



**City Council
May 12, 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. Presentations
 - 1. Proclamation: Public Works Week.
 - 2. Proclamation: Emergency Medical Services Week.
- V. Old Business
- VI. Consent Agenda
 - 1. City Council Meeting Minutes of April 28, 2025.
 - 2. 2025 Financial Summary 2nd Quarter.
 - 3. Trail and Sidewalk Sweeper Purchase: Jet-Vac Equipment Company, LLC.
- VII. Public Period
- VIII. Decisions
 - 1. Resolution No. 5-2025: Establishing an Auditor Selection Committee.
- IX. City Manager's Report/City Attorney/Council Reports
- X. 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
May 12, 2025		Section: Presentations
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Proclamation: Public Works Week.		
Requested Action or Motion: Present proclamation to Kimberley Tracy, Director of Public Works.		
Summary Explanation & Background: National Public Works Week became an education campaign in 1960. Rear Admiral Cushing Phillips, a United States Navy retiree, chaired the campaign. National Public Works Week received federal recognition in 1962 through a proclamation by President John F. Kennedy. Every public works employee plays a vital role in keeping the cities' critical infrastructure operational. The 2025 National Public Works Week theme is “People, Purpose, Presence,” and highlights three cornerstone ideals that motivate public works professionals to serve in their communities every day. Meeting the needs of people is what gives public works its sense of purpose. Public works professionals are ever present, working in the background to advance the quality of life for all. Public Works Week will begin on Sunday, May 18 and end on Saturday, May 24, 2025.		
Fiscal Impact: N/A		
Exhibits: 1. 2025 Proclamation PW Week 2025		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
May 12, 2025		Section: Presentations
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 2.
Subject: Proclamation: Emergency Medical Services Week.		
Requested Action or Motion: Present proclamation to Fire Chief Morton.		
Summary Explanation & Background: In 1974, President Gerald Ford authorized National Emergency Medical Services (EMS) Week to celebrate EMS practitioners and their critical service to our nation's communities. This marks the 51st year of this special week to celebrate the EMS profession and its dedicated providers. The theme for this year is "We Care for Everyone." Emergency Medical Services Week will begin on Sunday, May 18, and run through Saturday, May 24, 2025.		
Fiscal Impact: NA		
Exhibits: 1. Proclamation EMS Week 2025		
Commission/Board: City Council		
Contact Person: Chris Morton 407-539-0774		
Reviewed by City Attorney NA		

MEETING DATE		AGENDA
May 12, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of April 28, 2025.		
Requested Action or Motion: Move to approve the City Council meeting minutes of April 28, 2025, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes April 28 2025		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
May 12, 2025		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
Subject: 2025 Financial Summary 2nd Quarter.		
Requested Action or Motion: Move to receive the 2nd Quarter 2025 Financial Summary and Investment Schedule as presented.		
Summary Explanation & Background: See attached 2nd Quarter 2025 Financial Summary and Investment Schedule.		
Fiscal Impact: NA		
Exhibits: 1. Q2 2025 Financial Summary		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney NA		

MEETING DATE		AGENDA
May 12, 2025		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 3.
Subject: Trail and Sidewalk Sweeper Purchase: Jet-Vac Equipment Company, LLC.		
Requested Action or Motion: Move to approve the purchase of a Multihog CV 350 sweeper and plough attachment from Jet-Vac Equipment Company, LLC in the amount of \$177,783.67 using Sourcewell Contract #111522-MUL		
Summary Explanation & Background: As a part of the FY25 budget, the Public Works Department recommended the addition of a trail/sidewalk vacuum sweeper with water tank. There has been approximately 8,200 LF of trail added to the City's trail system in the past five years, along with sidewalks in Independence Square. The City is currently adding 3,700 LF of trail on the west side and is planning to construct 1,100 LF of sidewalk with the Independence Lane extension. These trails should be kept free of debris and slick substances for both safety and aesthetic purposes. The benefit of using a sweeper to maintain the trails (and sidewalks where feasible) is that the debris and leaves will be collected, tracked, and disposed of similar to our street sweeping collections. This keeps pollutants from entering the stormwater system and lakes. We have successfully been using the street sweeping program to help meet the city's water quality requirements for total nitrogen (TN) and total phosphorus (TP) reductions. Staff has evaluated available small sweepers and is recommending the purchase of a Multihog CV 350 sweeper and plough attachment from Jet-Vac Equipment Company, LLC in the amount of \$177,783.67 using Sourcewell Contract #111522-MUL. Funds are available in the Stormwater Capital Fund.		
Fiscal Impact: Funds are available in the Stormwater Capital Fund line item 32371537-566405		
Exhibits: 1. Recommendation for Trail Sweeper		
Commission/Board: City Council		
Contact Person: Kimberley Tracy 407-539-6216		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
May 12, 2025		Section: Decisions
Department/Office : Finance Department	AGENDA REPORT	Item #: 1.
Subject: Resolution No. 5-2025: Establishing an Auditor Selection Committee.		
Requested Action or Motion: Move to approve Resolution No. 5-2025 establishing the auditor selection committee, as presented.		
Summary Explanation & Background: The City of Maitland Charter and Florida Statutes mandate that the city have an independent audit performed each year. Section 218.391, Florida Statutes, establishes required auditor selection procedures. The auditor selection committee must consist of at least three members; one of whom must be a city council member who will also serve as the chair of the committee. City staff are permitted to serve in an advisory capacity and not as members of the auditor selection committee. The primary purpose of the committee is to assist the City Council with selecting an auditor to conduct the annual financial audits of the city. The auditor selection committee has several responsibilities. They are first required to establish the factors that will be used to evaluate the audit to be provided by a certified public accounting firm, including, but not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable. In addition, they must publicly announce requests for proposals, provide interested firms with a copy of the request for proposals, evaluate proposals submitted by qualified firms, and rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the established evaluation factors. If fewer than three firms respond to the request for proposals, the audit selection committee will recommend the firms they deem to be the most highly qualified. Based upon City Council direction at the April 21st meeting, staff recommends that the Council appoint a member of City Council to serve as the chair of the audit selection committee and appoint two additional committee members. The finance department will work in an advisory role to the committee by drafting, publishing, and scheduling the request for proposals, organizing committee meetings, and ensuring the committee's directions are followed. An application was made available on the City of Maitland website for any interested resident desiring to serve on the committee. Applications were received from the following residents and are listed in order received: Doris Houck Teresa Garrett		

Fiscal Impact:

TBD

Exhibits:

1. Resolution No. 5-2025 Establishing Auditor Selection Committee
2. D Houck Auditor Selection Committee 52025
3. T Garrett Auditor Selection Committee 52025

Commission/Board: City Council**Contact Person:** Jerry Gray 407-539-6201Reviewed by City Attorney
N/A