



**City Council
October 28, 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 October 14, 2024.
 2. Piggyback Contract for Liquid Sodium Hypochlorite: Odyssey Manufacturing Company.
 3. Piggyback Contract for Professional/Consulting Services: Odyssey Manufacturing Company.
 4. Piggyback Contract for Tree Pruning and Removal Services: A Budget Tree Service.
 5. Piggyback Contract for Testing and Repair of Backflow Prevention Assemblies: Nils Humberg Enterprises, LLC d/b/a Ace Flow Control.
 6. State Revolving Fund (SFR) Construction Loan Agreement: Drinking Water DW480252.
 7. Westside Trails Project Design Change Order: CPH, Inc.
 8. EMS Transport Billing Contractual Payments: Digitech Computer LLC (ADPI).
 9. Firehouse Subs Public Safety Foundation Grant Award.
 10. Parks Trust Funds Designation Approval: Minnehaha Park Project.
 11. Administrative Vehicle Replacement Purchase: Seminole Toyota Fleet.
- VI. Public Period
- VII. Decisions
 1. Ordinance No. 1436 Introduction: Amending Chapter 9, Local Business Taxes and Regulations, of the Code of Ordinances, Article II. Solicitors, Panhandlers and Peddlers.
- 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
October 28, 2024		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of October 14, 2024.		
Requested Action or Motion: Move to approve the City Council meeting minutes of October 14, 2024, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Min 10142024		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 28, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.
Subject: Piggyback Contract for Liquid Sodium Hypochlorite: Odyssey Manufacturing Company.		
Requested Action or Motion: Move to authorize the City Manager to execute a piggyback contract with Odyssey Manufacturing Company for Liquid Sodium Hypochlorite.		
Summary Explanation & Background: The City of Maitland's water treatment plants utilize liquid sodium hypochlorite (chlorine) for disinfection and treatment of potable water. The liquid form of chlorine is the safest and most cost-effective disinfectant. Odyssey Manufacturing Company has been supplying the City of Maitland with sodium hypochlorite for the past fourteen years. The current piggyback contract with the City of St. Augustine is set to expire on November 15, 2024. The existing contract with the City of St. Augustine allowed Odyssey Manufacturing to supply the City of Maitland with sodium hypochlorite for \$1.55 per gallon. The current piggyback contract does not include language for price adjustments during the renewal period of the agreement. Odyssey Manufacturing Company, has agreed to allow the city to utilize a piggyback agreement with the Bay County Board of County Commissioners for the sale of sodium hypochlorite at \$1.65 per gallon. As with many commodities, the increase in price is attributed to associated shortages and to recent inflationary trends. Based on the yearly usage of this chemical, it is anticipated that expenditures for FY25 will be approximately \$135,000, which will exceed the City Manager's purchasing threshold. Staff recommends authorizing the City Manager to execute a piggyback contract based upon the Bay County Board of County Commissioners Contract #22-72, Liquid Sodium Hypochlorite with Odyssey Manufacturing Company, for the purchase and delivery of sodium hypochlorite effective upon the execution date of the Piggyback contract and any future extensions to follow.		
Fiscal Impact: Funds are available in the Utilities Department operational budget - Approximately \$135,000 is expected to be expended this fiscal year.		
Exhibits: 1. Odyssey Manufacturing Co. 22-72- Full Document 2. PiggybackContract- Odyssey Manufacturing ITB22-72		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney Drew Smith		

MEETING DATE		AGENDA
October 28, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
Subject: Piggyback Contract for Professional/Consulting Services: Odyssey Manufacturing Company.		
Requested Action or Motion: Move to authorize the City Manager to execute a piggyback contract with Odyssey Manufacturing Company for Professional/Consulting Services.		
Summary Explanation & Background: The City of Maitland is required to replace chemical tanks at the water plants from time to time, including removal of existing tanks and the installation of new tanks and chemical piping. The City is seeking a qualified vendor to provide professional consulting services for the City for design, maintenance and repair of chemical storage and feed systems at the City's water treatment plants. Odyssey Manufacturing Company, has agreed to allow the City to utilize a piggyback agreement with the City of Pompano Beach's Agreement No. 1693 for Professional/Consulting Services. There is not a scheduled replacement every year for replacements. However, when the need arises, time is of an essence and the Utility wants to have vendor purchasing approvals secured prior to critical need arising. In a measure to be proactive Public Works has evaluated vendors and publicly bid Procurements and are recommending using Odyssey for this purpose. Staff recommends authorizing the City Manager to piggyback the City of Pompano Beach's Contract No. 1693 with Odyssey Manufacturing Company for professional/consulting services, effective upon execution date of the Piggyback contract and any future extensions (up to 5 years) to follow. It is requested that the Council grant the City Manager authority to expend funds in excess of the authority allowed in the purchasing policy for individual replacement and maintenance projects over the period of the contract.		
Fiscal Impact: \$100,0000 funding plus approved transfers in the Utilities Fund Water Division accounts.		
Exhibits: - Odyssey Manufacturing Co_1693-Full Document - PiggybackContract- Odyssey Manufacturing RFQ E-19-22_1693		
Commission/Board: City Council		
Contact Person: Karen McCullen		
Reviewed by City Attorney Drew Smith		

MEETING DATE		AGENDA
October 28, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.
Subject: Piggyback Contract for Tree Pruning and Removal Services: A Budget Tree Service.		
Requested Action or Motion: Move to authorize the City Manager to execute a piggyback contract with A Budget Tree Service for tree pruning and removal services.		
Summary Explanation & Background: Over the past several years, the City has successfully utilized the City of Winter Park's contract with A Budget Tree Service for right of way tree pruning, tree removal and emergency tree services. A Budget Tree Services, Inc., has been a reliable contractor and responsive to emergency situations. The city's current piggyback contract through the City of Winter Park's ITB-23-2018, is set to expire on November 13, 2024. The city of Winter Park has awarded a new Contract No. RFP8-24, for Tree Pruning and Removal Services, with the three (3) top-ranked firms: A Budget Tree Service, Branch Management Tree Care and The Davey Tree Expert Company. Both A Budget Tree Service and The Davey Tree Expert Company has agreed to allow the City of Maitland to piggyback the City of Winter Park's RFP8-24 for Tree Pruning and Removal Services. Branch Management Tree Care declined a piggyback contract with the City of Maitland at this time. The amount to be expended will exceed the City Manager's purchasing threshold and will be paid from available funds budgeted in the General Fund Beautification and Arbor Services accounts. Staff recommends authorizing the City Manager to piggyback the City of Winter Park's RFP8-24 for Tree Pruning and Removal Services with A Budget Tree Service, effective upon the execution date of the piggyback contract and any future extensions to follow.		
Fiscal Impact: \$300,000 funding is available in the 2025 General Fund Beautification and Arbor Services 01270572-534637; plus approved carry forwards		
Exhibits: 1. A Budget Tree Services RFP8-24- Full Document 2. PiggybackContract- A Budget RFP 8-24		
Commission/Board: City Council		
Contact Person: Christopher Kennedy (407) 539-6217		
Reviewed by City Attorney Drew Smith		

MEETING DATE		AGENDA
October 28, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 5.
Subject: Piggyback Contract for Testing and Repair of Backflow Prevention Assemblies: Nils Humberg Enterprises, LLC d/b/a Ace Flow Control.		
Requested Action or Motion: Move to authorize the City Manager to execute a piggyback contract with Nils Humberg Enterprises LLC, DBA: Ace Flow Control for Testing and Repair of Backflow Prevention Assemblies		
Summary Explanation & Background: The City has determined that it would be beneficial to contract with a vendor to perform backflow testing and repair services, to ensure proper operation of the backflow assembly and to continue to protect the potable water system. The City requires a qualified vendor with knowledge of various types of backflow prevention assemblies and to perform the following services, such as to field test various makes and models of backflow assemblies, collect data of the assembly and provide test results for the city. Nils Humberg Enterprises, LLC, DBA: Ace Flow Control, has agreed to allow the city to utilize a piggyback agreement with Orange County's Contract No. Y24-128A, Testing and Repair of Backflow Prevention Assemblies. It is anticipated that expenditures for FY25 will be approximately \$75,000, which will exceed the City Manager's purchasing threshold. Piggyback contract would be valid for 5 yrs (yr 1 plus option to renew for 4 - 1yr extensions). Future year expenditures are dependent on testings required in that year and are offset by direct billings on utility accounts as provided in the City's adopted fee schedule. Staff recommends authorizing the City Manager to piggyback Orange County's Contract No. Y24-128A with Nils Humberg Enterprises LLC, DBA: Ace Flow Control for Testing and Repair of Backflow Prevention Assemblies term contract effective upon the execution date of the piggyback contract and any future extensions to follow.		
Fiscal Impact: Funds are available in the Water Division operating budget 41303533-534621.		
Exhibits: 1. Ace Flow Control Y24-128A- Full Document 2. PiggybackContract- Ace Flow Control_IFB Y24-128A		
Commission/Board: City Council		
Contact Person: Karen McCullen, Kimberley Tracy , 407-539-6216		
Reviewed by City Attorney Drew Smith		

MEETING DATE		AGENDA
October 28, 2024		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 6.
Subject: State Revolving Fund (SFR) Construction Loan Agreement: Drinking Water DW480252.		
Requested Action or Motion: Move to authorize the Mayor to execute the State Revolving Fund (SRF) Loan Agreement for the Construction of the 17-92 Water Main Ph 2 Upgrade Project as approved January 13, 2020.		
Summary Explanation & Background: On January 13, 2020, Council approved the \$9.6 Million construction loan for the 17-92 water main upgrade project. The construction of Phase 1 of the water main (Mayo to Ventris) was completed with a completion cost (loan) of \$3,039,040 and capitalized interest of \$128,824. However, due to utility conflicts and right-of-way acquisition issues with the southern portion (Ventris to Monroe), the allowable time frame for SRF to leave the original combined loan (DW480251) open has reached the time limit. SRF has established a new loan agreement with the same interest rate of 1.64% as the original loan and the significant terms under the same terms as the original loan agreement remain. The new loan agreement will establish the new loan limit and payback terms. The State requires the City to execute the loan agreement which will provide: 1. An estimated principal amount of the loan at \$6,500,706; which consists of \$6,410,506 for construction costs and \$90,200 of capitalized interest, and 2. Loan service fee 2% (\$128,210). 3. Projected bi-annual loan payments commencing on February 15, 2027, of \$195,057, and 4. An extension from June 15, 2021, to October 15, 2021, to establish the debt service account and begin monthly deposits. Depending on the actual construction bid amounts, the amount of the loan can increase or decrease, requiring Council approval. Actual construction progress could also defer the project completion timeline and require additional amendments to the Agreement. Staff recommends authorizing the Mayor to execute the loan agreement.		
Fiscal Impact: \$6,500,706 loan proceeds and future Utility Fund debt obligations		
Exhibits: 1. Maitland DW480252 - new con		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		

Reviewed by City Attorney
Rhonda Bond-Collins (bond counsel)
Cliff Shepard

MEETING DATE		AGENDA
October 28, 2024		Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 7.
Subject: Westside Trails Project Design Change Order: CPH, Inc.		
Requested Action or Motion: Move to authorize the City Manager to execute the additional scope of work with CPH, Inc., for additional engineering services for the Westside Trails Project, as presented.		
Summary Explanation & Background: The Westside Trail project was approved to receive a \$500,000 grant from the Florida Department of Transportation's (FDOT) SFGA grant program at the end of the design phase. As a part of the grant agreement, FDOT is requesting an updated cost estimate from the Engineer of Record, which is CPH, Inc. Staff has negotiated a price of \$2,560.00 for this additional work and recommends that this be added to the existing design contract with CPH for the Westside Trail in order to satisfy the FDOT grant agreement requirements. This is an after-the-fact approval request as time is of the essence to receive the approval to proceed on construction from FDOT.		
Fiscal Impact: \$2,560 from the general fund City Manager Contingency to 01412541-566300-BS704		
Exhibits: 1. Westside Trails Additional Cost Estimate Scope		
Commission/Board: City Council		
Contact Person: Jay Conn 407-539-6264		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 28, 2024		Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 8.
Subject: EMS Transport Billing Contractual Payments: Digitech Computer LLC (ADPI).		
Requested Action or Motion: Move to approve contractual payments to ADPI (Digitech Computer LLC) that are in excess of \$50,000 for the fire department transport billing fees beginning fiscal year 2025 and continuing on an annual basis until contractual payments are renegotiated.		
Summary Explanation & Background: The City of Maitland Fire/Rescue Department provides medical and transport services throughout the city. Costs associated with that service are billed to the patient following delivery of the service. Digitech (ADPI) is under contract to manage the billing process and reimbursement to the city. ADPI is provided all pertinent patient information from the Fire/Rescue Department including insurance coverage to more efficiently provide billing and cost recovery. This has proven to be the most efficient method of cost recovery for the city. The City of Maitland's purchasing policy requires that City Council approve all expenditures in excess of \$50,000. The professional services agreement dated February 16, 2023, phased out a percent of all monies collected fee structure and established a flat monthly fee price. As of March 2024, the monthly fee is \$4,500, which is equivalent to \$54,000 annually going forward. Beginning March 7, 2025, the professional services agreement will automatically renew for (1) year terms until terminated and therefore the contractual payments shall exceed \$50,000 annually. ADPI has provided billing services for the Fire Department's transport revenue since March 2000. Staff requests City Council to authorize the disbursement of contractual funds to ADPI, which will exceed the \$50,000 threshold annually and continue until either party terminates.		
Fiscal Impact: The flat monthly fee of \$4,500 is budgeted from 01221522-533400.		
Exhibits: 1. ADPI-Intermedix Agreement 6th Amendment 02-16-2023 - signed		
Commission/Board: City Council		
Contact Person: Chris Morton 407-539-0774		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 28, 2024		Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 9.
Subject: Firehouse Subs Public Safety Foundation Grant Award.		
Requested Action or Motion: Move to accept a grant from Firehouse Subs Public Safety Foundation for the purchase of a Hurst StrongArm Tool provided through the Firehouse Subs Public Safety Foundation Grant		
Summary Explanation & Background: The Firehouse Subs Public Safety Foundation was created following Hurricane Katrina in 2005 to provide disaster relief, life-saving equipment, prevention education and scholarships to emergency first responders. Since then, more than \$89 million in funding has benefited 6,562 agencies in 50 states. The Maitland Fire-Rescue Department proposes to purchase a Hurst StrongArm – a battery-operated, hydraulic extrication tool used for cutting, lifting and spreading. The device will provide quick access to secured entryways and structures, assisting rapid intervention teams in rescuing trapped victims or downed firefighters. Firehouse Subs Public Safety Foundation recently awarded the Fire Department with \$8,911 to acquire the new extrication tool. Staff recommends City Council accept the Firehouse Subs Public Safety Foundation grant for \$8,911.		
Fiscal Impact: This is a one hundred percent (100%) funded grant provided by Firehouse Subs Public Safety Foundation for \$8,911.00		
Exhibits: - Grant approval email - QT1826381 Firehouse Subs for Maitland FL Hurst StrongArm 6-5-24 - The Benefits of Purchasing a Hurst StrongArm Tool for Community Safety		
Commission/Board: City Council		
Contact Person: Chris Morton 407-539-0774		
Reviewed by City Attorney NA		

MEETING DATE		AGENDA
October 28, 2024		Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 10.
Subject: Parks Trust Funds Designation Approval: Minnehaha Park Project.		
Requested Action or Motion: Move to approve designated Parks Trust funds from Hill Passive Park to Minnehaha Park to create four permanent pickleball courts.		
Summary Explanation & Background: In the July 22, 2024 Council meeting, consensus was reached to proceed with converting one existing tennis court at Minnehaha Park in order to create four permanent pickleball courts. It was further determined, the City could utilize Parks Trust funds to expand the functionality of the existing infrastructure at Minnehaha Park by making improvements to expand the pickleball use. By policy, designated Parks Trust funds automatically carry forward to the next fiscal year. However, based on Council direction, staff is requesting Council take action to re-designate Parks Trust funds to expand the pickleball facility. The pickleball conversion project was also discussed at the August 8, 2024 Parks Advisory Board meeting and was supportive of the proceeding with the project. These improvements can be scheduled to begin as early as mid-November. Staff recommends that the Council designate Parks Trust funds for this purpose.		
Fiscal Impact: \$16,700.00 - Fund 65 (Parks Trust Fund)		
Exhibits:		
Commission/Board: Parks and Recreation Advisory Board		
Contact Person: Jay Conn 407-539-6264		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
October 28, 2024		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 11.
Subject: Administrative Vehicle Replacement Purchase: Seminole Toyota Fleet.		
Requested Action or Motion: Move to authorize the purchase of two (2) Administrative Vehicles from Seminole Toyota Fleet Sales for \$67,538		
Summary Explanation & Background: The FY 2025 budget includes funding for two (2) scheduled replacement vehicles for City Hall administrative vehicles, 01120519-566430-VE001. The units will be 2024 Toyota RAV4 hybrids replacing the Ford Edge and Ford Focus. In consideration of our City’s sustainability program, the Public Works Department has evaluated the availability of electric or hybrid-electric options for these vehicles and based on analysis, and input from other fleet programs, has determined that the Toyota hybrid platform provides a good option for the City in meeting sustainability goals. We obtained fleet information from other cities such as the City of Miami, which has moved a substantial number of vehicles in the fleet of approximately 1,250, to the Toyota hybrid platform. We also compared the vehicle life expectancies with expected resale values and overall vehicle costs. For the administrative function that these vehicles provide, they are not necessarily high-mileage vehicles, which increases the time required to recoup the additional expense required to go full electric and, therefore, consider the Toyota hybrid platform to be a solid compromise as the City continues to move forward with our sustainability program. These particular vehicles are currently available on the car lot, but not available to purchase through a State or cooperative purchasing contract. The Finance Department compared the current listed sales price of \$33,769 to the current Florida Sheriff’s contract pricing for a similar Toyota RAV4 hybrid. An exact comparison is not available as build options differ. Although the FSA contracted amount of each vehicle is \$32,279, the benefit of receiving the vehicles now instead of ordering the vehicles with an estimated delivery date of at least six months outweighs the price differential. Staff recommends authorizing the purchase of two (2) Toyota RAV4 Administrative Vehicles from Seminole Toyota Fleet Sales for \$67,538.00.		
Fiscal Impact: Funds are available in 01121512-566430-VE001		
Exhibits: 1. Maitland 4435		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
October 28, 2024		Section: Decisions
Department/Office : Community Development	AGENDA REPORT	Item #: 1.
Subject: Ordinance No. 1436 Introduction: Amending Chapter 9, Local Business Taxes and Regulations, of the Code of Ordinances, Article II. Solicitors, Panhandlers and Peddlers.		
Requested Action or Motion: Introduce Ordinance No. 1436 amending Chapter 9, Local Business Taxes and Regulations, of the Code of Ordinances, Article II. - Solicitors, Panhandlers and Peddlers, and set the public hearing and action date for November 11, 2024.		
Summary Explanation & Background: Chapter 9, Article II of City Code requires any person conducting door-to-door solicitation of money, donations, or sales in Maitland to first obtain a solicitation permit. Currently, the Code requires applicants to apply in the Community Development Department and undergo a background check by the Police Department. Several years ago, based on changes in State law, the Police Department ceased doing background searches of solicitation permit applicants. The administration and issuance of the permits have been conducted by the Community Development Department based on input from the Police Department. The proposed revision brings the code language in Chapter 9 in alignment with current staff practices as well as some minor updates and restructuring of Chapter 9 to be consistent with the overall Code of Ordinances. Similarly, Chapter 9, Article II of City Code also regulates panhandling. Since the most recent update of this code section in 1997, several court rulings have been made that define local government's ability to regulate panhandling based upon constitutional provisions.. Therefore, this code update is intended to bring our local code into conformance with contemporary court opinions by eliminating a registration process and regulating aggressive panhandling. Staff recommends Council introduce Ordinance No. 1436 amending Chapter 9, Local Business Taxes and Regulations, of the Code of Ordinances, Article II. - Solicitors, Panhandlers and Peddlers, and set the public hearing and action date for November 11, 2024.		
Fiscal Impact: TBD		
Exhibits: 1. Ordinance 1436 Chaoter 9 Solicitors Peddlers Panhandlers final 112124		
Commission/Board: City Council		
Contact Person: Dan Matthys 407-539-6211		
Reviewed by City Attorney Drew Smith		