City Council
June 9, 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 May 12, 2025.
2. Resolution No. 6-2025: Adopting Rules and Regulations for the City of Maitland Cemetery.
3. Resolution No. 7-2025: Adopting an Amended FY25 Law Enforcement Trust Fund Budget and Approving the Purchase of Computers and a Vehicle.
4. Piggyback Agreement for Fire Supplies, Equipment and Services: MES Service Company, LLC.
5. Piggyback Agreement for Financial Advising Services: PFM Financial Advisors LLC.
6. The Florida Firefighter Cancer Decontamination Equipment Grant Program.
7. Market Alignment: Maitland Police Department.

VI. Public Period

VII. Decisions

1. Alternate Member Appointment: MetroPlan Orlando Municipal Advisory Committee (MAC).

VIII. Discussion

1. Initial City Council Review Planned Development (PD) Amendment: Maitland Concourse North Lot 6.

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
June 9, 2025	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.

Subject:
City Council Meeting Minutes of May 12, 2025.

Requested Action or Motion:
Move to approve the City Council meeting minutes of May 12, 2025, as presented.

Summary Explanation & Background:

Fiscal Impact:
N/A

Exhibits:
1. Draft CC Minutes 5122025

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
June 9, 2025	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.

Subject:
Resolution No. 6-2025: Adopting Rules and Regulations for the City of Maitland Cemetery.

Requested Action or Motion:
Move to adopt Resolution No. 6-2025 adopting rules and regulations for the City of Maitland Cemetery as presented.

Summary Explanation & Background:
The City of Maitland Cemetery is over 130 years old and staff is dedicated to assessing its needs, including future improvements and restoration on an ongoing basis. In late 2023, the cemetery grounds were surveyed, the perimeter chain link fence was repaired, and the front decorative fence and gates were replaced. The survey was used to update the existing ownership and internment records that had previously consisted of handwritten notes in a card file cross-referenced with the physical deeds on file.

The next step towards overall management of the cemetery includes an update of the rules and regulations, which have not been updated for many years. The majority of the rules are outdated and antiquated, leaving the overall management to the process and procedures carried forward informally through the succession of City Clerks. The proposed updated rules and regulations are intended to enshrine these rules in one document and provide clarity for those who use the cemetery and the city departments who assist in the operation and maintenance of the facility.

Fiscal Impact:
Current scheduled landscape maintenance will be funded from the operations funding in the Beautification and Arbor Services account 01270572 and Grounds Maintenance account 01422572.

Exhibits:
1. Resolution No 6-2025 Establishing and adopting Cemetery Rules and Regulations
2. Exhibit A Resolution 6-2025 Draft Cemetery Rules and Regulations final 06042025 (1)

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
June 9, 2025	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Police Department	AGENDA REPORT	Item #: 3.

Subject:
Resolution No. 7-2025: Adopting an Amended FY25 Law Enforcement Trust Fund Budget and Approving the Purchase of Computers and a Vehicle.

Requested Action or Motion:
Move to approve Resolution 7-2025 a budget appropriation of up tp $86,000 from the Law Enforcement Trust Fund for FY 2025 budget and approve the purchase of nine laptop computers and a vehicle with accessories.

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 $21,517.20 (Federal Treasury) for nine Dell rugged laptop computers, and $63,925 (Federal Treasury) for a police administrative vehicle. These funds will be used to provide additional laptop computers to support upcoming required Microsoft Windows software updates and to purchase a vehicle with accessories to support police administration activities.

The police department proposes purchasing a 2025 Ford Lightning (EV) vehicle from Step One Automotive Group for $63,925 utilizing the Florida Department of Management Services Contract No. 25101600-21-STC for medium and heavy trucks.

Due to continued supply chain issues with certain vehicle replacement parts, vehicles are experiencing longer than usual downtime and the department is depleting all of its reserve vehicles. This vehicle purchase supports enhanced public safety within the city by adding to the current police fleet and creating an additional reserve vehicle. This fully electric administrative vehicle will be utilized by the Police Chief and supports the city's sustainability initiative. The police department currently has sufficient police-rated vehicles; by shifting current vehicles within the department, they are able to meet their critical needs.

In addition to the vehicle, nine Dell Latitude 7330 rugged laptop computers will be purchased for $21,517.20 from vTechio (Computers at Work! Inc.) utilizing State of Florida Dell NASPO contract No. 43210000-23-NASPO-AC.

These are non-budgeted items in compliance with federal and state regulations and will be purchased following City of Maitland purchasing guidelines. Any unspent funds will lapse and stay within the Forfeiture Fund.

Fiscal Impact:
$86,000 Law Enforcement Trust Fund

68850521-535224 PD200 $22,000 68850521-566430 PD200 $64,000
Exhibits: 1. Resolution No. 7-2025 Budget Amendment LETF 06042025 2. Dell 3. LIGHTING FLASH_0001
Commission/Board: City Council
Contact Person: David Manuel 407-539-6243
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
June 9, 2025	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 4.

Subject:
Piggyback Agreement for Fire Supplies, Equipment and Services: MES Service Company, LLC.

Requested Action or Motion:
Authorize the City Manager to execute an agreement with MES Service Company, LLC, utilizing a piggyback contract from Lake County, FL (Contract Number 22-730G) for fire department equipment in an amount up to $90,713.

Summary Explanation & Background:
The Fire Department requests approval to piggyback off Contract No. 22-730G between Lake County, Florida and MES Service Company, LLC (MES) for fire equipment, supplies, and services. The Lake County contract was competitively procured and is valid through July 2027. The proposed piggyback contract term between the City of Maitland and MES extends through July 31, 2027.

MES provides personal protective equipment (self-contained breathing apparatus or SCBA) for the department. The department will be purchasing new SCBA cylinders to replace older cylinders meeting their end-of-life cycle and other personal protective equipment in an amount of up to $90,713. The department has been using MES for several years under its previous name of Municipal Emergency Services, Inc., and is very satisfied with the company's level of service. Staff request that the City Council authorize the expenditure as the total annual purchase may exceed the $50,000 City Manager threshold.

Fiscal Impact:
Current 2025 budgeted funds of $90,713 are available 01221522-535224

Exhibits:
1. Lake County Contract 22-730G (Mod 5)
2. Contract 22-730G Signed

Commission/Board: City Council

Contact Person: Chris Morton 407-539-0774

Reviewed by City Attorney
NA

MEETING DATE		AGENDA
June 9, 2025	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 5.

Subject:
Piggyback Agreement for Financial Advising Services: PFM Financial Advisors LLC.

Requested Action or Motion:
Approve the Piggyback Agreement for Financial Advising Services with PFM Financial Advisors LLC.

Summary Explanation & Background:
The city's current contract for financial advisory services with Dunlap & Associates was awarded in September 2003 as an open-ended contract that either party could cancel with 30 days advance notice. Dunlap notified the city in March 2025 that they were closing their practice, requiring the city to procure the services of a Finance Advisor primarily to assist with the issuance of debt.

PFM Financial Advisors LLC has successfully provided financial advisory services to SSNOCWTA, Winter Park, and many other local governments in Florida. PFM offers a diverse scope of services, including but not limited to, financial planning, financial analysis, financial marketing, and debt issuance support. After reviewing several of PFM's recent contracts, city staff believe that piggybacking the City of Cape Coral's Contract #RFN2412JM for Financial Advisory Services, awarded December 6, 2023, would best meet the city's needs. The contract is for an initial term ending on September 30, 2026, and may be renewed for two additional one-year periods.

PFM has committed to fair compensation reflective of the time involved and complexity of the services provided. Services related to debt issuance fees for transactional services as contemplated in the scope of services will be included in the proceeds of any bond issue and calculated per $1,000 of bond proceeds. The fee for transactions up to $40 million is $0.90, the fee for the next $60 million is $0.70, and the fee for over $100 million is $0.50. All transactions are subject to a minimum fee of $19,500. Multi-series transaction fees are calculated separately, but may not apply to transactions at the minimum fee depending on the time involved and complexity of the transaction.

Should the city need additional non-transactional services, the city could opt for an annual retainer in lieu of hourly fees. This is not a required part of our fee schedule, but an alternative for the city to consider should the need arise. If the City prefers hourly fees for services not involving the issuance of debt, PFM charges $250 per hour for a Managing Director/Director, $225 per hour for a Senior Managing Consultant, and $200 per hour for a Senior Analyst/Analyst. Any hourly fee services would only be upon direction from the city.

Certain projects that are more in-depth may be subject to a separately negotiated fee. For such special projects, a fixed fee is typically agreed to in advance and documented in a written agreement. Any single contract in excess of the City Manager's purchasing authority would come to the City Council for approval. The upcoming library project would fall under the minimum fee of $19,500.

Fiscal Impact:
General Obligation (GO) debt; $19,500 debt issuance costs.

Exhibits:
1. Piggyback Agreement
2. PFM Contract
3. Conflict of Interest Disclosure
4. Evidence of Coverage

Commission/Board: City Council

Contact Person: Jerry Gray 407-539-6201

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
June 9, 2025	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 6.

Subject:
The Florida Firefighter Cancer Decontamination Equipment Grant Program.

Requested Action or Motion:
Move to authorize the City Manager to execute grant agreements and other grant-related administrative items with the Florida Department of Financial Services, Florida Firefighter Cancer Decontamination Equipment Grant Program and approve necessary budget transfers from Fund Balance Grant Contingency.

Summary Explanation & Background:
The city has applied for and received a grant from the Florida Department of Financial Services, Florida Firefighter Cancer Decontamination Equipment Grant Program CSFA #43.013 (FFCDEGP) in the amount of $26,600 with a 25% city match of $6,650 for a washer utilized to decontaminate firefighter personal protective equipment used during hazardous calls for service.

The FFCDEGP was established by Florida Statute 633.137 and F.A.C 69A-37.503 to help protect the health and safety of firefighters and provide financial assistance to help fire departments procure equipment, supplies, and educational training designed to mitigate exposure to hazardous, cancer-causing chemicals.

The balance of costs for the project will be funded through general fund grant matching fund balance contingency account. Staff recommends the City Council authorize the City Manager to execute grant agreements and other grant-related administrative items with the Florida Department of Financial Services, Florida Firefighter Cancer Decontamination Equipment Grant Program.

Fiscal Impact:
State grant award of $19,950 with a 25% matching amount from Fund Balance Grant Matching Contingency 01000000-284708 of $6,650 for a total of $26,600.00
01334000-334250 = $19,950
01000000-284708 = $ 6,650
01221522-566405-FD001 = $26,600

Exhibits:
1. Grant Award notification
2. SCBA Washer
3. FF Cancer Decon Grant

Commission/Board: City Council

Contact Person: Chris Morton 407-539-0774

Reviewed by City Attorney
NA

MEETING DATE		AGENDA
June 9, 2025	MAITLAND FLORIDA	Section: Consent Agenda
Department/Office : Human Resources	AGENDA REPORT	Item #: 7.

Subject:
Market Alignment: Maitland Police Department.

Requested Action or Motion:
Approve transfer of $350,000 from Operating Contingency Fund Balance Designation to Police 2025 operating salary budget

Summary Explanation & Background:
The retention and recruitment of law enforcement officers is a significant multifaceted challenge, impacting communities and public safety agencies across the United States. The profession has been marked by a shrinking candidate pool, fierce competition from other police entities, other chosen career paths, and higher position vacancy rates due to retirements and resignations.

Locally, these critical law enforcement issues have led to high turnover rates and competition for the same and limited resources of quality candidates. Most of the Central Florida local governments have raised the entry-level wages for police officers to address retention and recruiting needs. These changes have resulted in a significant difference in entry-level pay between the Maitland Police Department and other agencies.

Considering these challenges, in close collaboration with the Police Chief, our strategy prioritizes the retention of our valuable community-oriented law enforcement professionals dedicated to serving the city. It also addresses the need to remain competitive with entry-level wages to recruit quality candidates. To address retention and recruitment, we recommend that the entry-level wages for police patrol officers be increased from $54,452 to a new minimum of $61,000, which is a 12% increase. Salaries for current officers who are below $61,000 would be raised to the new minimum. To address compression within existing position levels, it is recommended that classifications from Captain to Officer receive an adjustment of 7% to their current wages. These increases will not exceed the maximum level of the respective salary ranges. Additionally, it is recommended that the police pay plan be adjusted by 1% to keep the Sergeant and Lieutenant pay ranges in line with market wages for these classifications.

In addition to compensation, filling the Captain position has been difficult. Lieutenants who are eligible candidates for the Captain position resist taking the advancement because they move from a non-exempt position, eligible for overtime, to an exempt position, not eligible for overtime. This challenge is compounded by the Captain not being eligible for holiday pay of 10 hours straight time, whether on shift or not, which does not count towards overtime for eight holidays. Therefore, this recommendation also includes extending the holiday eligibility to the classification of Captain.

Efforts to improve recruitment and retention are essential for maintaining public safety and ensuring that our police department can continue to serve our community effectively.

The Finance Department has estimated that the cost of these recommendations, including wages and pension, for the five months remaining in the fiscal year is an additional $350,000. In anticipation of a need to make additional public safety salary increases, City Council approved setting aside surplus funds at the end of FY 2024 for this purpose.
Fiscal Impact: Transfer $350,000 from Fund Balance Operating Contingency 01000000-284707 to 01211521 - 511200 / 01212521 - 511200.
Exhibits:
Commission/Board: City Council
Contact Person: Liberty Gondar 407-539-6255
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
June 9, 2025	MAITLAND FLORIDA	Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.

Subject:
Alternate Member Appointment: MetroPlan Orlando Municipal Advisory Committee (MAC).

Requested Action or Motion:
Move to appoint an alternate representative to the MetroPlan Orlanda Municipal Advisory Committee (MAC).

Summary Explanation & Background:
On March 28, 2022, City Council appointed Councilmember Guthrie as the MAC representative. On July 25, 2022, former Councilmember Wilde was appointed to serve as the alternate.

According to the MAC Bylaws, this committee was "established to strengthen ties with the region's cities and towns that do not have direct representation on the MetroPlan Orlando Board. The MAC consists of the Mayors or appointees of the municipalities that are not directly represented on the MetroPlan Orlando Board. The MAC will ensure that their views are considered in the decision-making process, generate broad-based support and raise awareness among elected officials of the functions of MetroPlan Orlando Board. The Chairperson of the MAC will serve as a voting member on the MetroPlan Orlando Board." Further, Section 3. Purpose, of the Bylaws states "The municipalities of the area shall be involved in the transportation planning process by establishment of a Municipal Advisory Committee. The purpose shall be to assess reaction to planning proposals and to provide comment to MetroPlan Orlando with respect to the concerns of various municipalities not directly participating on the MetroPlan Orlando."

The MAC meets once a month at 9:30 AM on the Thursday prior to the MetroPlan Orlando regular meeting.

The City Council is requested to appoint an alternate representative, effective immediately.

Fiscal Impact:
TBD

Exhibits:

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
N/A

MEETING DATE		AGENDA
June 9, 2025	MAITLAND FLORIDA	Section: Discussion
Department/Office : Community Development	AGENDA REPORT	Item #: 1.

Subject:
Initial City Council Review Planned Development (PD) Amendment: Maitland Concourse North Lot 6.

Requested Action or Motion:
No action requested

Summary Explanation & Background:
The Maitland Concourse North Planned Development was approved by the City Council in February 2016, and consists of 8 lots with a mixture of uses assigned to them; such as parks and recreation, multi-family residential, office, commercial and retail, and their associated infrastructure. Since that time, several lots have completed development, while others have development underway at various stages.

The prospective applicant, David Weekley Homes/Kimley-Horn & Associates, Inc. proposes to amend the Planned Development (along with the related sections of the Comprehensive Development Plan) to allow the development of up to 85 townhomes on lot 6. Currently, lot 6 is designated for office, commercial, hotel and some retail uses. The PD allows for up to 350 residential units. These units are included in the Trelago apartments and no additional residential units are available with the current mix of uses.

Under the current Planned Development zoning for this property, any change to a use that is not included in the original approval must be reviewed as an amendment to the Comprehensive Development Plan, as well as an amendment to the Planned Development zoning category assigned to the development parcel. To begin the process, a neighborhood meeting was held by the prospective applicant on February 26, 2025. This meeting allows the applicant to engage with neighbors and receive input prior to submitting applications for zoning or comprehensive plan amendments.

Following the neighborhood meeting, but prior to application for the Planned Development amendment, the applicant is required by Maitland's Land Development Code to present a conceptual plan to City Council for review. This conceptual plan includes general information about the proposed intensity and density of the proposed development, and proposed elevations. At the Council meeting, the applicant will present the conceptual plan. The Council has the opportunity to ask questions of the applicant and staff and provide comments on the conceptual plan. No other action regarding the project will be taken by the Council at this meeting.

Fiscal Impact:
NA

Exhibits:
1. Elevations
2. MCN Lot 6 Site Plan
3. PD-3.0 Overall Site Plan

Commission/Board: City Council
Contact Person: Sara Blanchard 407-539-6214
Reviewed by City Attorney N/A