revision Procedure](#)
- [Vegetation Removal Permit](#)
- [Revision Change Application Form](#)
- [Drip Team Meeting - July 2001](#)
- [Current Contractor / Consultant Lists](#)

#### Zoning

- [Zoning Code](#)
- [Zoning Specifications - Spread Sheet](#)
- [Zoning Map](#)
- [Landscape Code](#)



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### Community Development Administration

#### Dave Tomek, Community Development Director

Dave is a native of St. Louis, Missouri and was educated at the University of Missouri, where he obtained first, a Bachelor's Degree in Sociology, followed by a Master's Degree in Urban Planning from St. Louis University.

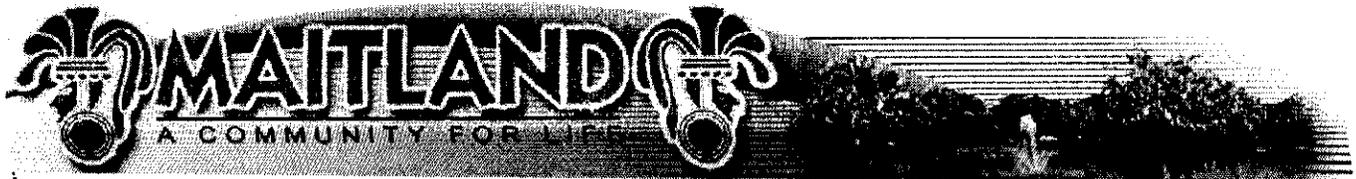
His professional career has been extremely diversified including positions as a cook in various restaurants, a church and school janitor, a tutor, teacher, and a grant writer. He began his Community Development career as a planner for the City of Fort Myers, Florida continuing to the City of Maitland as senior planner before being assigned to the current position of community development director.



Career wise the thought of all the unfinished tasks in the City's Comprehensive Development Plan left to accomplish is what motivates him day in and day out. Success to Dave is when an individual or group of people becomes empowered to sustain their own environment and neighborhood, and continue to do so. Dave also feels transparency is the secret to doing a job right.

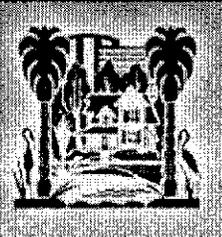
Accomplishments still left to complete are, finishing his Doctoral work and the opportunity to work in communities in the United States and abroad. The most enjoyable part of Mr. Tomek's career is working with the other members of his team to accomplish tasks, and the opportunity to see others take more responsibility for improving the quality of life in Maitland. The motto or credo Dave lives by, "good things happen to good people."

Goals Dave has set for himself include, constantly striving to positively impact the community or environment in which he lives and works; completing his formal education in criminal justice and social theory, and working hard to help others along the way.



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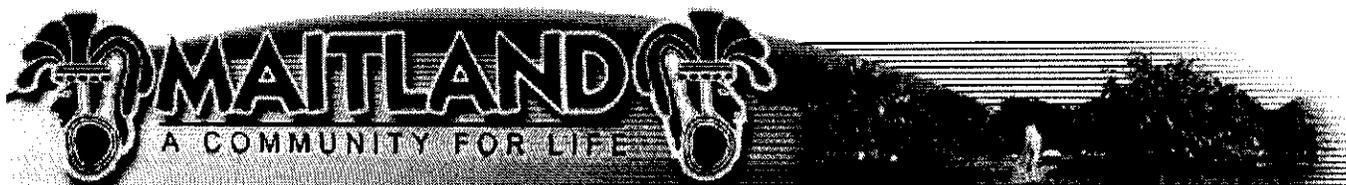
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### Financial Services

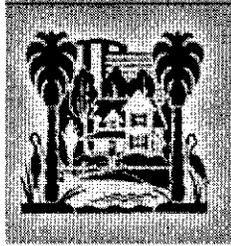
Financial Services effectively safeguards City assets in compliance with laws, rules, and regulations while efficiently providing accountability consistent with professional standards and good judgment. This division encompasses general accounting and reporting, purchasing and accounts payable, payroll processing, occupational licenses, and investment of City funds.

[Vendor Request Form\[PDF\]](#)



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**Public Works Administration**

**Mission**

Provides administrative support through the Public Works Director and administrative staff to all the various divisions within the Public Works Department.

Public Works Divisions  
Anthony Leffin, Public Works Director

**City Hall Visits**

The City of Maitland's Public Works Department actively participates in live demonstrations for school visits to City Hall. City Hall visits enable students to learn about government, how it works, and what's involved. Recently, Public Works Director Tony Leffin interacted with students from Dommerich Elementary School and gave them an up close and personal introduction to the city's street sweeper.

**Commonly Asked Questions**

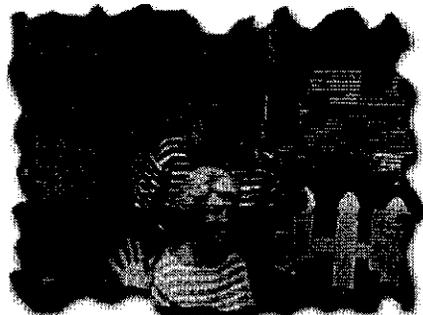
**Who do I contact for repairs of streets, street signs, street lights?**  
 Contact the Public Works Department at 407/539-6252.

**Garbage/yard trash pickup schedule? Special pickup schedule?**

Contact: 407/539-6278.  
Solid Waste Service Info

**Where can I obtain a Right-of-Way permit?**

The Public Works Department, 501 George Avenue, 407/539-6252,  
 Or see "Engineering" to download form.



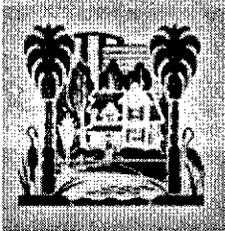
(seated) Judy Lee, Administrative Assistant  
 (standing) Shelley Lupo, Staff Assistant





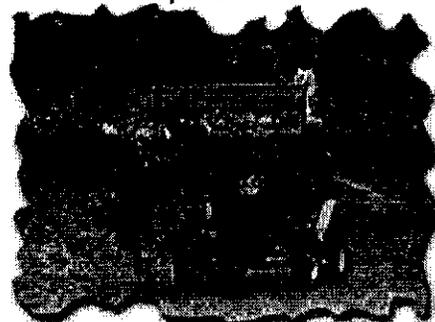
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**Welcome to the City of Maitland's Public Works Department.**

The Public Works Department staff represents one quarter of the City's work force with 55 employees within the departments seven divisions. Public Works is responsible for the up keep of all city buildings, city vehicles, city owned streets, and grounds maintenance tasks for all city owned property. These responsibilities also include the protection and maintenance of all the lakes and storm drains within the City, as well as preservation and maintenance responsibilities for more than 110 sites including buildings, grounds, rights-of-way, ballfields, parks, and undeveloped lots. Along with these responsibilities the Public Works Department also provides staff liaisons for two City advisory boards, the Transportation Advisory Board and the Lakes Advisory Board.



- [Public Works Workplan - FY 2001 Update \[PDF\]](#)
- [Graphical Public Works Workplan - FY 2001 \[PDF\]](#)
- [Severe Water Shortage Restrictions in Effect](#)

The Public Works Department consists of the following programs:

**Administration**

Information  
501 East George Avenue  
407-539-6252

**Streets, Building, and Fleet Maintenance**

Information  
407-830-6190  
407-539-6208

**Water Production/Distribution**

Information  
361 N. Keller Road  
407-875-2115

**Grounds Maintenance**

Information  
501 East George Avenue  
407-875-3693

**Environmental Services**

Information  
361 N. Keller Road  
407-875-1143

**Arbor Care**

Information  
501 East George Avenue  
407-539-6245

**Lakes Management Division**

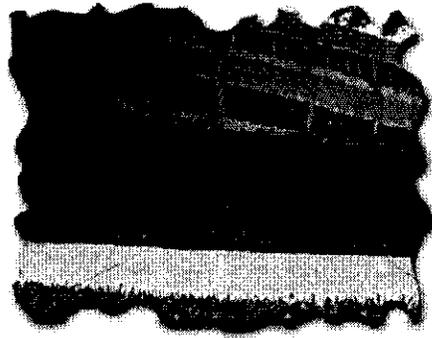
Information  
501 East George Avenue  
407-539-6203

**Engineering**

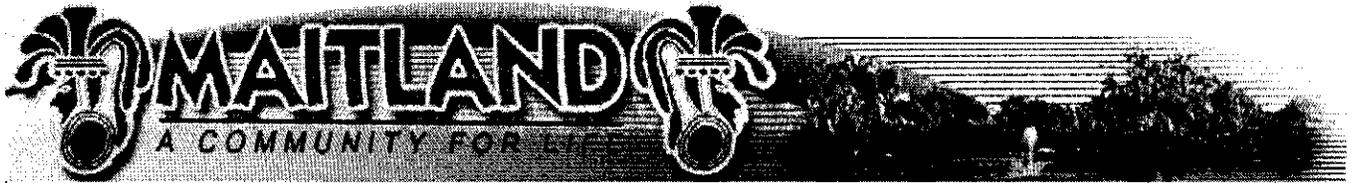
Information  
501 East George Avenue  
407-539-6217

If you have questions about employment opportunities within the City of Maitland's

Public Works Department please call the  
Personnel Department at 407-539-6255 or [click here](#) to visit the personnel pages.

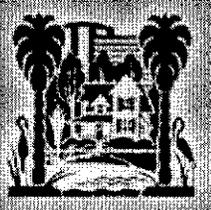


**Sidewalks at Maitland Center**



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### Anthony Leffin, Public Works Director

Tony is a native of Sheboygan, Wisconsin and was educated at Northeastern Illinois University where he obtained first, a Bachelor of Science in Geography, followed by an advanced study toward a Masters Degree in Earth Science with a track in Ground Water Resources.



His entire professional career has been spent in the government arena starting with the Northeastern Illinois Regional Planning Commission in Chicago, followed by a position with the United States Environmental Protection Agency, Region V, prior to taking the job as public works director here in Maitland.

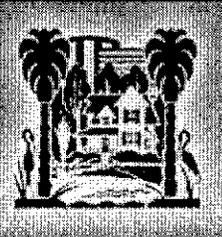
Career wise, "the dedication and productivity of the men and women employed by Maitland, especially those in the Public Works Department," is what motivates him day in and day out. Success is measured by task completion and he wants most to be remembered as someone who always gave his best and was known for giving you a "straight" answer. An accomplishment still left to fulfill is building his Public Works team into the best it can be. The most enjoyable part of Mr. Leffin's career is the pride his staff takes in completing an especially difficult task. The motto or credo Tony lives by is, "he profits most who serves the best."

In the year 2000, Tony was named president of the American Public Works Association's Florida Chapter. Tony and his wife Sue have one son, Matthew 17.



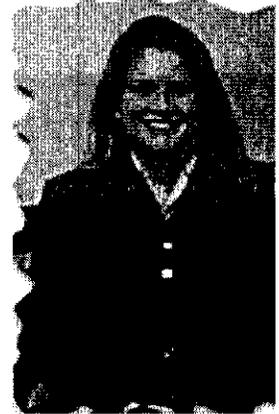
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### Engineering

The Engineering Division handles all project management for the city through plans review and field engineering support for environmental, water, wastewater, streets and drainage, and all other Public Works projects and programs ensuring technical competence and compliance with all current codes and criteria. The Engineering Division works on commercial and residential projects, and reviews all rights-of-way applications.



Kim Otis, City Engineer

### Engineering Information

- [City of Maitland Right-of-Way Utilization Permit](#)
- [Petition for Right-of-Way / Utility Easement Abandonment](#)
- [Application for Sign or Traffic Calming Device Review](#)
- [Residential Repair Request Form](#)



New Wymore/Sandspur Intersection



New Brick Paving on Maitland/Orlando Avenue



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**Environmental Services**

The Environmental Services Division includes the following services:

**Wastewater**

Wastewater is comprised of five staff members who are responsible for the city's 36 lift stations and the 24 mini-lift stations located in the Northwind neighborhood. This system transports approximately 1.3 million gallons of sewage, per day to either the City of Orlando's Iron Bridge Treatment Plant or to the City of Altamonte Spring's Swofford Treatment Facility. At least one staff member is on call 24-hours per day in the event that response is needed due to resident concerns, equipment malfunctions, or power outages.



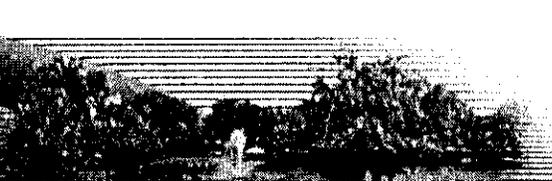
**Environmental Services Crew**

**Stormwater**

Stormwater employs two staff members who are responsible for the maintenance of our stormwater facilities and the prevention of pollution from our lakes and waterways. The most effective tool to complete this mission is the street sweeper. The goal of the street sweeping program is to complete the sweeping of every street in the city every two weeks. Another key element utilized in protecting our lakes and water bodies includes the inspecting, cleaning, and maintaining of approximately 900 stormwater facilities within the City of Maitland. By keeping our streets and our drains clear of trash, debris, and pollutants we can avoid further damage to our lakes and preserve them for our future generations.

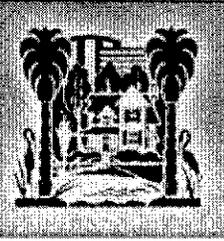


**Street Sweeper**



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### Lakes Management

The Lakes Management Division plans and implements programs designed to help with lake preservation and maintenance, implement management programs relating to storm water flow, storm water pollution, abatement systems all designed to prevent pollution from entering the lakes system, along with other environmental programs such as, wetland monitoring, permitting requirements, and mitigation activities. This division is also responsible for the monitoring of the National Pollutant Discharge Elimination System (NPDES) permit, aquatic weed control, water quality, waterfront structural permits, and educational programs on storm water pollution prevention.



Sergio Duarte, Lakes Management Co

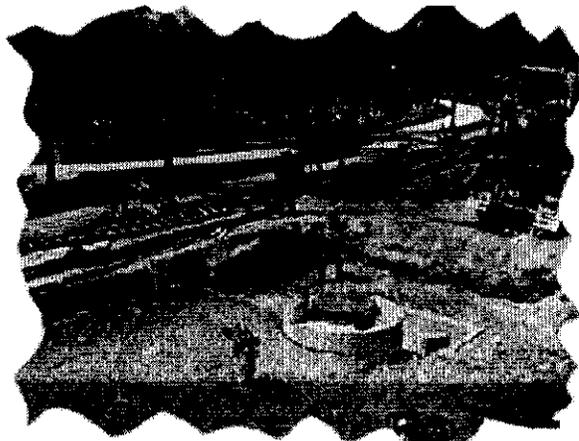
### Lakes Management Information

- [Lake Quality Ranks as #1 Initiative in Citizen Survey](#)
- [Stomwater Pollution Brochure\[PDF\]](#)
- [May 2001 State of the Lakes\[PDF\]](#)
- [Help Save the Lakes!\[PDF\]](#)

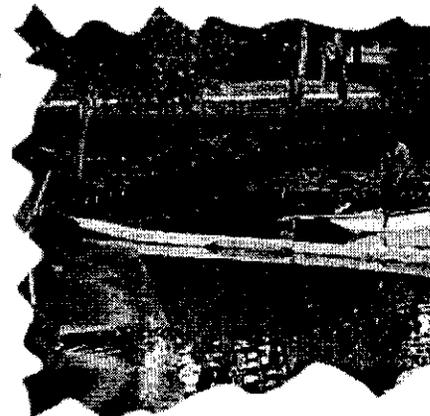
[Click Here](#) for some of the Lakes Division's most common lake's Questions and Answers

- [Click Here](#) for Incentive Programs offered under the lakes management program[PDF]
- [Environmental Swale Incentive Program - Application Form\[PDF\]](#)
- [Shoreline Enhancement Program - Application Form \[PDF\]](#)
- [Wetland Tree Shoreline Revegetation Program - Application Form\[PDF\]](#)

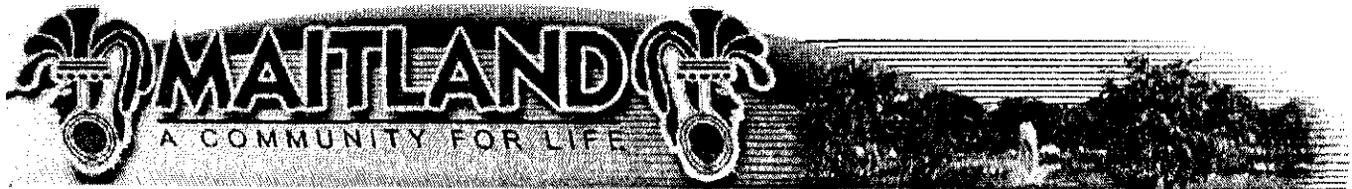
### Volunteer Services Application



CDS Unit at Lake Lily Park

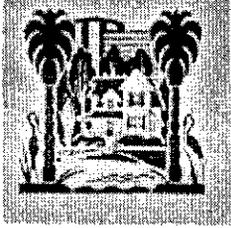


GEO Filter Tubing at Lake Lily Park



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### Streets, Building, and Fleet Maintenance

The Streets and Building Division maintains 44.5 miles of paved road rights-of-way, as well as sidewalks, boardwalks and bicycle paths throughout the city while maintaining 53 city-owned structures.

The Fleet Maintenance Division maintains all city vehicles and small equipment.

#### Sidewalk Repair Program

The Streets, Buildings, and Fleet Maintenance Division placed major emphasis on developing a comprehensive sidewalk repair program. A plan of action was implemented which included the conversion of a step van to a permanent sidewalk repair vehicle complete with a three-man repair team on duty. A sidewalk rating condition similar to the Pavement Rating Condition (PCR) already in place for street maintenance has been implemented.

[Click here to see the Residential Issues Form](#)



Fleet Maintenance Crew



Building & Street Maintenance Crew



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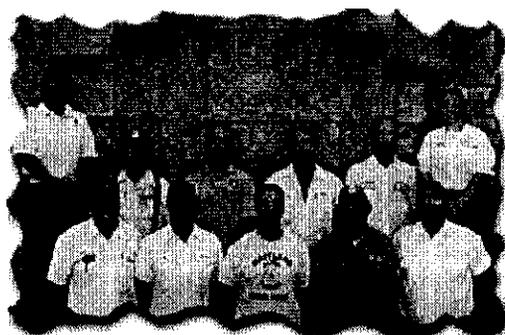
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## Water Production/Distribution

The Water Production/ Distribution Division is responsible for producing and distributing enough water for all users (drinking and irrigating) within the city's water system. The production section operate and maintains three water plants, and six groundwater wells, while, distribution maintains over 70 of piping and valves in order to accomplish the goals of the division. Local, State, and Federal regulations ensure we provide the highest quality of water available at the highest level of service



Water Production/Distribution Crew

## Water Production/Distribution Information

[Water Division Frequently Asked Questions.](#)

[American Water Works Association](#)

[Water Down: City of Maitland's Water Conservation Program](#)

[Severe Water Shortage Restrictions in Effect](#)

[Water & Sewer Rates](#)

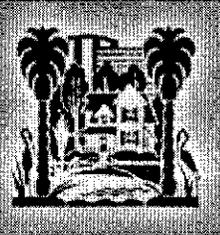


Cheryl Peters,  
Water Production/Distribution Superintendent



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### Grounds Maintenance

The Grounds Maintenance Division is responsible for providing a maintained, safe, and aesthetically pleasing urban landscape for the residents of Maitland and the many people who live, play, and work in our community. This division maintains the athletic fields, recreational facilities, parks, and open spaces within the City. They provide timely applications of phosphorus free fertilizers, in a well-defined, integrated pest management program designed to protect City maintained grounds and the environment while striving to conserve our precious water resources through the routine maintenance of city owned irrigation systems and well balanced irrigating routines.



**Mark Barton,  
Grounds Maintenance Superintendent**



**Grounds Maintenance Crew**