



**City Council
March 11, 2024
Council Chambers
6:30 PM**



**WELCOME to our City Council meeting. All speakers must complete and submit a Speaker Card, preferably prior to the start of the meeting. A member of the public wishing to address the Council must be a Maitland resident or the owner of property or business in Maitland or their representative. The time limit for each speaker shall be three (3) minutes per agenda item. No speakers will be interrupted. Please silence all electronic devices during the meeting.
THANK YOU for participating in your City Government.**

- I. Call to Order
- II. Moment of Silence
- III. Pledge of Allegiance
- IV. Old Business
- V. Consent Agenda
 - 1. City Council Meeting Minutes of February 26, 2024
 - 2. Lift Station 42 CEI Services Amendment
 - 3. Resolution 4-2024 Adopting an Amended FY24 Law Enforcement Trust Fund Budget and Approve the Purchase of Firearms
 - 4. Resolution 5-2024 Amending the City's Purchasing Policy
 - 5. Amendments To Maitland Public Library Board of Trustees Bylaws
- VI. Public Period
- VII. Discussion
 - 1. Independence Lane North 60% Design
- VIII. City Manager's Report/City Attorney/Council Reports
- IX. Adjournment

Notice: Any person who desires to appeal any decision made at this meeting or hearing will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's office (407-539-6219) 48 hours in advance of the meeting.

MEETING DATE		AGENDA
March 11, 2024		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of February 26, 2024		
Requested Action or Motion: Move to approve the City Council meeting minutes of February 26, 2024, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes 2-26-2024		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 11, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.
Subject: Lift Station 42 CEI Services Amendment		
Requested Action or Motion: Move to authorize the City Manager to execute an amendment to the agreement with Burgess & Niple, Inc. for construction engineering and inspection (CEI) services for Lift Station No. 42 project in the amount of \$13,150.24.		
Summary Explanation & Background: Burgess & Niple, Inc. (B&N) was contracted to perform bidding and construction engineering and inspection (CEI) services for the Lift Station 8 & 42 Improvements projects. At the time of contracting, it was anticipated that the two lift station projects would be happening simultaneously. However, supply chain challenges with electrical equipment caused the Lift Station 42 project to lag behind the progress and completion of Lift Station 8. Lift Station 42 projected completion is now June 2024. Since the two projects were not able to progress concurrently, B&N has submitted an amendment to the scope of services to allow for additional progress meetings and inspections. Staff recommends authorizing the City Manager to execute the amendment to the agreement with Burgess & Niple, Inc. for Lift Station No. 42 CEI in the amount of \$13,150.24.		
Fiscal Impact: Funds are available in Utility Fund 41351535-566300-WW902		
Exhibits: 1. Maitland LS 8&42 SA#3 Contract Extension		
Commission/Board: City Council		
Contact Person: Karen McCullen		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 11, 2024		Section: Consent Agenda
Department/Office : Police Department	AGENDA REPORT	Item #: 3.
Subject: Resolution 4-2024 Adopting an Amended FY24 Law Enforcement Trust Fund Budget and Approve the Purchase of Firearms		
Requested Action or Motion: Move to approve resolution 4-2024 and a budget appropriation of \$65,000 from the Law Enforcement Trust Fund for FY 2024 budget and approve the purchase of firearms.		
Summary Explanation & Background: Pursuant to the Florida Contraband Forfeiture Act and the Department of Justice's Guide to Equitable Sharing for State and Local Law Enforcement, forfeiture funds shall not be used to replace or supplant the appropriated resources of the local government and shall increase the overall law enforcement budget. The Police Chief recommends appropriating \$56,000 (federal) for firearms and holsters, \$8,000 (federal) for K-9 vehicle equipment and \$1,000 (state) for promotional items. These funds will be used to update the department's weapons platform; equip a secondary vehicle for K-9 use and transportation; and provide support for children through the Maitland Men's Club Christmas For Children fundraising endeavor. Purchase approval - the Police Department conducted an evaluation and determined that Sig Sauer was the premier manufacturer of firearms as demonstrated by their reliability and accuracy; in fact, they are the chosen manufacturer for the U.S. military as well as most federal law enforcement agencies. Dana Safety Supply is the exclusive distributor for Sig Sauer in the State of Florida and the only authorized source for this purchase. Accessories for the firearms such as holsters and lighting will be purchased under contract pricing, specifically contract number BCSO2019-01, between the County of Bradford, Starke, Florida and Dana Safety Supply. These are non-budgeted items in compliance with federal and state regulations and will be purchased following City of Maitland purchasing guidelines. Note: PD evaluated the highest and best return to the City and safest method of disposal of obsolete weapons. The City will be selling obsolete guns to the distributor for approximately \$12,375.		
Fiscal Impact: \$65,000 Law Enforcement Trust Fund 68850521-534800 PD300 \$1,000 68850521-535224 PD200 \$64,000		
Exhibits: 1. Resolution No. 4-2024 Budget Amendment LETF		
Commission/Board: City Council		

Contact Person: David Manuel 407-539-6243
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
March 11, 2024		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 4.
Subject: Resolution 5-2024 Amending the City's Purchasing Policy		
Requested Action or Motion: Move to approve revised purchasing policy		
Summary Explanation & Background: On January 11, 2016, Council approved the City's purchasing policy, followed by a revision approved by Council in December 2001. Changes to the Federal Code of Regulations and Florida Statutes since the last revision warrant minor changes and additions to the City's policy. Additions include: • Avoid acquisition of unnecessary or duplicative items. • Update to the appeals process. • Elimination of specific dollar thresholds when governed by Florida Statutes, so that City policy remains current if/when a change is made to Florida Statutes. • Added construction manager-at-risk contracting. • Added section addressing computer software purchases. • Added reference to Federal and State debarred vendor lists. • Added ethics in public contracting and procurement. • Added section applicable to Federal and State grants and contracts.		
Fiscal Impact: TBD		
Exhibits: 1. Resolution No. 5-2024 Amending the City's Purchasing Policy 2. ADOPTED PURCHASING POLICY Rev 031124		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 11, 2024		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 5.
Subject: Amendments To Maitland Public Library Board of Trustees Bylaws		
Requested Action or Motion: Move to approve the Maitland Public Library By-Laws as presented.		
Summary Explanation & Background: In accordance with the Transfer and Lease Agreement for the Maitland Public Library (attached), Paragraph 10 of the 1972 Transfer and Lease Agreement states: "The LIBRARY agrees that its By-Laws and Charter as now constituted will not be changed without the prior approval by the City Council of the CITY of the proposed changes of either Charter or By-Laws." The Maitland Public Library Board of Trustees met on February 21, 2024, and recommended several amendments to the bylaws. The proposed amendments are attached for your review and consideration. The changes are primarily administrative in nature. However, as discussed previously, one change is to remove the Mayor as an ex officio board member.		
Fiscal Impact: N/A		
Exhibits: 1. Bylaws as Amended 2-21-2024 Redline 2. Transfer Agreement and Lease-Maitland Public Library 05081972		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
March 11, 2024		Section: Discussion
Department/Office : Public Works	AGENDA REPORT	Item #: 1.
Subject: Independence Lane North 60% Design		
Requested Action or Motion: Presentation only.		
Summary Explanation & Background: On September 11, 2023, City Council approved the scope of service with CPH, Inc. for the design and CEI services for the extension of Independence Lane from Horatio Avenue to George Street. CPH has submitted 60% plans and have provided exhibits showing the proposed roadway layout with hardscape and landscape details. These plans have been reviewed by staff and comments have been provided to the design engineer. The plans have also been provided to Burkhardt Construction, the construction manager completing the project. They are reviewing for constructability and to provide cost estimates for the project. The first attachment is a graphic representation of the 60% plans. The second is the 60% plan set. The intent of the design is to carry the themes from Independence Lane between Packwood Avenue and Horatio Avenue to the north. This includes: 1. Enhanced treatment at the Horatio Avenue intersection; 2. Landscaping includes live oaks, sable palms and ground cover; 3. Brick paver street; 4. Street furnishings; 5. Pedestrian street lighting; 6. Sidewalks; and 7. Mid-block access to the adjacent properties. All of these improvements are consistent with Independence Lane adjacent to City Hall and Independence Square. The purpose of this review is to provide input to staff as progress continues toward plan development to the 90% level.		
Fiscal Impact: TBD		
Exhibits: 1. 60% graphic Plan 2. 60% Submittal for Independence Lane		
Commission/Board: City Council		
Contact Person: Alyssa Eide 4078753693		

Reviewed by City Attorney
N/A