



**City Council
July 28, 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 July 14, 2025.
 - 2. City Council FY26 Budget Workshop Minutes of July 21, 2025.
 - 3. City Council FY26 Budget Workshop Minutes of July 22, 2025.
 - 4. Professional Services Agreement Engineering Services: DRMP, Inc.
 - 5. Lift Station #7 Relocation Project CEI Services Agreement Change Order: Burgess & Niple Inc. and Oelrich Construction, Inc.
- VI. Public Period
- VII. Decisions
 - 1. Second Reading Ordinance No. 1441: Adopting a New General Codification of the Code of Ordinances.
 - 2. Second Reading Ordinance No. 1447: Amending Section 8.03(c) Run-off Election Date and 8.04 Qualifying of the Maitland City Charter.
 - 3. Proposed Millage Rate.
- 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
July 28, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of July 14, 2025.		
Requested Action or Motion: Move to approve the City Council meeting minutes of July 14, 2025, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC Draft Minutes July 14 2025		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 28, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: City Council FY26 Budget Workshop Minutes of July 21, 2025.		
Requested Action or Motion: Move to approve the City Council FY26 Budget workshop minutes of July 21, 2025, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC FY26 Budget Wokshop Minutes July 21 2025		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 28, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 3.
Subject: City Council FY26 Budget Workshop Minutes of July 22, 2025.		
Requested Action or Motion: Move to approve the City Council FY26 Budget workshop minutes of July 22, 2025, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. CC FY26 Budget Workshop Minutes July 22, 2025		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
July 28, 2025		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 4.
Subject: Professional Services Agreement Engineering Services: DRMP, Inc.		
Requested Action or Motion: Move to authorize the City Manager to execute an agreement for professional engineering services with DRMP for Walter P Moore continued CEI services for City Hall structural repairs in the amount of \$23,500.		
Summary Explanation & Background: The city has been contracting directly with Walter P Moore, as approved by City Council on March 25, 2024, to assist with identifying the waterproofing issues in various city buildings due to their expertise. Walter P Moore has provided detailed inspection reports throughout the process and has been integral to the successful implementation of the project. As the repair process has progressed, the need for additional inspections and coordination has arisen. Due to F.S. 287.005 related to the Consultants Competitive Negotiations Act (CCNA), governing the procurement of engineering services, the City has now reached the threshold for direct payments to Walter P Moore and must subcontract their services through one of our approved CCNA contracts. DRMP has been selected as a continuing service consultant through RFQ 410-2024-01 and will be used to comply with CCNA requirements in this matter. Staff recommends moving forward with the scope of services with DRMP for Walter P Moore to continue to provide CEI services for the completion of the structural repairs at City Hall and recommends City Council move to approve the City Manager to execute an agreement for professional engineering services with DRMP for Walter P Moore continued CEI services for City Hall structural repairs in the amount of \$23,500.		
Fiscal Impact: Fund are available in the Facilities Operating Budget 01414519-534630-CF001 via transfer from 01414519-566200-CF001.		
Exhibits: 1. Maitland City Hall WPM Additional Services Request 07-22 (002)		
Commission/Board: City Council		
Contact Person: Christopher Kennedy (407) 539-6217		
Reviewed by City Attorney No		

MEETING DATE		AGENDA
July 28, 2025		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 5.
Subject: Lift Station #7 Relocation Project CEI Services Agreement Change Order: Burgess & Niple Inc. and Oelrich Construction, Inc.		
Requested Action or Motion: Move to authorize the City Manager to execute the agreement amendment with Burgess and Niple, Inc. for the Lift Station No.7 Relocation Project in the amount of \$46,019.82 and execute the change order amendment with Oelrich Construction for a time extension in exchange for the reimbursement of B&N's cost.		
Summary Explanation & Background: The design for the relocation of Lift station No.7 from the intersection of Maitland Avenue and Marion Way to an easement located at 161 Marion Way was completed in 2023 by Burgess & Niple (B&N). On January 8, 2024, City Council approved the amendment to the scope of design services with B&N to add Construction Management at Risk (CMAR) coordination and Construction Engineering Services (CEI). On April 8, 2024, City Council approved the Guaranteed Maximum Price (GMP) contract with one of our continuing CMAR contractors, Oelrich Construction, with a substantial completion date of December 3, 2024. After execution of the contract, Oelrich experienced several challenges that caused delays in being able to initiate the project. For example, they did not provide the city with the appropriate maintenance of traffic (MOT) plans or by-pass pumping plans. Additionally, they had issues with their subcontractor contracts. Staff and B&N have been working to correct these issues with Oelrich and are now confident that the project is ready to proceed. Because of the delays caused by Oelrich, B&N has had to invest additional time and effort, which has exhausted the majority of the original contract amount for CEI Services. Additional CEI services are needed to complete the project. B&N has provided a scope of services in the amount of \$46,019.82, which is intended to manage the project through final closeout. Since the delays to the project were not caused by the city, and the contract is well beyond the substantial completion time, Oelrich has agreed to reimburse the cost of B&N's additional services, up to \$46,019.82, in exchange for the contract time being extended. A change order amendment to the contract has been drafted to reflect this agreement and is supported by staff. Staff recommends authorizing the City Manager to execute the amendment to the agreement with Burgess and Niple, Inc. for the Lift Station No.7 Relocation Project in the amount of \$46,019.82 and execute the change order amendment with Oelrich Construction for a time extension in exchange for the reimbursement of B&N's cost.		
Fiscal Impact: Funds are to be reimbursed.		
Exhibits: 1. 20250721 Maitland LS 7 Additional Services #3_rev02		

2. H- Change Order 07222025 Final - signed

Commission/Board: City Council

Contact Person: Kimberley Tracy, Karen McCullen 407-539-6216,

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
July 28, 2025		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: Second Reading Ordinance No. 1441: Adopting a New General Codification of the Code of Ordinances.		
Requested Action or Motion: Move to adopt Ordinance No. 1441 adopting a new General Codification of the Code on second reading.		
Summary Explanation & Background: Pursuant to Sec. 2.16 of the city charter, a general codification of all city ordinances which have been specified by the council for inclusion in the code shall be done at least every ten years. The codification is adopted by council by ordinance and shall be published promptly, together with the city charter. This compilation is known officially as the Maitland City Code. The current code was adopted November 9, 1981, by Ordinance 590 with an effective date of January 15, 1982. The first republication of the code was on February 22, 1993, by Ordinance 806, followed by Ordinance 995 adopted March 27, 2000, that implemented amendments recommended by staff with the city attorney's code analysis. On April 6, 2022, a statement of work was agreed to with Municode, LLC., a subsidiary of CivicPlus, LLC., for complete recodification, including a legal analysis that: • Identified conflicts, inconsistencies, and obsolete provisions in connection with Florida Statutes. • Identified conflicting or obsolete provisions within the current code. • Identified unconstitutional provisions, if any. The proof of the code was received July 31, 2024, reviewed by staff, and submitted to Municode with feedback. Most recently, on June 26, 2025, full staff approval of the new General Codification of the Code was provided. The new General Codification of the Code includes ordinances adopted from the second republication of March 27, 2000, to Ordinance No. 1436 enacted by City Council on November 11, 2024. Ordinances enacted after November 11, 2024, that are to be incorporated into the code shall be provided in supplements. The Maitland City Code is available online and after this recodification it will be updated monthly as necessary. Staff recommends that City Council adopt on second reading Ordinance No. 1441, adopting a new General Codification of the code of ordinances. The Maitland City Code is available to review via download from the city's FTP site 2025 Recodification Maitland City Code.		
Fiscal Impact: Contract Services 01191519/533400 \$15,600.00 one-time fee; annual fee \$1,445.00.		
Exhibits: 1. Ord 1441 Enacting a new city code - Final 2. Ord 1441 Ad Proof		

Commission/Board: City Council
Contact Person: Lori Hollingsworth 407-539-6219
Reviewed by City Attorney Cliff Shepard & Drew Smith Mary Margaret Niezgoda, CivicPlus Code Attorney

MEETING DATE		AGENDA
July 28, 2025		Section: Decisions
Department/Office : City Clerk	AGENDA REPORT	Item #: 2.
Subject: Second Reading Ordinance No. 1447: Amending Section 8.03(c) Run-off Election Date and 8.04 Qualifying of the Maitland City Charter.		
Requested Action or Motion: Move to approve Ordinance No. 1447 amending the Maitland City Charter sections 8.03(c) run-off election date and 8.04 candidate qualifying on second reading.		
Summary Explanation & Background: At the Orange County Supervisor of Election (OC SOE) meeting in May, conflicts were presented between the run-off city election date and the candidate qualifying period for the March 2026 general city election. The OC SOE has expressed that it is not feasible to hold a run-off city election four (4) weeks after the general city election per charter section 8.03(c) due to procedural timelines, deadlines, and statutory requirements. In addition, pursuant to Florida Statutes 101.62(3)(a), the Supervisor of Election must send vote-by-mail ballots to absent stateside and overseas military personnel and overseas citizens no later than <u>45 days before each election</u>. Under the current charter section 8.04, the qualifying period will conclude on the <u>46th day</u>, resulting in non-compliance with the statute. Chapters 97-106 of the Florida Election Code govern the conduct of municipal elections. They state there shall be no charter or ordinance adopted that conflicts with or exempts a municipality from any provision expressly applying to municipalities within the Florida Election Code. There have been changes to the election statutes which have resulted in the OC SOE amending certain deadlines to ensure compliance with the statutes. Sections 100.3605(2) and 166.021(4), Florida Statutes, provide sufficient authority to permit the City Council to amend Sections 8.03(c) and 8.04 of the City Charter, as follows: Sec. 8.03. - Elections. (c) Run-off city election. When there are two (2) or more candidates for the office of mayor or for a council seat and when no candidate receives a majority of the total number of votes cast in the general city election, a run-off city election shall be held. If the foregoing shall occur, the run-off election shall be held four (4) weeks after the general city election <u>shall be established in accordance with the date provided by the Orange County Supervisor of Elections and set by city council and approved by resolution.</u> Section 8.04. – Qualifications of candidate; form of oath. Any person who is a resident of the city for a minimum of 6 months and has the qualifications of an elector therein may become a candidate for nomination to the office of mayor or to council seat by filing with the city clerk the signed and subscribed candidate oath nonpartisan office form, Sec. 99.021 F.S. and a petition subscribed to by not less than fifty (50) persons who are qualified electors of the city at any time after noon on the 14th day prior to the start of qualifying period but no later than noon the 10th day prior to the start of qualifying period. The city clerk shall promptly submit all timely filed		

candidate petitions to the Orange County Supervisor of Elections for certification as to elector status and residency. Each candidate for whom the Orange County Supervisor of Elections certifies residency, elector status and at least fifty (50) petition signatures shall be eligible to qualify for election. The candidate qualifying period shall be set by the city clerk, ratified and approved by city council by resolution. ~~The first day of qualifying, shall be any time after noon of the 50th day prior to the general city election but not later than noon of the 46th day prior to the day of the general city election.~~ However, in any year which is a multiple of four and during which the general city election is held concurrent with the Florida Presidential Preference Primary candidate qualifying dates shall be established in accordance with the dates provided by the Orange County Supervisor of Elections and set by council approved by resolution. The city clerk shall post in city hall notification of the date of the general city election no later than ninety (90) days prior to the date of such general city election.

Maitland's next General Election shall be held on March 10, 2026, the second (2nd) Tuesday of March, in accordance with the statute. The city clerk shall submit Maitland's final ballot language to the OC SOE no later than the third (3rd) Friday of December 2025. Requiring both the candidate petition filing and qualifying to be completed. Tentative dates are as follows:

Candidate Petition Filing: November 17–21, 2025. *Beginning at Noon on Monday and concluding at Noon on Friday.*

Candidate Qualifying: December 1–4, 2025. *Monday through Thursday, by appointment preferred, but no later than 4 p.m. Thursday.*

Staff, in consultation with the City Attorney, have prepared the charter amendments to ensure statutory compliance and that all deadlines are met. Staff recommends the City Council adopt on second reading Ordinance No. 1447, as presented.

Fiscal Impact:

City Clerk budgeted \$27,500 (01191519/534905) for election expenses.

Exhibits:

1. Ord 1447 Amend Charter Sec 8.03 Runoff date and 8.04 Qualifying
2. Ord 1447 Ad Proof

Commission/Board: City Council

Contact Person: Lori Hollingsworth 407-539-6219

Reviewed by City Attorney
Drew Smith

MEETING DATE		AGENDA
July 28, 2025		Section: Decisions
Department/Office : Administration	AGENDA REPORT	Item #: 3.

Subject:

Proposed Millage Rate.

Requested Action or Motion:

- (1) Move to set the rolled back millage rate for the 2025 tax year as **4.8737 mills**.
- (2) Move to set the proposed operating millage rate for the 2025 tax year at **5.0465 mills**.
- (3) Move to set the proposed voted debt millage rate for the 2025 tax year at **0.1960 mills**, for a combined total of **5.2425 mills**.
- (4) Move to set the date, time and place for the public hearing on the tentative budget for the fiscal year 2025-2026 as Monday, September 8, 2025, 6:30 p.m. in the City Hall Council Chambers.

Summary Explanation & Background:

In accordance with Truth in Millage ("TRIM") compliance requirements as set forth in Chapter 200 of Florida Statutes, the City must calculate a rolled-back rate for the 2025 tax year; set proposed operating and voted debt millage rates; and set the date, time and place for the tentative budget hearing. The statutes require separate motions for each action.

The operating millage rate of 5.0465 used in preparation of the budget draft is 3.55% higher than the rolled back rate of 4.8737. The proposed voted debt millage rate is 0.196 mills. A mill is the tax rate for each \$1,000 of taxable property value. At 5.0465 mills, a home with a taxable value of \$500,000 will pay \$2,523 in operating and \$98 in debt millage to the City of Maitland.

The combined total millage rate of 5.2425 used in the draft budget is 0.006 less than the prior year's combined total rate of 5.2485.

The maximum millage rate voting requirements outline three levels of voting options. For tax year 2025, the maximum millage rate that can be levied with a majority vote is 5.5570 and the maximum millage rate allowed by a two-thirds vote is 6.1347.

Maximum Millage Rate Voting Options	Maximum Millage Rate
Majority Vote (adjusted rolled back rate per State formula)	Up to 5.5570
2/3 Vote of Governing Board (110% of the Majority Vote Millage Rate)	Up to 6.1347
Unanimous Vote of Governing Board or Referendum	Any rate up to statutory limits

The Debt Service millage rate is calculated by dividing the taxable value by the debt service requirement less an allowance for interest income in the fund. Currently, there is a projected \$137 thousand in debt service fund balance. Debt service for FY 2026 is \$813,608. The tax levy will generate \$786 thousand and interest income will generate \$11 thousand; drawing down fund balance by \$17

thousand. The current fund balance in the Debt Service Fund can only be used to pay debt service obligations.

Once the Council sets the proposed millage, the Certification of Taxable Value (form DR 420) and the Maximum Millage Levy Calculation Preliminary Disclosure (form DR 420 MMP) must be returned to the Orange County Property Appraiser's Office by July 30, 2025. Once returned to the Orange County Property Appraiser, the information will be used to generate the notice of proposed taxes which will be issued in mid-August by the Orange County Property Appraiser.

The final millage rates will be set at the final public hearing in September. The final millage rate could be any millage equal to or lower than the proposed millage rate set by the Council tonight. The millage rate can be increased after the proposed millage is set; however, it involves an onerous and costly process of notification to taxpayers.

Fiscal Impact:

A millage rate of 5.0465 mills generates \$18.278 million to the General Fund and \$1.962 million from the City to the CRA. A debt millage of 0.1960 generates \$786 thousand to the debt service fund.

Exhibits:

Commission/Board: City Council

Contact Person: Mark Reggentin 407-539-6220

Reviewed by City Attorney
N/A