



**City Council
February 24, 2025
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 10, 2025.
 - 2. City Park Furnishings: Landscape Forms.
 - 3. Entertainment Contract for Maitland Jazz and Blues Festival: Oz Productions Inc.
 - 4. Maitland Public Library and Quinn Strong Park Project Pre-Construction Manager at Risk Contract (CMAR): Turner Construction Company.
 - 5. Resolution No. 2-2025: Amending the FY25 Space Needs Fund budget and Authorizing the Transfer of \$160,000 from the General Fund.
 - 6. Lake Ave Boardwalk Change Order: A² Group, Inc.
 - 7. Piggyback Agreement for Building Code Administration Services: UES Professional Solutions, LLC.
 - 8. Florida State Revolving Fund: Loan Agreement WW480280 Amendment 2.
 - 9. Fiscal Year 2024 Annual Comprehensive Financial Report (ACFR) and Auditor Communications.
- VI. Public Period
- VII. Decisions
 - 1. City Council Seat 4 Vacancy.
 - 2. City Council Scheduled Meeting: March 10, 2025.
- 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
February 24, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of February 10. 2025.		
Requested Action or Motion: Move to approve the City Council meeting minutes of February 10, 2025, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes Feb 10 2025		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 24, 2025		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 2.
Subject: City Park Furnishings: Landscape Forms.		
Requested Action or Motion: Move to approve the sole source purchase of park furnishings from Landscape Forms.		
Summary Explanation & Background: The existing park furnishings installed on Independence Lane, in Independence Park, and other park locations are the black powder-coated courtyard benches, trash cans and picnic tables from DuMor, Canaan Site Furnishings, and Landscape Forms. Staff have been replacing furnishings as needed, and as funding allows, when each piece can no longer be repaired. Staff proposes to standardize park furnishings by using Landscape Forms Presidio Benches and Scarborough Litter Receptacles citywide. By standardizing the park furnishings used, staff can maintain and replace the furnishings more efficiently, while keeping a consistent look for the park areas. Staff typically budgets \$5,000 to \$10,000 a year for replacements, but this has not kept up with the expanded number of furnishings that have been added with new projects over the years. There is \$160,000 carry forward funds available in this fiscal year for replacement furnishings which will exceed the City Manager's approval threshold of \$50,000. Landscape Forms is the original equipment manufacturer and distributor for the Landscape Forms Presidio and Scarborough furnishings; therefore, a sole source purchase approval is needed to standardize the purchases of these furnishings for ongoing replacement. The current costs of the majority of furnishings are: Scarborough top open litter receptacle: \$1,560 Scarborough side open litter receptacle: \$1,670 Scarborough 72" backed bench strap pattern: \$1,920 Presidio 3-seat backed bench: \$3,750 Staff recommends approval of the sole source purchase of standardized park furnishings from Landscape Forms.		
Fiscal Impact: Carry Forward Funds are budgeted in the Grounds Operating Budget 01422572-535224.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 24, 2025		Section: Consent Agenda
Department/Office : Parks & Recreation	AGENDA REPORT	Item #: 3.
Subject: Entertainment Contract for Maitland Jazz and Blues Festival: Oz Productions Inc.		
Requested Action or Motion: Move to authorize the City Manager to execute the Maitland Jazz and Blues Festival entertainment contract with Oz Productions Inc., for the amount of \$51,000.		
Summary Explanation & Background: The Maitland Jazz and Blues Festival has quickly become a much anticipated part of the calendar of annual events offered in the City of Maitland. It includes twelve local and regional bands that each perform an hour long set of jazz and blues music during the two days of this festival. Thousands of visitors come to the event bringing invaluable exposure to downtown Maitland in April of each year. Entertainment and booking fees have incrementally risen in the last several years and are projected to total \$51,000 for the 2025 event. City Council is thus required to approve this expenditure per the City of Maitland purchasing procedures. It is recommended to allow the City Manager to enter into a contract that has been vetted and negotiated with Oz Productions Inc. to utilize \$51,000 of budgeted funds for live entertainment for the 2025 Maitland Jazz and Blues Festival.		
Fiscal Impact: \$51,000 General Fund Events 01280574-534925-SE002		
Exhibits: 1. Jazz and Blues Festival Entertainment Contract		
Commission/Board: City Council		
Contact Person: Jay Conn 407-539-6264		
Reviewed by City Attorney Drew Smith		

MEETING DATE		AGENDA
February 24, 2025		Section: Consent Agenda
Department/Office : City Manager	AGENDA REPORT	Item #: 4.
Subject: Maitland Public Library and Quinn Strong Park Project Pre-Construction Manager at Risk Contract (CMAR): Turner Construction Company.		
Requested Action or Motion: Move to authorize the City Manager to execute the CMAR agreement with Turner Construction Company for construction of Maitland Public Library and Quinn Strong Park Project and approve pre-construction services for a lump sum of \$160,000.		
Summary Explanation & Background: The City of Maitland embarked on a review of the library in 2017, to determine options for either upgrading and improving the facility, or if a new facility would better serve the residents of Maitland. In 2018, a facility assessment was completed and based upon the evaluation, the City Council determined upgrading and renovating the facility was not an option. Based upon City Council's request in 2020, a comparative evaluation was completed on three (3) sites. The chosen site was the city-owned property at 301 S. Maitland Ave., along with the adjacent parking lots to the East and West, Maitland Senior Center and Quinn Strong Park as the location for the new library. In 2022, the City selected HBM Architects for the planning and design of the project. City Council approved the design contract with HBM Architects on June 10, 2024. HBM has completed the Schematic Design Phase and on January 8, 2025, City Council approved Schematic Design and directed staff to move to the Design Development Phase of the Library/Quinn Strong Park project. On June 23, 2024, the City issued RFQ 710-2024-01 for Construction Management at Risk (CMAR) Services for the library and park project. On September 23, 2024, City Council approved the ranking of the firms rated by the Selection Committee and authorized the City Manager to negotiate a contract with the top-ranked firm, Turner Construction Company. Staff has negotiated an agreement (titled "Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price") for the construction of the project, reviewed by the both the City Attorney's Office and the city's Insurance attorney. This contract defines the terms and conditions for the entire project, but only includes the costs associated with the pre-construction services, such as: • Interface with the Architect as required during the design phases of projects to establish a project team that includes the Engineer, design sub-consultants and the City, including attending all design team meetings and review preliminary design drawings and specifications; • Review and input of project cost and schedule; • Review of proposed construction materials and systems; • Project cost estimating and value engineering; • Development of best value alternatives, subcontractor and supplier's interest.		

- Coordinating of competitive bidding and contracting for trade subcontractors;
- Reconciliation of the CM's cost estimate with Architect's cost estimator.
- Recommendation on construction feasibility, labor and materials, market conditions, construction phasing, construction performance duration and temporary facilities.
- Consultation of site use, selection of materials, identification, and procurement analysis of long lead items.
- Constructability reviews and recommendations.
- Submission of a Guaranteed Maximum Price (GMP) and contract time.

The cost for these services is a lump sum of 1% of the \$16,000,000 construction budget. During the pre-construction service phase, staff will continue to negotiate the GMP contract, which will be presented to City Council for approval at the end of the design process.

Staff recommends City Council authorize the City Manager to execute the agreement with Turner Construction Company and approve the pre-construction services for a lump sum of \$160,000.

Fiscal Impact:

\$160,000 from Space Needs Fund 39151515-566200

Exhibits:

1. 2025.02.18 - Maitland Library A133 - Final
2. 2024.02.17 - Maitland Library A201 - Final
3. 2025.02.13 - Additional term sheet for AIA contract

Commission/Board: City Council

Contact Person: Mark Reggentin 407-539-6220

Reviewed by City Attorney
Drew Smith and Drew Dayes

MEETING DATE		AGENDA
February 24, 2025		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 5.
Subject: Resolution No. 2-2025: Amending the FY25 Space Needs Fund budget and Authorizing the Transfer of \$160,000 from the General Fund.		
Requested Action or Motion: Move to approve Resolution No. 2-2025 amending the FY25 Space Needs Fund budget, authorizing the transfer of \$160,000 from the General Fund, as presented.		
Summary Explanation & Background: During the adoption of the FY 2025 budget, the timing and costs to construct the Library and park improvements were unknown and therefore was not included in the Original FY 2025 budget adoption. The plan was to come back to Council to appropriate funds from the Council Capital Fund Balance designation as needed. Pursuant to governmental accounting standards, "Capital Projects" funds are governmental funds that are used for tracking the financial resources used to acquire or construct major capital assets. The capital project fund accounts for and reports financial resources that are legally restricted and contractually required for the acquisition of capital assets. The primary purpose of this fund is to ensure that expenditures on capital projects are receiving legally required capital resources. In addition to the current funding needs for design services, future debt proceeds for the new Maitland Library construction and Quinn Strong Park improvements will be placed in the Space Needs Fund throughout the duration of the project. Staff recommends approval of Resolution No. 2–2025 amending the FY25 Space Needs Fund budget and authorizing the transfer of \$160,000 from the General Fund Council Capital Designated Fund Balance.		
Fiscal Impact: \$160,000; 39151515-566200 \$160,000; General Fund Council Capital designated fund balance		
Exhibits: 1. Resolution 2-2025 Amending FY25 Space Needs Budget and Authorizing Transfer from General Fund		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 24, 2025		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 6.
Subject: Lake Ave Boardwalk Change Order: A ² Group, Inc.		
Requested Action or Motion: Move to approve the change order to the contract with A ² Group, Inc to replace the stringers for the Lake Avenue Boardwalk in the amount of \$173,054 and project budget allocation \$15,000.		
Summary Explanation & Background: At the February 10, 2025 City Council meeting, the City Manager informed the Council of the change order request from A² Group, Inc, to the contract for the Lake Avenue Boardwalk Rehabilitation Project. The change order is for the replacement of existing stringers and the addition of intermittent posts in the amount of \$173,054. It was not anticipated that the stringers would need to be replaced; but once the decking was removed, the Engineer of Record, DRMP, determined that the stringers needed to be replaced so that the warranty for the deck material would not be voided and to limit having to reconstruct the boardwalk again sooner than necessary. City Council directed staff to move forward with the change order and place the request on the next meeting agenda for approval after the fact. In addition, when staff contracted with DRMP engineers to provide CEI services, the fee was all assigned to the community park project. But in an effort to best track the total project costs with the correct project, request approval to transfer \$15,000 from BS201 (Community Park Boardwalk) to BS302 (Lake Avenue). Staff proposes transferring savings from the Council approved Dommerich Hills Ph2-4 sidewalk cancelation 01412541-566300-BS705 to fund the change order.		
Fiscal Impact: Funds available \$173,054, in the sidewalk capital budget line 01412541-566300-BS705 (savings) to 041412541-536300-BS302 and \$15,000 from BS201 to BS302.		
Exhibits: 1. CO.001		
Commission/Board: City Council		
Contact Person: Christopher Kennedy (407) 539-6217		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
February 24, 2025		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 7.
Subject: Piggyback Agreement for Building Code Administration Services: UES Professional Solutions, LLC.		
Requested Action or Motion: Move to authorize the City Manager to execute a piggyback contract with UES Professional Solutions, LLC for Building Code administrative, plan review and inspection services through February 2028, with the option for one (1) additional two-year period, as presented.		
Summary Explanation & Background: Since February 2017, the City of Maitland has contracted with Universal Engineering Services (now UES Professional Solutions, LLC) for building code services such as plans review and inspection services through the use of piggyback contracts with Lake County (2017-2021) and the City of Winter Springs (2021-2025). In January, UES informed city staff that the City of Winter Springs contract, which we were piggybacking off, was set to expire in March and that Winter Springs was going out to another open bid process for building code services. However, UES has other ongoing continuing service contracts with other municipalities for us to piggyback on. Since Maitland has used UES, specifically for inspection services, over the past several years and our contractors and residents have built a good professional relationship with their inspection staff, the Community Development Department is requesting Council approve and authorize the City Manager to execute a contract with UES Professional Services, LLC for Building Code administrative, plan review and inspection services, as needed. These services were recently solicited by The School Board for Brevard County ('BPS'), Florida, pursuant to Request for Qualifications #24-911-P-HD. Both parties (BPS and UES Professional Solutions, LLC) negotiated agreement #24-911-Q-HD on October 22, 2024. This agreement includes all inspection and review services. The agreement is valid through October 22, 2027, with the option of one (1) two-year extension. UES Professional Solutions, LLC., have agreed to allow the City of Maitland to piggyback the BPS agreement, (#24-911-Q-HD) for Building Code Administration for an initial term of 3-years, expiring February 2028, including the option for one (1) two-year extension. Fees for administrative, plan review and inspection services will be billed on an hourly basis. Additionally, it is anticipated the total annual fees will exceed \$50,000, requiring Council approval of the expenditures associated with this agreement.		
Fiscal Impact: Funds are available in Bldg Dept 01240524-533400. Contracted services are billed on an hourly rate per attached agreement supported by building permit / plan review fees.		
Exhibits:		
Commission/Board: City Council		

Contact Person: Dan Matthys 407-539-6211
Reviewed by City Attorney Drew Smith

MEETING DATE		AGENDA
February 24, 2025		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 8.
Subject: Florida State Revolving Fund: Loan Agreement WW480280 Amendment 2.		
Requested Action or Motion: Move to authorize the Mayor to execute amendment two (2) to the State Revolving Fund Loan for the Construction of Dommerich Hills Ph 2-4 Project, as approved February 13, 2023.		
Summary Explanation & Background: On February 13, 2023, Council approved the \$9.2 Million construction loan for the Dommerich Hills Ph 2-4 Sewer project (original, approved agreement attached). This agreement is adding a prohibition condition and extending the project completion and loan repayment timeline. The State requires the City to approve an amendment to the executed loan agreement which will provide: 8.16. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. The Local Government and any contractors/subcontractors are prohibited from obligating or expending any Loan or Principal Forgiveness funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. See Section 889 of Public Law 115-232 (National Defense Authorization Act 2019). Also, see 2 CFR 200.216 and 200.471. 2. Unless repayment is further deferred by amendment of the Agreement, Semiannual Loan Payments as set forth in Section 10.05 shall be received by the Department beginning on February 15, 2026, and semiannually thereafter on August 15 and February 15 of each year until all amounts due under the Agreement have been fully paid. 3. The items scheduled under Section 10.07 of the Agreement are rescheduled as follows: (2) Completion of Project construction is scheduled for August 15, 2025. (3) Establish the Loan Debt Service Account and begin Monthly Loan Deposits no later than August 15, 2025. (4) The first Semiannual Loan Payment in the amount of \$273,831 shall be due February 15, 2026. Staff recommends authorizing the Mayor to execute the signed extension amendment.		
Fiscal Impact: N/A		
Exhibits:		

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| 1. WW480280 -Original signed |
| 2. City of Maitland - WW480280 - Amendment 2 - Extension |
| Commission/Board: City Council |
| Contact Person: Jerry Gray 407-539-6201 |
| Reviewed by City Attorney
N/A |

MEETING DATE		AGENDA
February 24, 2025		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 9.
Subject: Fiscal Year 2024 Annual Comprehensive Financial Report (ACFR) and Auditor Communications.		
Requested Action or Motion: Move to receive the FY 2024 Annual Comprehensive Financial Report (ACFR) and Auditor's Communication Letter.		
Summary Explanation & Background: The City Council engaged the independent certified public accounting firm of Carr, Riggs & Ingram (CRI), to perform the annual audit of the City of Maitland and its component unit (the CRA). CRI issued an unmodified opinion, which can be found on pages 17 - 20 of the Annual Comprehensive Financial Report (ACFR). The results of the audit performed are formally published in the ACFR (formerly referred to as the Comprehensive Annual Financial Report). The ACFR has been submitted to the Government Finance Officers' Association (GFOA) for an annual national achievement award. In order to qualify for this award, the City must publish an easily readable and effectively organized ACFR; the contents of the ACFR must conform to the rigorous standards established by the award program; and the report must satisfy both Generally Accepted Accounting Principles (GAAP) and applicable legal requirements. The City has received this national achievement award for 36 consecutive years, and staff believes that the report submitted to the City Council will continue to conform to the standards established by this award program. The ACFR is divided into four sections: introductory, financial, statistical, and compliance. The introductory section contains the table of contents, principal city officials, organizational chart and transmittal memorandum. The report from the independent auditors starts with the Financial Section. Immediately following is Management's Discussion and Analysis (MD&A), which serves as an executive summary. GAAP requires that management provide this narrative introduction, overview and analysis to accompany the basic financial statements. The government-wide statements present the overall financial picture of the City in accordance to the Governmental Accounting Standards Board (GASB) pronouncements. This is designed to provide readers with a broad overview of the City's finances similar to a private-sector business. These statements show the September 30, 2024 fiscal year balances and overall results of operations for the period then ended, for all City funds and the CRA. The statements are as follows: The Statement of Net Position presents information on all City assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. The Statement of Activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal		

periods (e.g., earned but unused vacation and sick leave). Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities). The governmental activities of the City include general government, public safety, physical environment, transportation, culture and recreation, and interest in long-term debt. The business-type activities of the City include operations of the water, wastewater and solid waste utilities. Both the City's governmental and business-type activities reported positive changes; \$9.7 million increased net position in governmental activities and \$1.8 million in the business-type activities.

Following the government-wide statements in the ACFR, the Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances are presented for all major and non-major governmental funds. A major fund is one of material significance and is determined through prescribed calculations. The General Fund is always considered a major fund by definition. The CRA met the requirements to be presented as a major fund. Non-major funds are combined for presentation in aggregate. Reconciliations between these governmental statements and the government-wide statements are also presented. Budget to Actual comparison schedules for the General Fund, CRA and Environmental Stormwater Fund are also included as supplementary information. Proprietary fund statements follow the governmental funds. Included here are the Statement of Net Position, the Statement of Revenues, Expenses and Changes in Fund Net Position, and the Statement of Cash Flows. Following these statements are the Statement of Fiduciary Net Assets and Statement of Changes in Fiduciary Net Assets for the Police Officers' and Firefighters' Pension Fund.

All of these statements are followed by the Notes to the Basic Financial Statements. The final part of the Financial Section provides statements for each individual non-major governmental fund. The governmental funds are presented in their various categories: special revenue funds, debt service fund, and capital project fund. The Statistical Section of the ACFR is not audited. All tables and schedules present numerous facts about the City for the last 10 years. The statistical facts include population figures, principal taxpayers, and assessed valuations of taxable property.

The final section of the ACFR contains compliance related audit reports and the management letter. For the current year, the City received one comment related to internal controls and has provided a response to address the findings made by the external auditors. There is a repeated comment from prior years, and the City has provided responses to the auditor's recommendations.

In addition to the ACFR, the Independent Auditors have provided standard required communications with governance, which covers 10 key areas of communication, all with no issues, 1) Auditors Responsibility, 2) Planned Scope and Timing of Audit, 3) Compliance with Ethics Requirements Regarding Independence, 4) Qualitative Aspects of the Entity's Significant Accounting Practices, 5) Significant Difficulties Encountered During the Audit, 6) Uncorrected and Corrected Misstatements, 7) Disagreements with Management, 8) Representations Requested from Management, 9) Management Consultations with Other Accountants, 10) Other Significant Matters, Findings, or Issues.

Attached to this agenda report is an electronic copy of the ACFR and the Governance Required Communications Letter. Once the ACFR has been received by the State of Florida Auditor General, the City will provide a link on its website to the electronic version of the ACFR. A copy of the ACFR is also kept in the lobby of City Hall.

Fiscal Impact:

N/A

Exhibits:

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| 1. Maitland_RC_Draft
2. ACFR 02-23-25pg no |
| Commission/Board: City Council |
| Contact Person: Jerry Gray 407-539-6201 |
| Reviewed by City Attorney
N/A |

MEETING DATE		AGENDA
February 24, 2025		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Seat 4 Vacancy.		
Requested Action or Motion:		
Summary Explanation & Background: Councilmember Hall Harrison tendered her resignation from City Council effective March 25, 2025. Her second (2nd) term is scheduled to expire after the March 2026 election. Pursuant to the City Charter Sec. 2.06, the Charter states: "Vacancies; forfeiture of office; filling of vacancies. Upon a vacant council seat an appointment of a successor shall be done by a majority vote of the remaining members of city council to serve until the next general election at which time there shall be elected a city councilmember for the balance of the unexpired term." Councilmember Hall Harrison's second (2nd) term will to expire after the March 2026 election. Therefore, if the council chooses to appoint a successor, that individual will serve the remainder of Councilmember Hall Harrison second (2nd) term (April 27, 2026). Councilmember Hall Harrison's last day in office will be March 25th, 2025. Based upon this date, the council will have until April 25th to appoint a successor to fill the vacated seat. This allows approximately 2 months for the remaining members of the city council to appoint a new member if the intent is to avoid a special election. Again, according to Section 2.06 of the Charter: If the city council fails to appoint a successor to serve to the date of the next general election within thirty (30) days following the occurrence of the vacancy, the election authority shall call a special election to fill the vacancy, to be held not sooner than ninety (90) days nor later than one hundred twenty (120) days following the occurrence of the vacancy... Based upon the current circumstance, staff requests direction regarding the process to be used to appoint a new member of the city council to serve the remainder of Councilmember Hall Harrison's term. The alternative is to leave the position unfilled and direct staff to coordinate a special election. If this option is chosen, an early determination would be beneficial. This will allow coordination to occur with the Supervisor of Elections office to determine if and when they could provide support for a special election. The approximate cost of a special election would be \$25 - 30,000.00. Attached please find Section 2.06 of the Charter for your reference.		
Fiscal Impact: TBD		
Exhibits: 1. Charter - section 2.06 - Vacancies		

Commission/Board: City Council
Contact Person: Lori Hollingsworth 407-539-6219
Reviewed by City Attorney Cliff Shepard

MEETING DATE		AGENDA
February 24, 2025		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: City Council Scheduled Meeting: March 10, 2025.		
Requested Action or Motion: Council decision - move to cancel, move or reschedule the regular scheduled City Council meeting of Monday March 10, 2025.		
Summary Explanation & Background: The General Municipal Election is scheduled on a uniform date, the second Tuesday of March. For 2025, the election day is Tuesday, March 11. There are two polling places in the City for Maitland voters (City Hall Council Chambers and Anchor Church). The Orange County Supervisor of Elections has requested to deliver equipment and supplies on Friday, March 7, 2025. As in previous years, election clerks have requested access to set up polling locations the day prior to election day, Monday, March 10, 2025. If delivery and setup is allowed, the room must be secured, locked and unused until after the election has concluded. The first Council meeting of March is scheduled for Monday, March 10. The City Charter and city code require the Council to meet regularly at least once a month. Based upon this situation, staff is requesting the City Council to either cancel, move or reschedule the March 10, 2025, Council meeting to accommodate the 2025 election.		
Fiscal Impact: None at this time.		
Exhibits:		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		