



**City Council
August 25, 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 August 11, 2025.
 - 2. Resolution No. 12-2025: Solid Waste Rates.
 - 3. Resolution No. 13-2025: Designate Administrative Authority to Receive, Review and Process Plat & Replat Submittals Chapter 177, F.S.
 - 4. Resolution No. 14-2025: Adopting an Amended FY25 Law Enforcement Trust Fund Budget and Approving the Purchase of Firearms.
 - 5. Purchase Change Order: Bound Tree Medical, LLC.
 - 6. External Auditing Services: Ranking of Qualified Firms.
 - 7. City-wide Janitorial Services Contract Award: Green Facility, Inc.
- VI. Public Period
- VII. City Manager's Report/City Attorney/Council Reports
- VIII. 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
August 25, 2025		Section: Consent Agenda
Department/Office : City Clerk	AGENDA REPORT	Item #: 1.
Subject: City Council Meeting Minutes of August 11, 2025.		
Requested Action or Motion: Move to approve the City Council meeting minutes of August 11, 2025, as presented.		
Summary Explanation & Background:		
Fiscal Impact: N/A		
Exhibits: 1. Draft CC Minutes 8112025		
Commission/Board: City Council		
Contact Person: Lori Hollingsworth 407-539-6219		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 25, 2025		Section: Consent Agenda
Department/Office : Finance Department	AGENDA REPORT	Item #: 2.
Subject: Resolution No. 12-2025: Solid Waste Rates.		
Requested Action or Motion: Move to adopt Resolution No. 12-2025 providing for Solid Waste Service Rates and Deposits as authorized by Section 30-25 of the City Code, as presented.		
Summary Explanation & Background: The Solid Waste Fund accounts for the activities of the City's residential and commercial solid waste, yard waste, and recycling collection and disposal. City Code, Chapter 30, Article II, Garbage and Trash, requires collection rates and deposits be established via a rate resolution. Residential service includes twice-per-week garbage pickup, once-per-week yard waste, and once-per-week recycling collection and disposal. Commercial service varies depending on the volume and the nature of the solid waste. Service ranges from twice-per-week commercial cart service up to seven-days-per-week dumpster or compactor service. During FY 2025, the Seminole County landfill and the Orange County landfill increased rates by 5.25% and 12%, respectively. In addition, WastePro, the city's contracted hauler, has increased its rates by 1% for FY 2026. The combined disposal increases as included in the proposed rate resolution are as follows: Residential, 6.25%; Commercial, 13%; Compactor, 13%. Staff recommends that City Council adopt Resolution No. 12-2025, establishing the Rates for Collection and Disposal of Solid Waste effective October 1, 2025.		
Fiscal Impact: N/A		
Exhibits: 1. Resolution No. 12-2025 Solid Waste Rates FY26		
Commission/Board: City Council		
Contact Person: Jerry Gray 407-539-6201		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 25, 2025		Section: Consent Agenda
Department/Office : Community Development	AGENDA REPORT	Item #: 3.
Subject: Resolution No. 13-2025: Designate Administrative Authority to Receive, Review and Process Plat & Replat Submittals Chapter 177, F.S.		
Requested Action or Motion: Move to adopt Resolution No. 13-2025 designating administrative authority to receive, review and process plat & replat submittals pursuant to Chapter 177, Florida Statutes, as presented.		
Summary Explanation & Background: Senate Bill 784 took effect on July 1, 2025. This legislation requires that a subdivision plat or replat be approved administratively if the plat or replat complies with the requirements of Florida Statute 177.091. The bill requires local governments to designate, by ordinance or resolution, an administrative authority to receive, review, and process a plat or replat submittal, and designate an administrative official responsible for approving, approving with conditions, or denying a proposed plat or replat. This legislation preempts the City's authority to prescribe the plat approval process as currently set forth within the City's Land Development Code which requires board review and approval in a public hearing. Resolution 13-2025 stipulates the following: 1. The City's Community Development Department is hereby designated as the administrative authority to receive, review, and process plat or replat submittals. 2. The City Manager, or his or her designee, is hereby designated as the administrative official responsible for approving, approving with conditions, or denying a proposed plat or replat. Staff recommends that City Council adopt Resolution No. 13-2025, designating administrative authority to receive, review and process plat and replat submittals. Adoption of this resolution will suffice as an interim step to meet the new statutory obligation to ensure that the platting process is administrative. The next step will be to amend the Land Development Code to meet the requirements of the statute. Due to the structure of the code and the multiple references to the platting process, the code amendment will be more complex and require more time to compile into an ordinance.		
Fiscal Impact: N/A		
Exhibits: 1. Resolution 13-2025 Designate Administrative Authority to Receive, Review and Process Plat Replat Submittals 177.071 (1)		
Commission/Board: City Council		

Contact Person: Michael Daniels 407-539-6211
Reviewed by City Attorney Andrew Hand

MEETING DATE		AGENDA
August 25, 2025		Section: Consent Agenda
Department/Office : Police Department	AGENDA REPORT	Item #: 4.
Subject: Resolution No. 14-2025: Adopting an Amended FY25 Law Enforcement Trust Fund Budget and Approving the Purchase of Firearms.		
Requested Action or Motion: Move to adopt Resolution No. 14-2025 amending the FY 25 Law Enforcement Trust Fund Budget and approving the budget appropriation of \$63,545 for the purchase of firearms.		
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 \$63,545 (federal) for firearms and holsters. These funds will be used to update the department's weapons platform. Lawman's and Shooter's Supply is the exclusive distributor of Glock Inc. in the State of Florida and the only authorized source for this purchase of firearms. These are non-budgeted items in compliance with federal and state regulations and will be purchased following City of Maitland purchasing guidelines.		
Fiscal Impact: \$63,545 Law Enforcement Trust Fund 68850521-534800 PD300 \$31,545 68850521-535224 PD400 \$32,000		
Exhibits: 1. Resolution No. 14-2025 Budget Amendment LETF		
Commission/Board: City Council		
Contact Person: David Manuel 407-539-6243		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 25, 2025		Section: Consent Agenda
Department/Office : Fire/Rescue	AGENDA REPORT	Item #: 5.
Subject: Purchase Change Order: Bound Tree Medical, LLC.		
Requested Action or Motion: Move to authorize the City Manager to increase the purchase order for Bound Tree Medical LLC to a total amount of \$57,000.		
Summary Explanation & Background: Bound Tree Medical is one of the vendors who supplies the Fire Rescue Department with various medical supplies. Based on prior year medical supply purchases, the Fire Rescue Department issued a purchase order (PO) to Bound Tree Medical LLC for \$49,900, piggybacking off of a Seminole County contract. The Fire Rescue Department's purchase of supplies is now expected to exceed the City Manager's purchasing threshold. Approval is requested to increase the PO to \$57,000; a Category 3 purchase, which requires City Council approval. Staff recommends authorizing the City Manager to increase the purchase order for Bound Tree Medical LLC to a total amount of \$57,000.		
Fiscal Impact: Funds are available in 01221522-535240		
Exhibits:		
Commission/Board: City Council		
Contact Person: Chris Morton 407-539-0774		
Reviewed by City Attorney N/A		

MEETING DATE		AGENDA
August 25, 2025		Section: Consent Agenda
Department/Office : Administration	AGENDA REPORT	Item #: 6.
Subject: External Auditing Services: Ranking of Qualified Firms.		
Requested Action or Motion: Approve the audit selection committee's ranking of qualified auditing firms as presented, authorize staff to negotiate with the highest-ranked firm, Forvis Mazars, LLP, and failing that, commence negotiations with the next highest-ranked firm, and so forth.		
Summary Explanation & Background: The City Council-appointed audit selection committee met June 2, 2025, to approve the factors used for the evaluation of audit services, establish the request for proposal (RFP) process, modify and approve the draft RFP for advertising, and set the committee schedule. Consistent with the committee's direction, RFP No. 132-2025-01 was publicly advertised. Four responsive proposals were received by the city on or before the deadline and disseminated to members of the committee for review. The committee met on August 5, 2025, to evaluate, rank, and recommend to City Council, in order of preference, at least three firms deemed to be most highly qualified to perform the required services after considering the criteria contained within the RFP. Because compensation is one of the factors established in the RFP and used in the evaluation of proposals, City Council, as the governing body, must select the highest-ranked qualified firm or document the reason for not selecting the highest-ranked firm. If a satisfactory contract cannot be negotiated with the recommended firm, the City Council may negotiate with the next highest-ranked firm until an agreement is reached. In accordance with Florida Statutes, City Council may delegate the negotiation to a designee, such as city staff. After evaluation and discussion, the audit selection committee approved the following ranking and recommendation: 1 - Forvis Mazars, LLP 2 - James Moore & Co., P.L. 3 - Mauldin & Jenkins, LLC 4 - Purvis, Gray and Company, LLP The contract provides for annual city and CRA audits for a three-year period beginning with FY 2025 and options to extend annually for up to six additional years. Staff recommend that the City Council approve the audit selection committee's ranking and authorize staff to negotiate a contract with Forvis Mazars LLP, and failing that, commence negotiations with the next highest-ranked firm and so forth. The final contract (engagement letter) will be brought back to City Council for approval.		
Fiscal Impact: TBD		
Exhibits:		

1. Audit Firm Final Ranking
Commission/Board: City Council
Contact Person: Shannon Lewis, Jerry Gray 407-539-6221, 407-539-6201
Reviewed by City Attorney N/A

MEETING DATE		AGENDA
August 25, 2025		Section: Consent Agenda
Department/Office : Public Works	AGENDA REPORT	Item #: 7.

Subject:

City-wide Janitorial Services Contract Award: Green Facility, Inc.

Requested Action or Motion:

Move to award the City-wide Janitorial Services (ITB 414-2025-01) contract to Green Facility, Inc. and authorize the City Manager to execute said agreement, as presented.

Summary Explanation & Background:

Public Works staff issued an invitation to bid (ITB 414-2025-01) on June 30, 2025, for a qualified vendor to provide janitorial services assuring the overall cleanliness and professional appearance for the listed City facilities throughout the city. The ITB also included unit prices for additional services outside the routine maintenance defined in the bid documents.

The city received notice that forty-five (45) registered vendors accessed the ITB and downloaded the bid specifications. The bid opening was held on July 31, 2025, and the city received twenty (20) submissions. The bids were reviewed for completeness of the required forms and one was found to be non-responsive. The bids received are as follows:

Company	Bid Amount
Thriving Lawn & Landscape	Non-reponsive
Green Facility, Inc	\$179,487.84
Florida Cleaning Systems, Inc.	\$208,431.84
1st Lady Janitorial Services, LLC	\$213,616.15
Boro Building and Property Maintenance, Inc.	\$221,850.00
AK Building Services, INC	\$224,831.60
UBM Enterprise, Inc.	\$226,114.71
CLEAN SPACE INC.	\$229,335.44
American Facility Services, Inc.	\$229,730.26
Halo Building Services	\$233,214.55

Kings Service Solutions LLC	\$238,233.36
A-Action Janitorial Service Inc.	\$247,327.00
ESB Light	\$293,836.00
D&A Building Services, Inc.	\$305,966.10
Custom Cleaning and Management Services Corp.	\$328,552.39
DIVERSIFIED	\$344,246.99
SCSI	\$347,571.76
Service Master Commercial Services	\$367,844.00
Caseco Team LLC	\$372,050.00
Ecobrite Services	\$447,315.73

The apparent low bidder was determined to be Green Facility, Inc. with a bid in the amount of \$179,487.84. Staff performed reference checks for the firm, which were favorable.

Based on the bid reviews, staff finds Green Facility, Inc. to be the lowest responsive, responsible bidder, and therefore recommends awarding Green Facility, Inc. with a two (2) year contract, with an option to extend the contract for three (3) more consecutive one (1) year periods.

Fiscal Impact:

Funds are budgeted in accounts ***-533410.

Exhibits:

Commission/Board: City Council

Contact Person: Christopher Kennedy (407) 539-6217

Reviewed by City Attorney
Drew Smith